



ACADEMIC SENATE MINUTES

Thursday, November 3rd, 2016 1:00 p.m. Board Room

ATTENDANCE

Senators	Visitors
Eyob Wallano	Katherine Marsh
Jerome Evans	Hoa Pham
Andree Valdry	Carlos Maruri
Mandeda Uch	Shemiran Lazar
David McPatchell	Jose Bernaudo
Nikki Williams	Jesse Mills
Paul Flor	Fazal Aasi
Kent Schwitkis	Ruth Roach
Christopher Halligan	Holly Schumacher
Annaruth Garcia	
Mahbub Khan	
Vanessa Haynes	
Essie French-Preston	

- I. CALL TO ORDER** – Paul Flor 1:08 p.m.
- II. APPROVAL OF AGENDA** – Schwitkis/Evans- Approved
- III. APPROVAL OF MINUTES** – Halligan/Evans- Approved

Jose Bernaudo commented on the minutes and how a secret ballot was requested for the last vote on the Educational Task Force. It was noted that we cannot add to the past minutes but the comment is now reflected in the record. Two comments are now on record: a secret ballot was asked for and was denied and secondly, there was an administrator present which may have caused intimidation for the voting senators. Flor stated that he has never heard of secret ballot at Senate. Bernaudo would like to know why and how we do not have a secret ballot. Flor stated that he would like for Bernaudo to show where there is a need for a secret ballot to be called for. Bernaudo stated that when there is an issue like the task force and there is an administrator present, we should have a secret ballot. Nikki Williams spoke about being the one to ask for the secret ballot, but not because of administrator presence rather the reception of other faculty members to the vote. After discussing this with Flor, she stated that she was comfortable with not having a secret ballot.

IV. REPORTS

President’s Report- Paul Flor reporting.

- BP 4030 and Administrative Procedures 4260- Today we will be considering for our first reading both policies. Flor stated that he would like us to make our BP 4030 more up-to-date and accurate. The additions of the board policy are in the agenda packet. The additions are in red. We need to consider that this language may need to be added to the union contract. Schwitkis asked if number 3 should be addressing us as a school. Flor stated that until we get accreditation, we need to keep the same wording and that this language is pretty common. This is the first reading and at our next meeting we will hopefully accept and vote on BP 4030. Administrative Procedure 4260 relates to prerequisites and co-requisites. Please take a look at

this before our next meeting. French-Preston stated that this needs to be printed in the catalogue. There is a numbering issue that needs to be corrected with Administrative Procedure 4260. All that is in red is what is proposed to be included. Included in the packet is the approved 2013 version as a comparative to the changes. Schwitkis asked for clarification on the numbering and Flor went through both versions to help with the clarification. Perez discussed why the changes were made.

- Vacancy in the Board of Trustees- a provisional appointment has been made. The new appointee's background has been included in the packet.
- Starfish early alert system- Information has been included in the packet. A number of faculty participated in the training on October 21st and are currently piloting the system.
- IEPI information is included in the packet for anyone interested in submitting proposals.
- Plenary- McPatchell will be attending.
- We need to start discussion on creating a seniority list for part time faculty. We also need to ensure that all part time faculty have been evaluated.

Vice President- Christopher Halligan

- No report
- Make sure that you go out and vote- Check out the FACCC website to see their proposition endorsements.

Board Representative – Jerome Evans reporting

- None

Accreditation: Amber Gillis reporting.

-

V. ACTION ITEMS-UNFINISHED BUSINESS

- Distance Education Compliance- Nikki Williams spoke about postponing the meeting until we have attended the mandatory distance education meetings next week. We would like to see the information that is given out at the meeting before we begin putting together some standards for meaningful contact with other faculty. We will send out an announcement of a meeting date soon.

VI. NEW BUSINESS

- Lieutenant Box- Discussed the drill for Shelter in Place. He stated that we should not leave our office or classroom. We should focus on strategies on how we would deal with a situation that would require shelter in place. We have been emailed the guide to help with strategies. For this drill we should look at page 9. Flyers have been left so that we can read them. There will be 2 PSAs as reminders. Lieutenant Box opened the floor to questions and discussion ensued.
- SLO and PLO Assessment report given by Hoa Phan- The numbers are going up as of October 19th. The SLO team is going to be going to a workshop that talks about how we are using SLO Assessment to improve teaching. SLO assessment completion went up when we assigned full-time leads to help the part-timers enter their data. All the facilitators offer individual assistance to faculty. The SLO facilitators and coordinator are trying to readjust the training schedule because Friday is not working for most people. Pham noted that there is greater support from

administrators and that there are now consequences for lack of completion of the assessment process. You can lose your overload.

- Accreditation- The deadline is this Friday. We have one more working meeting this Friday. There is last minute clean up with the standards. The self-evaluation will come to the senate on the 17th. Flor would like to propose that we consider it for 1st and 2nd reading in November so that we can send it to the board in December.
- Financial Aid Report- Holly Schumacher discussed financial aid. Students are submitting incomplete scholarship applications. The students are needing faculty letters of recommendations. This comes in the form of a link that faculty simply have to fill in. Faculty do not have to create a letter, they will get a link. Please encourage students to submit a completed application.
- Financial Aid- is now open early for the next academic year. This can be done in advance so that students can have their financial aid done early and have funds on time. Flor asked about the BOG fee waiver and if we are feeling the ramifications for the new criteria of compliance. What students could be subject to losing their fee waivers? This could affect 11% of students. Discussion ensued about ensuring that we account for students we may lose thereby losing FTES.

VII. Information- Discussion Items

-

VIII. Events/Meetings

- Event information is included in the packet.

MOTION TO ADJOURN – Approved –Halligan/Evans 2:16 p.m.