



Academic Senate Executive Committee– Summer Retreat

August 1, 2017

9:00 am to 1:00 pm

2744 Iowa St. Napa CA

Minutes

Present: A. Badgett, M. Biddenback, S. Bynum, M. Gianvecchio, F. Smyle

1. Welcome

- The meeting was called to order at 9:20 am.

2. Agenda

- The agenda was adopted as presented.

3. Information/Discussion Items

3.1. Review each committee purpose, membership, and tasks

- Non-voting members should be listed as committee resources.
- Librarians should be added to the Faculty Business and Planning and Budget committees.
- All committees should be folded into the four main campus committees, including Facilities, Scholarship, and Technology for improved communication.
- All committees will have student and classified representatives, if assigned
- All committees will have a non-voting administrative co-chair, with the faculty co-chair having the tie-breaking vote
- The Curriculum Analyst will work with the faculty co-chair of the Curriculum meeting to produce the agenda.

3.2. Discuss best practices for "Parent" committees and workgroups

- A goal is to have consistency across all committees, using the Curriculum committee as the model
- Each committee to create an instruction manual to guide committee chairs
- Quorum for committees will be 50% +1
- Faculty will learn about proposals from information presented in division meetings, where discussion will take place, and come to Business meetings ready to take action.
- Business meetings will still have a 20% quorum.
- Agendas and supporting documents will be sent by committee chairs to all campus email.
- Faculty co-chairs will run meetings. Ideally, each committee will have a parliamentarian and assistant chair.



- Co-chairs will work with committee member strengths and interests in assigning tasks.

3.3. Priorities for the academic year

- Each committee will create a list of priorities for the year.
- Faculty Business priorities will include: FT faculty hiring process; PT faculty evaluation; ADT program approval; copyright and intellectual property rights; student grievance;
- Curriculum priorities include: Guided pathways based on the CTE model;
- Student Success Standards will work on Dual enrollment and program discontinuance;
- Planning and Budget will work on simplifying the unit plan, and forms.

3.4. Business meeting schedule for 2017-2018

- Business meetings will take place on the second Tuesday of the month.
- Executive meetings will take place on the first Tuesday of the month.

4. Adjourn

- The meeting was adjourned at 1:12 pm.