



Academic Senate Business Meeting Minutes  
December 6, 2011  
12:30-1:20, Room 860

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Members Present: Dave Angelovich, Amanda Badgett, Maria Biddenback, Stephanie Burns, Shawna Bynum, Dianna Chiabotti, Dan Clemens, Michael Conroy, John Dotta, Dave Ellingson, Steven Fawl, Roberto Gonzalez, Ann Gross, Julie Hall, Jose Hurtado, Gwen Kell, Jennifer King, Barbara Kraig, Sherry Lohse, Robert Millay, Rob Miller, Lynda Monger, Bonnie Moore, Scott Rose, Marci Sanchez, Debbie Saunders, Mary Shea, Eileene Tejada, Diane Van Deusen, Randy Villa, Maria Villagomez, Nadine Wade-Gravett, Eve-Anne Wilkes.

- 1.0 Welcome
- 2.0 Adoption of Agenda
  - msp with amendment to add another meeting to discuss Curriculum, Evaluations and Planning priorities (S. Bynum)
- 3.0 Approval of Minutes
  - 11/8 Business Meeting – eliminate attribution on minutes unless necessary, correct typos, msp to amend minutes and review for next meeting (S. Bynum)
- 4.0 General Announcements
  - Send Ann future agenda items.
  - Faculty party Friday night.
- 5.0 Public Comment- none.
- 6.0 Action Items
  - 6.1 2<sup>nd</sup> Reading: Professional Development Committee Bylaws Revision
    - Member Representation on District Staff Development Committee (Ann Gross)
    - "Two members of the committee..." (new language)
    - No discussion
    - msp (N. Wade-Gravett)
    - 1 attachment: Revision Summary
  - 6.2 Committee Re-assignments, A. Gross (2 min.)
    - 6.2.1 Brian Avila, from DITC to Budget Committee
    - 6.2.2 Steve Fawl, from Budget Committee to DITC
    - change is due to scheduling problems. msp (B. Moore)
  - 6.3 Nominations of Vanessa Luna Shannon for Academic Academy PT Scholarship, A.Gross (2 min.)
    - short turn around time. 6-7 counselors submitted her name. msp (M. Villagomez)
- 7.0 Information Items
  - 7.1 Standing Committee Chair Reports (13 min.)
    - Absent committee chairs will email reports to AS Secretary



- 7.1.1 Academic Standards & Practices
  - No report
- 7.1.2 Basic Skills Initiative
  - No report
- 7.1.3 Curriculum
  - approval of courses and programs
  - WebCMS and CurricuNet are both up; faculty are encouraged to review CurricuNet to make sure the data is accurate
  - Can we make changes when courses come up for review
  - Data needs to be as accurate as possible, especially for Colleges
- 7.1.4 Faculty Standards & Practices
  - Working on PT hiring process.
  - Working on process and timeline for faculty to be on hiring committees (similar to jury duty)
  - Everyone needs to be current on hiring training
  - Gets everyone involved
  - Also may need to look at the flip side - too many people want to be on specific committees
- 7.1.5 Learning Outcomes Assessment
  - Submitted Flex Day proposal to PDC.
  - Working w/ programs and departments on curriculum maps.
- 7.1.6 Professional Development Committee
  - No report
- 7.1.7 Student Standards & Practices
  - No report
- 7.2 Shared Governance Reports (5 min.)
  - 7.2.1 Budget Committee
    - Trying to schedule Town Hall budget meeting.
    - Request to hold meeting on Flex Day in Jan. was sent to PDC
    - Jan 10<sup>th</sup> Governor's report; Jan. 12<sup>th</sup> budget workshop in Sacramento
    - Also need to clarify that town hall meetings need to be for information, not decision making.
  - 7.2.2 Planning Committee
    - Subgroups meeting to look at mission statement.
    - Came up w/priorities for 2012
    - Priorities should be brought up to Senate.
    - Request to pull priorities list from Board agenda and bring them to discussion in special Senate Business meeting.
- 7.3 Officer Reports (10 min.)
  - 7.3.1 President
    - Eve-Anne Wilkes nominated for Hayward Award for "Excellence in Education."



-Senate can nominate a faculty member for the Stanback-Stroud Diversity Award. The deadline is Feb. 3. The process of selecting the one NVC nominee from those proposed will be researched further by Ann. Please send nominations with all materials to Seri by January 20<sup>th</sup>. See email from Seri for more information.

-Open tenure-track faculty positions will be posted for Spring 2012: 2 counseling, 1 welding, 1 history, 1 physics, 1 english. Two non-tenure-track positions for HIS/STEM grant (counseling). The specific positions were chosen with input from D.C. and Deans. Hiring committees will be formed soon, so we urge faculty to complete the hiring training.

-Committee Chairs: In order to minimize scheduling conflicts please send your Spring 2012 meeting schedules to Seri so they can be posted on the Faculty calendar. Also, please be aware of the timelines for your committee and alert Ann so she can include any approvals in the agendas for future meetings.

#### 7.3.2 Vice President

No report.

#### 7.3.3 2nd Vice President, FCC

-Documents have been turned in. Contract faculty evaluations need to go to board in February.

-Given the number of new contract faculty to be hired, Ad hoc Committee for Contract Coaches proposed.

#### 7.3.4 Secretary

No report.

#### 7.3.5 Treasurer

-Balance is \$1624.78.

-Revenue is down because of recent retirees. Forms are available for payroll deduction of donations, please submit one.

-Also need supplemental funds for the holiday party.

## 8.0 Discussion Items

### 8.1 Learning Outcomes Assessment Plan for Spring 2012, E. Tejada

-Plans are on track for Spring 2012. See attached document.

-Next step: Assessment on Institutional SLOs.

-Model of pilot to be implemented Spring 2012: establish and implement Inquiry Groups.

-Model will use groups to engage in conversations.

-Will look at curriculum maps, Course/Program levels.

-Stephanie will ask Division Chairs to select 5 people each to serve on Inquiry Groups. If selected, faculty member will have meeting on Flex Day.

-Time requirement for participation in Inquiry Group is 27 hours for the semester. In order to make it easier for selected faculty to participate in inquiry Groups, the



following may be offered: Salary advancement credit (can do it on assessment);  
release from committee assignment; reassign time on an individual basis.

9.0 Next Meeting Items

Next meeting will be held on Flex Day as brown bag lunch meeting.

9.1 Future Agenda Items

Please email them to Ann.

10.0 Adjourned 1:20pm –msp (B. Moore)

**The Professional Development Committee shall:**

1. Review guidelines, policies, and procedures on sabbatical leaves. Establish criteria for sabbatical leaves and solicit, review, evaluate, and recommend sabbatical leave requests. Make recommendations to Administration in the event of questions concerning satisfactory completion of a sabbatical.
2. Recommend, monitor, and review policies and procedures for faculty salary advancement projects. Make recommendations to Administration in the event of questions concerning appropriateness or satisfactory completion of salary advancement projects.
3. Review guidelines, policies, and procedures concerning faculty evaluation. By request, provide guidance to the Academic Senate Second Vice President on matters concerning the process of evaluating Contract (tenure-track), Regular (tenured), Part-Time Hourly, and Full-Time Temporary faculty. In concert with the Faculty Association, mediate, to the extent allowed by law, in the event of any challenge to the process of whether printed procedures were correctly followed.
4. Recommend and review all policies and activities for faculty professional development and instructional excellence. ~~The Professional Development Committee chair or designee and the 2<sup>nd</sup> Vice President one committee member~~ **Two members of the committee** will serve on the District Staff Development Committee.
5. Establish guidelines and policies for faculty professional development and instructional excellence activities, and encourage participation in such activities.
6. Recognize professional achievements and honors of faculty.
7. Receives reports from the Faculty Coach Committee.

# Institutional Learning Outcomes Assessment Proposal for Spring 2012

November, 2011

We are piloting this model beginning Spring 2012.

## I. IDENTIFY CLO AND PLO COURSE LINKAGES TO SELECTED ILO

### 1. Institutional Outcome: Communicate ideas clearly and concisely in written, oral, and other forms, using a variety of complementary media

- A. Departments create curriculum maps to identify courses connect to ILO's  
(This will identify who will be assessing)
- B. Add maps to binder
- C. Enter map results into Tracdat

## II. ESTABLISH INQUIRY GROUPS

The curriculum maps will be used to form the Inquiry Groups.

## III. IMPLEMENT INQUIRY GROUPS' ASSESSMENT ACTIVITIES

Beginning at the spring 2012 flex day, a number of inquiry groups will be established to examine institutional outcomes and the way that the programs of inquiry group participants contribute to the achievement of student learning outcomes (SLOs) at the institutional level. Each academic year, LOAC and the college community will identify one or two ILOs of primary focus. Institution-wide dialogue will focus on the ILO(s) selected each year.

Inquiry Groups: Inquiry Groups (IGs) will be formed across the college community. The composition and responsibilities of the IGs for 2012 are explained in more detail below.

Size: Inquiry Groups (IGs) of approximately **8-10** people will be established prior to the spring 2012 flex day activities. (BCC Model)

Composition: Each IG will be composed of representatives spanning a broad and diverse range of instructional programs and service areas. Faculty, classified staff, and administrative staff will be encouraged to participate in the IGs. Once IGs are launched on flex day, students and other stakeholders might be invited to participate as well.

Responsibility: Each IG will be responsible for assessing one ILO. Some IGs might focus on one ILO and collect information at the course, program, and service levels to examine achievement of the ILO from different perspectives.

Method: The assessment method used by each IG will be determined by the IG participants themselves. Examples of assessment methods include (but are not limited to):

- Using course-level data stored in TracDat to assess achievement of ILOs;

- Conducting surveys to collect information about perceptions of student performance with respect to the ILOs;
- Creating common assessment activities (“signature assignments”) to evaluate achievement of an ILO across disciplines;
- Developing rubrics to assess achievement of ILOs across the institution;
- Building ILO assessment into existing rubrics (to ensure alignment);
- Collecting samples of student work to show different levels of achievement of ILOs; and
- Developing summative assessments among program completers/students approaching graduation.

In the process of this work, IGs will review curriculum maps depicting the alignment between course-level outcomes (CLOs) or program-level outcomes (PLOs) and ILOs.

#### **IV. ESTIMATED TIME AND RESOURCES NEEDED FOR INQUIRY GROUP ACTIVITIES**

##### **1. Inquiry Groups Meet**

Groups will meet a minimum of **(3 hours/month)** to create assessment instrument, evaluation instruments, and determine the size of the assessment sample.

##### **2. Meetings will include training- embedded in IQ meeting times (1 hour/month), including readings**

The Inquiry Groups will be trained in the following areas:

##### **A. Theory**, such as but not limited to:

Bloom’s Taxonomy

Perry’s Cognitive Development Theory

##### **B. Assessment**, such as constructing assessment instruments, rubrics, etc.

##### **3. IG’s administer assessment (2 hours)**

##### **4. Collect, Sort, and Ready samples for IG’s dialogue and evaluation (3hours)**

##### **5. IG’s meet to discuss results, create reports with findings, and offer feedback on pilot (4 hours)**

##### **6. Create poster for Fall Flex day 2012 (3 hours)**

**Total hours needed: 27 hours for the semester.**