



Minutes of the  
MEETING OF THE FACULTY SENATE  
March 3, 2014

APPROVED

PRESENT: Rebecca Alvarez, Sandra Andre, Melinda Carrillo, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Jackie Martin, Pam McDonough, Linda Morrow, Patrick O'Brien, Lillian Payn, Travis Ritt, Fari Towfiq, Rocco Versaci

ABSENT: Teresa Laughlin, Susan Snow, Diane Studinka

GUESTS: Kendyl Magnuson

CALL TO ORDER: The meeting was called to order by the President, Greg Larson, at 2:00 p.m. in Room SU-30.

Approval of Minutes:

Motion 1 MSC Morrow, Fererro: Faculty Senate approval of the minutes of February 24, 2014, as presented. The motion carried.

Public Comments: There were no public comments.

Announcements: There were no announcements.

Agenda Changes: Greg Larson announced that there may be some changes to the Agenda based on guests in attendance.

Committee

Appointments: Patrick O'Brien indicated that a Senator is needed to serve on the Human Resources Planning Council.

Motion 2 MSC O'Brien, Towfiq: Faculty Senate approval of the following committee appointments:

Student Success and Support Program (3SP) Workgroups

April Cunningham

Hope Farquharson

Grace Fowler

Barb Kelber

Karen McGurk

The motion carried.

Faculty

Research Award: Greg Larson announced that Senate volunteers are needed to review the Research Award submissions. Jenny Fererro, Pam McDonough, and Linda Morrow volunteered.

- Faculty Senate  
President Election: Greg Larson reminded Senate members that per the Constitution, the election of the Faculty Senate President will occur at the first Faculty Senate meeting in April.
- Curriculum: Senators were provided with electronic copies of the Curriculum items last week.
- Motion 3 MSC Versaci, Towfiq: Faculty Senate ratification of the Curriculum Committee Action Items dated February 19, 2014. The motion carried.
- Academic Calendar  
Workgroup: The Academic Calendar Workgroup has not met.
- Policies & Procedures: Kendyl Magnuson, Administrative Director of Enrollment Services, noted some of the changes being proposed to AP 5055, Enrollment Priorities. At last week's meeting, Senators discussed the document, particularly as it relates to Approved Special Programs – Any program of special group of students who petition to the Registration Committee for inclusion in the “Approved Special Programs” registration priority group. Magnuson noted that only approximately 30% of students actually register on their priority date, although Enrollment Services is hoping to improve on that number in the future.
- A lengthy question and answer period followed on some sections in the document. Senators also discussed the proposed change to the wording relating to non-high school graduates; the change states: “Students less than 16 years of age require permission of the instructor to enroll in classes.” The current policy is for students less than 15 years of age to need instructor permission to enroll in a class. Some Senate members felt that the age should be higher due to the maturity level required for college-level material, proposing that students younger than 17 should require instructor permission before enrolling in a course. Magnuson suggested that it might be best for now to raise the age by only one year and see the impact of the amended policy on enrollment. After that, this issue can be revisited.
- Senators supported the document with the proposed changes going forward to the Policies & Procedures Task Force.
- Senate members were also provided with copies of BP 7211, Faculty Service Areas and Competencies. There was some discussion on the wording stating, “Each faculty shall qualify for the FSA in the discipline(s) in which he or she is hired to teach.” It was noted that those who wish to add an FSA after their hire must apply for an additional FSA through Human Resources.
- Barb Kelber also reported that the policy on Students Rights & Grievances discussed by the Senate several weeks ago will be reviewed and amended by a task force overseen by Vice President Gonzales.
- TERB: Revision of  
Forms: This item will be discussed at the March 10, 2014 meeting.
- Blackboard Course  
Transfer Procedure: Lillian Payn indicated that Dean Kahn of Social and Behavioral Sciences requested that members of the Academic Technology Committee (ATC) work on creating a process for course transfer to address issues of on-line material on Blackboard. Right now, course materials transfer within the Blackboard course shell as it is transferred to the new

instructor. If the original instructor has backed up the materials, then he or she has a copy, but would have to also delete the materials if unwilling to share them with the new instructor. Otherwise the contents of the shell will transfer to the next instructor.

The task for the ATC is to come up with a procedure to assure the smooth transition of the course from one instructor to another. Members of the ATC have begun the process with the following outline:

Faculty is responsible for backing up Blackboard courses.

Department Chairs will notify the instructor to create a back-up prior to submitting a change to a sys sheet.

The Department Chair may make a back-up of the course if one is available.

Discussion followed on several issues. There was concern about making Department Chairs responsible for backing up courses. An additional concern was whether it would be an infringement on a faculty member's privacy rights regarding course materials if Department Chairs were given the right to back up this course material.

One suggestion was to simplify the process by assigning the responsibility to each faculty member to electronically back-up all the materials.

This item will be brought back for further discussion and/or action at next week's meeting.

SDIC Regional  
Consortium Workforce  
Development Council:

Sandra Andre reported on the Regional Workforce Development meeting she recently attended. One issue discussed was program alignment between colleges in Career Technical Education (CTE) so that coursework is consistent for students training in particular areas and so that the coursework can also lead to stackable certificates. Andre also noted that 35 different metrics to evaluate CTE programs are being collected state-wide, although only five will be focused on within our region. One concern is that the traditional source of funding for CTE, which is Perkins, will be reduced by 7% for the 2014/2015 year. The 2016 year will be for interim planning.

Student Success and  
Support Program (3SP)  
Task Force:

Greg Larson reported that members of the Student Success and Support Program (3SP) Task Force will meet on Thursday, March 6. The workgroups have begun meeting to discuss the areas of Outreach/Marketing, Orientation, Counseling and Advising, and Follow-Up Services.

Senate Bill 751: Greg Larson brought attention to Senate Bill 751, which went into effect January 2014 and requires the legislative body of a local agency to publicly report any action taken and the vote or abstention on that action of each member present for the action, thereby imposing a state-mandated local program.

It was pointed out that the Faculty Senate office currently keeps a record of each motion passed, as well as the vote by each Senator.

Senators discussed the loss of privacy and anonymity in voting and the potential for faculty to be hesitant to participate in groups such as the Faculty Senate, where issues brought forward can be challenging and sometimes uncomfortable when opinions vary.

This item will remain on the agenda for further discussion at next week's meeting.

Accreditation: Greg Larson stated that the Accreditation Faculty Tri-Chair position is up this year, and our site visit is next year. He questioned whether the Senate would consider having the next Tri-Chair appointment be for a one-year term, to the end of this cycle, and after that begin a three-year term. This would match with the Accreditation cycle.

This item will be brought back for Faculty Senate Action at next week's meeting.

ADJOURNMENT: The meeting was adjourned at 3:33 p.m.

Respectfully submitted,

Pam McDonough, Secretary