



Academic Senate Business Meeting
Minutes for September 13, 2011

Attendance: Jessica Amato, Dave Angelovich, Amanda Badgett, Lauralyn Bauer, Glen Bell, Andrea Bewick, Stephanie Burns, Shawna Bynum, Peggy Carroll, Dianna Chiabotti, Dan Clemens, Michael Conroy, Emily Cosby, Aaron DiFranco, John Dotta, Michael Dow, David Ellingson, Sheryl Fernandez, Robert Gonzalez, Stephanie Grohs, Ann Gross, Julie Hall, Gwen Kell, Jennifer King, Barbara Kraig, Sherry Lohse, Tia Madison, Rob Miller, Lynda Monger, Bonnie Moore, Christy Palella, Denise Rosselli, Marci Sanchez, Debbie Saunders, Mary Shea, Erik Shearer, Erin Sullivan, Eileene Tejada, Diane Van Deusen, Randy Villa, Maria Villagomez, Nadine Wade-Gravett, Eve-Anne Wilkes, Lisa Yanover.

Guests: Sue Nelson, VP Instruction; Faye Smyle, Dean Instruction

Announcements: Alex Shantz, ASNVC; Don Edwards, ASNVC

1.0 Welcome and Call to Order -12:32 p.m.

2.0 General Announcements

-Stephanie Burns: TracDat Training September 15, Library 1772

-Tia Madison: September 22 Inclusivity to promote Safe Spaces. More information to come.

-Lauralyn Bauer: 40+ schools to participate in Transfer Day, September 14.

3.0 Public Comment

Alex Shantz and Don Edwards from ASNVC:

-promoted Club Rush, happening today.

-expressed concerns about process used by Planning Committee; students want to collaborate with faculty on ways to ensure follow-through on plans; open to suggestions/ideas on ways to collaborate.

-elections re: technology fee Monday and Tuesday- encourage students to vote.

-Constitution Day

-student participation in BOT policy review.

4.0 Adoption of Agenda

-msp (S. Bynum)

5.0 Approval of Submitted Minutes

-May 10, 2011 –msp (E. Tejada)

-May 17, 2011 –msp (E. Tejada)

6.0 Action Items (5 min.)

6.1 Approve 2011-2012 Committee Appointments/Senate Assignments

-attachment: Revised Committee Assignment Tables

-msp (E. Shearer)

7.0 Information Items

7.1 Process for Determining Course Deletions & Additions (S. Nelson)

Instruction Council has created Guiding Principles as a result of feedback from divisions. Consideration of budget cuts, FTS overcap, instruction hours overcap, and priorities mandated for GE major/transfer



were of main concern in developing guidelines. Rubric/Tier determined by language and direction to follow in determining course cuts. Tier 1 was cut. Tier 2, 3, and 4 did not have many cuts and the instruction council worked with division chairs to categorize classes and determine how to decide on what classes to cut.

Sue stated that we need to look at the whole year and the money saved, not the FTS over-cap.

Questions asked:

-Should we cut any more with the 16.5% reserve?

-Would it help if faculty did not take on big classes and save sections?

-msp to extend discussion 5 min. (M. Villagomez)

Discussion: perhaps the curriculum committee needs to look at the tiers and have a discussion that if there are cuts, should staff submit curriculum for new courses? Also, data needs to be available to look at as to how the tiers were developed.

7.2 Follow-up on BOT Self-Evaluation Retreat (A. Gross)

Minutes from the retreat did not list priorities that were discussed at flex day presentation. Minutes will need to be amended to include the priorities.

7.3 Faculty Hours: SLO Assessment Dialogue (A. Gross)

7.3.1 September 22, 12:30-1:30 (location TBA)

Best Practices for SLO Assessment- Generating Data for Meaningful Dialogue (S. Burns)

This workshop is designed to help faculty adopt best practices that work for their own assessments. Stephanie requests that faculty bring copies/examples of assessment to work with.

7.3.2 October 27, 12:30-1:30 (location TBA)

G.E. Student Learning Outcomes

7.4 Ad-Hoc Committee Establishment/Recruitment (A. Gross)

7.4.1 Revision of Contract (Tenure-Track) Evaluation

-Interested faculty please email LaLee@napavalley.edu

7.5 BOT Policy Review for AB 1735 (A.Gross)

-Policies are being reviewed in comparison with CCC League policies. E. Shearer has identified policies that impact faculty/AB 1725 and should have faculty involvement in revision discussions. A list of these policies is available on the Academic Senate website under the Business meeting link. The revision of the BOT policies is estimated as a two-two and a half year process. A formal request to the President will be drafted in order to ensure Academic Senate is included in discussions of policy review. Instructional policies will be discussed with Sue Nelson, Ann Gross, and Nadine Wade-Gravett.

7.6 Standing Committee Chair Reports



- 7.6.1 Academic Standards & Practices (S. Grohs)
No meetings have been scheduled. The committee is working to coordinate an October meeting.
- 7.6.2 Basic Skills Initiative (S. Fernandez)
The BSI Budget Plan is a committee priority.
- 7.6.3 Curriculum (A. Badgett)
Friday is the deadline for new/modified courses. CuricuNET is experiencing a few technical problems.
- 7.6.4 Faculty Coach Committee (D. Chiabotti)
A meeting to discuss legal mandates in the contract evaluation process with lead coaches is a priority. Faculty were reminded that they may only sign evaluation documents if they were present at the meeting.
- 7.6.5 Faculty Standards & Practices (D. Clemens)
The committee plans to create a part-time hiring procedures document in order to avoid commonplace last-minute procedures. The committee will review equivalency and all members will be trained. Selection of members to serve on hiring committees will be discussed and the committee encourages all full-time faculty to stay up to date on trainings and follow-up trainings. There will be a Hiring Committee Training this Friday from 9-12:00.
- 7.6.6 Learning Outcomes Assessment (E. Tejada)
September 9 was the deadline to provide secretaries with all retro data. September 30 is the deadline for all retro data to be entered. LOA is designing a plan that will continue through 2012. The committee is currently discussing options for evaluating GE outcomes with Institutional learning outcomes.
- 7.6.7 Professional Development Committee (Cliff Zyskowski)
The committee is scheduling meetings.
- 7.6.8 Student Standards & Practice (B. Hopperstad)
No report.
- 7.7 Shared Governance Reports
 - 7.7.1 Budget (D. Angelovich)
September 8- the final budget will be presented. Information will be posted on the Budget website. Currently there is a 16.5% reserve. Mid-year cuts are unknown but estimate \$400,000-\$500,000. The next task is to develop policy/procedure for money to be set aside for the retirement/health fund.
 - 7.7.2 Planning (M. Biddenback)
Meeting discussion focused on process- what is working and what needs to be improved. The



committee will address priorities for the year and brainstorm ways to achieve priorities. A letter will be drafted to the BOT expressing concern that committee roles in developing priorities are being overlooked. There is a process in place, but the BOT does not seem to understand their role in the process.

7.8 Officer Reports

7.8.1 President (A. Gross)

BOT adopted budget with additional priorities for funding after mid-year cuts. These funding priorities specifically accommodate for IT resource needs and the unfunded retirement liability. The BOT has contracted with the ACCT group for the President's evaluation at an estimated cost of \$4500. Ann Gross and Maria Biddenback to write a letter to follow-up on this. Faculty need to go to BOT meetings and speak. The faculty voice needs to be heard. \$17,000 has been spent so far on the BOT self-evaluation retreat and consultation on how to evaluate the president.

7.8.2 1st Vice President (N. Wade-Gravett)

No report.

7.8.3 2nd Vice President (D. Chiabotti)

See item 7.6.4

7.8.4 Secretary (B. Kraig)

No report.

7.8.5 Treasurer (J. Hall)

The fund allocated for the social committee is available, as there is no longer a social committee. One possibility is to fund a scholarship with this money.
Current Balance: \$ 1,294

8.0 Next Meeting

Tuesday, October 11, 2011

12:30-1:20, Room 860

9.0 Adjourned 1:23 –msp (E. Shearer)