



## **Academic Senate (AS) Business Meeting**

September 25, 2018

12:30 – 1:20 pm, Room 838

### **Minutes**

**Present:** J. Aguayo-Vasquez, S. Anderson, A. Badgett, S. Ball, A. Bewick, S. Burns, N. Carrier, N. Chianese, D. Clemens, A. DiFranco, I. Dunkle, S. Fawl, W. Fortier, M. Gianvecchio, C. Gillis, S. Grohs, A. Gross, J. Hanson, S. Hitchcock, S. Howard, M. Ignacio, K. Iwamoto, M. Jong, G. Kell, J. Kincheole, J. King, M. Kronzer, E. Lara-Medrano, K. Larsen, I. Logan, S. Lohse, T. Madison, E. Martinez, J. McGowan, A. Moore, B. Moore, C. Nelson, T. Nunley, L. Nussdorfer, K. Owens, P. Posada, C. Pruitt, E. Quealy, F. Quinlan, H. Scott, F. Smyle, E. Stafford, E. Tejada, M. Tran, C. Trujillo, D. Van Deusen, E. Wade, C. Winszewski, L. Yanover

**Guest:** M. Villagomez, C. Rivera

#### **1. Welcome**

- Meeting called to order at 12:32 PM

#### **2. Adoption of Agenda**

- Motion to adopt agenda with discussion item 7.2. Distance Education Guidelines to go before discussion item 7.1. Revised Professional Development Procedures
- M/S/P

#### **3. Approval of Minutes: 09/11/18**

- Motion to approve minutes as presented
- Request to add a member to the attendance
- M/S/P

#### **4. Public Comment**

- None

#### **5. Announcements**

- Retirement card being passed around for Rebecca Scott
- Reminder that on Sept. 28, 3 PM-6 PM, small gathering for Rebecca for her retirement at Faye Smyle's home
- Curriculum/CurricUNET Training on Friday Sept. 28<sup>th</sup> at 10:30 am in TLC (1770)
- Reminder that Brown Bag is Thursday, Sept. 27<sup>th</sup> in Community Room at 12:30 pm
- How Anxiety Impacts Learning Workshop in TLC on Oct.4<sup>th</sup> from 12:30 pm – 1:30 pm

#### **6. Information Items**

##### **6.1. Payroll deduction for AS Scholarship and Membership dues**

- \$1956.51 in the Academic checking account which is separate from scholarship.

- We only collect \$91 each month which has dropped over the last few years. This is due to people retiring and their contribution goes away.
- Could not get a balance for scholarship account as they are currently redoing the system.
- There is a form for academic scholarship fund/dues so people can contribute monthly.
- This is a payroll deduction.
- We no longer have the scholarship funds we used to have in our scholarship account.
- Consider making a monthly deduction from your monthly pay packet.
- The contribution is tax deductible.

## 7. Discussion Items

### 7.2. Distance Education (D.E.) Guidelines

- This is the initial document outlining the process that we're currently using but there was a request to outline this process.
- Some updates have been made based on feedback.
- Faculty Business committee endorsed this document for feedback from AS senate.
- This document is meant to meet accreditation standards.
- You may drop a student on the first day of the course if they have not logged in. We need to make it clear to student that they need to log in on that first day.
- This document includes definitions and resources. The next document will be the D. E. Masterplan.
- Questions raised regarding online course training for new faculty and possible compensation.
- Question address that the D.E. mentor will train new faculty. Deans and chairs are the ones to determine who needs training.
- The standard will be in the course review.

### 7.1. Revised Professional Development Procedures

- Faculty Business Committee (FBC) discussed this item last week.
- Information on the recent history:
  - A year ago a pilot was put in place to rectify a system that was not well-functioning for faculty applying for P.D. funds.
  - What was piloted was a "one-stop" for applying for P.D. funding where there is a single form that goes through the dean, then through administration to figure out what fund would be appropriate for the request.
  - Cabinet members brought up the idea for everybody to use this process.
  - More funds are being put in since everybody would have access to them.
  - Supervisors of funds determine if P.D. request meets criteria.
- Concerns were brought up at FBC about this being an all-inclusive process of classified and administrators.
- Another issue from FBC discussion was about the criteria since faculty have a different set of criteria versus the staff development for classified.
- Criteria for P.D. form was made to have everything in one simplified document but we could reconsider this if there needs to be criteria set out for both.
- The new process limits out of state requests to a team of 3 or 4 individuals for a single activity.
- Last year the Staff Development committee noticed that in the pilot process there were no limits on P.D. so this year we wanted to communicate the revisions in a document.
- The review team currently does not have an identified classified reviewer for the requests but the plan is to have each constituent group review themselves.
- Concerns discussed regarding the new procedure:
  - Having only two people decide what conferences are too expensive could be problematic because depending on the function of the information coming back, it may be appropriate to spend the money.

-There should be a structure with more people who have more background in this. Two people is not enough given the scope of the changes across disciplines in instruction.

-Why require 45 days prior to the activity being requested for funding?

-There is no list of what activities that will not be funded and why they won't be funded.

-What is the total allotment is for funding?

- Responses to concerns included:

- There could be one more faculty member as part of the process.

- The first layer of approval is a recommendation of the funding source. These 2 people do not have the final say in what is granted or not until we send off the approval form to the funding source supervisor.

- There are more than 2 people making the decision on the request since there is also the dean and the Assistant Superintendent/Vice President of Academic Affairs.

- Request up to 45 days to activity to provide a cushion of time to resolve any questions that come up about the request. Reviewers will work with individual submitting the request.

- This document is here to help clarify potential limits on funding.

- There is a new general district funding source of \$20,000 in addition to the funding sources that were already in place.

- This process is a pilot and is in its second year. It is not being formalized this year.

## 8. Action Items

### 8.1. Committee Assignments

- M/S/P

### 8.2. Curriculum Packet

- M/S/P

### 8.3. Curriculum Process

- M/S/P

## 9. Reports

### 9.1. AS Committees Chair Reports

#### 9.1.1. Curriculum

- None

#### 9.1.2. Faculty Business

- Within the next month hoping to have a draft of Faculty Hiring Guidelines.

#### 9.1.3. Faculty Coach

- All first meeting forms have been turned in on time!

#### 9.1.4. Planning and Budget

- Earlier this month we approved the budget. Minor change for the next budget will be going from a 3 year cycle of forecast to 5 years.
- Coming up: Program Review Form & The Planning and Budget Forms (2 in fall & 1 in spring)

#### 9.1.5. Student Success Standards

- Requesting everyone to review policies on the website and provide feedback.
- For the documents on the website remember that anything written in red and underlined is legally required, anything written in blue and underlined is legally recommended legal language, and anything written in yellow is up to the review of our campus. Coming soon we will be highlighting in green anything that has been added by committees.
- Bring as much feedback to us by sending it to either Student Success Standard committee chair or to your representative.

### 9.2. AS Officer Reports

#### 9.2.1. President

- AB 705 Regional meeting in October

- C-id 5 year review for Accounting, ADT, Communications Studies, and Psychology
- AS President will be attending Fall Plenary in November
- At recent Council of President's meeting there was a discussion on housing. Before discussion was for student housing but now considering faculty and staff housing as well.
- President is bringing up campus Master Plan again but we're waiting for clarity on this.
- D1140 is under discussion at Council of Presidents revisions to come for review and approval. There will be more information on that.

**10. Adjourn**

Motion to adjourn meeting at 1:25 PM