



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

August 21, 2018  
12:30 – 1:20 pm, Room 838

### **Minutes**

**Present:** J. Aguayo-Vasquez, S. Anderson, A. Badgett, S. Balassi, S. Ball, M. Biddenback, S. Bynum, N. Carrier, D. Clemens, T. Downie, A. DiFranco, I. Dunkle, S. Fernandez, W. Fortier, M. Gianvecchio, C. Gills, S. Grohs, A. Gross, H. Gullickson, 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, S. Lohse, T. Madison, E. Martinez, N. McEnery, J. McGowan, M. McKeig, L. Monger, A. Moore, C. Nelson, L. Nussdorfer, T. Nunley, R. Nybakken, K. Owens, C. Pruitt, E. Quealy, F. Quinlan, G.S. Rose, C. Roughley, M. Sanchez, H. Scott, M. Shea, F. Smyle, E. Stafford, E. Tejada, A. Thomas, C. Trujillo, M. Villagomez, E. Wade, N. Wade-Gravett, K. Walters, L. Winczewski, S. Wright, L. Yanover

**Guest:** S. Wright, M. Villagomez, H. Gullickson

**1. Welcome**

Meeting called to order at 12:30 PM

**2. Adoption of Agenda**

Motion to adopt agenda as presented  
M/S/P

**3. Approval of Minutes: 05/08/18**

Motion to approve minutes as presented  
M/S/P: 1 abstention

**4. Public Comment**

None

**5. Announcements**

- Welcome Liz Rivera as new Academic Senate Secretary
- A thank you to Cynthia for helping with the transition
- It has been recommended by the state that the Academic Senates have a parliamentarian, Michael Gianvecchio has been appointed as parliamentarian

**6. Information Items**

**6.1. AB 705 Update**

- All students who have graduated high school in the past 10 years should be allowed to complete their transfer level math and English within one year and have the right to self-place directly into these transfer level classes.
- The math and English placement exams will be going away completely and not allowed even as advisory.

- For Math, this means we will be retiring our Math 55-99 classes and replacing them with options for students depending on if they're wanting to take Statistics or College Algebra as their transfer level class.
- English 85 and 90 sections will also be largely eliminated, and supports will be developed for English 120 as the primary entry class.
- These adjustments will have significant ripple effects on other Programs and class prerequisites, and will change how students move through their academic plans. We will be working to develop and pass curriculum this year for Fall 2019 implementation.

## **6.2. Academic Senate Priorities for 2018-19**

- AR's (Administrative Regulations) will now be referred to as AP's (Administrative Procedures)
- The policy consultant has been providing updates on legal language and legal requirements for board policies and AP's
- Per the Mutual Agreement BP's/AP's (Academic Affairs and student related) the consultant is providing recommended updates but committees can determine whether to accept them or use our own language.
- Pilot Restructure will be concluded at this academic year unless we decide to continue, change, or go back to old structure. At midyear the decision has to be made. Surveys for feedback will be sent out. Responses are very important.
- Amanda, Faye, Gwen, and Wayne (current AS officers) will be ending their terms by end of spring semester. Anyone interested in potentially running for office or has any questions, please contact Amanda or the officer in the position that they are considering.
- Based on the committee structure decision and officers, there will be a need to revise the bylaws.
- It was suggested that the bylaws be amended so that the election for officers can take place earlier and will have time for training with their predecessors. This is important since all 4 officers will be ending their terms at the same time.
- Faculty requested a refreshment of the pilot committee restructure survey that was done in spring 2018.

## **7. Discussion Items**

### **7.1. Part Time Faculty Evaluation Process**

- AS President and Vice President worked on the process based on the feedback received. Still receiving feedback so please keep sending to Faye, FBC.
- Comment given that seniority needs better explanation, reference CBA but could be clearer
- If evaluations reflect "needs improvement" considered adding a probationary period where the evaluatee has time to improve.
- Question brought up if qualified contract faculty member might be better than tenured faculty in evaluation or lead in some cases.
- If there was a grievance regarding evaluation process, the process can be appealed but not the outcome
- It was mentioned that there is a need to clarify when a dean can come into a classroom for evaluation
- Needs clarification in C, 2, about the word "may" being too vague. Faculty member asked for specification here.
- We may need boxes instead of comments to decide non subjectively what is positive or negative on forms.

- Faculty member can request a second observation, doesn't have to be only if negative evaluation. There should be one file on each faculty member. One copy in HR file, none anywhere else.

## 8. Action Items

### 8.1. Contract Evaluation Teams 2018-19

- Motion to approve Contract Evaluation Teams with current edit: replace Robert Miller with Michael Gianvecchio on Claudette Shatto's team.  
M/S/P

### 8.2. Committee assignment for 2018-19

- Motion to approve committee assignments for 2018-19  
M/S/P

## 9. Reports

### 9.1. AS Committee Chair Reports

#### 9.1.1. Curriculum

- A reminder of deadlines for courses (articulation, credit, and non-credit) of Oct. 19 and Feb. 18.
- The state's approval process will take more time and there are no longer retroactive approvals

#### 9.1.2. Faculty Business

- Current plan is for the PT evaluation process to return to AS as an action item at the end Sept.
- The faculty hiring process needs to be approved by Oct. for use in the spring
- Current plan is for the DE guidelines to return to AS in Oct.
- It is almost time for sabbatical requests to be submitted

#### 9.1.3. Faculty Coach

- Evaluations are in process. Reminder of the 1<sup>st</sup> evaluation deadline.

#### 9.1.4. Planning and Budget

- The final budget is the same as the tentative budget provided in May

#### 9.1.5. Student Success Standards

- The current policies are under review and will be going out on Monday

### 9.2. AS Officer Reports

#### 9.2.1. President

- Based on the AS concerns expressed regarding the IT plan the AS President is working with Bob Parker and Erik Shearer to create a subcommittee for the faculty and deans to focus specifically with IT that deals with instruction

#### 9.2.2. Vice President no report

#### 9.2.3. 2nd Vice President no report

#### 9.2.4. Secretary no report

#### 9.2.5. Treasurer no report

## 10. Adjourn

Motion to adjourn meeting at 1:22 PM