Academic Senate Executive Committee
Meeting Minutes, 4/3/2012

Attendance: Dave Angelovich, Amanda Badgett, Dianna Chiabotti, Dan Clemens, Sheryl Fernandez, Stephanie Grohs, Ann Gross, Julie Hall, Betty Hopperstad, Barbara Kraig, Erik Shearer, Eileen Tejada

1. Welcome

2. Adoption of Agenda
   - change next meeting – see business agenda item #8 - msp

3. Approval of Minutes from 3/6/12
   - attachment
   - approved msp (E. Shearer)

4. General Announcements
   - Fabulous sing-along

5. Public Comment - None
   - none

6. Information Items

6.1. Standing Committee Chair Reports

6.1.1. Academic Standards & Practices (anyone can attend)
   - Working on probation, dismissal; course repeatability; process problems (could be falling off track)
   - Discussion should be process – meeting will be today, 4/3 (subcommittee matriculation) to get back on track.
   - Senate committee should be guiding voice (draft should come out of AS&P committee). Matriculation should not be writing draft.

6.1.2. Basic Skills Initiative
   - Continue to work on possibilities of success centers.

6.1.3. Curriculum
   - Special meeting to review and recommend a local policy of prerequisites.
   - Committee has recommended to have content review by faculty to look at course to see if valid to apply a math or English prerequisite.
   - Now need an ad hoc committee to then bring to the senate.
   - Ad hoc committee on agenda with AS&P.
   - President approves ad hoc committees.

6.1.4. Faculty Standards & Practices
   - Working on Part Time faculty hiring document (draft).
6.1.5. Learning Outcomes Assessment
- none.

6.1.6. Professional Development Committee
- Working on Flex Day.

6.1.7. Student Standards & Practices
- none.

6.2. Shared Governance Reports

6.2.1. Budget Committee
- Recommendations sent to President.
- Reductions for $500,000 (look for cuts) – summer school. 1.4 million to wait and see at election.
- Dates for budget review: May 17th – Tentative budget forum after governor’s May revision.
- Joint Budget/Planning meeting on May 4th.

6.2.2. Planning Committee
- Joint meeting with budget.
- IT approval process.
- Appointment to replace Karen Lewis.

6.3. Officer Reports

6.3.1. President
- Communication – will be discussion item.
- By-laws say will meet twice a month (have 2 business meetings in April – second on 26th).
- Resolutions sent out to be brought to general business meeting. If you want to write resolution, please get it to the President by Friday.
- April 17th – 2nd faculty listening post.
- Committee assignments – Dianna, Nadine and Ann to meet.
- Discipline list revisions – sent to Division Chairs/Curriculum Committee/VPO. If there are issues please recommend.
- Accreditation workshop Thursday, April 123th, 1:30-4:30.
- Unit Plan/Self Study submitted.

6.3.2. 1st Vice President - no report.
6.3.3. 2nd Vice President, FCC
- Assessment as part of our Evaluation process.
- Nothing in our document that verifies or documents we do this.
- Should change the form for tenured evaluations. Dianna will update forms and bring to business meeting.
- Need to have assignments for who will be coaches, etc. Need a list from HR to know who needs to be evaluated.

6.3.4. Secretary - no report.
6.3.5. Treasurer - no report.
7. Discussion Items

7.1. Increasing communication within the Senate
- Ways to open up communication:
  - Survey – blog – Private FaceBook Group
  - Have more double meetings per month
  - Use faculty hour
  - Reports and issues – 1st meeting; Follow-up and discussions – 2nd meeting
  - Pros/cons of representative senate – have discussion – more effective communication.
  - Open communication meeting a couple times a semester – compliance with Brown Act – Could do hybrid (possibly)
  - Encourage people to attend meetings

7.2. LOAC to review the ILO process
- Currently meetings with Planning Committee to review ILOs and process.
- Be clear with process to assess and review ILOs.
- LOAC did it this time (ILO #2 – who changes that – LOAC or Planning or both?).
- Looking at areas of duplication.
- How to assess inquiry groups?
- What infrastructure to help inquiry group?
- What defines proficiency – going through assessment cycle.
- Not enough time in 1 year to go through assessment process and also assess the entire process.
- ILO is one piece: 100% course ILOs; 51% assessed; 100% program ILOs; 19% programs assessed.

7.3. New “Distance Education Committee”
- Should be a Senate Committee.
- Propose that a counselor be part of that committee.

7.4. Timeline for action items for spring semester
- None.

8. Next Meeting Items

Tuesday, May 1, 2012, 12:30-1:20 pm
Academic Senate Office, 841

8.1. Future Agenda Items

9. Meeting Adjourned at 1:30
- msp (S. Fernandez)