



## Academic Senate Executive Committee Agenda

March 5, 2019

12:30 – 1:20 pm, Room 1770

### MINUTES

**Present:** A. Badgett, S. Balassi, M. Biddenback, W. Fortier, S. Lohse, F. Smyle, L. Yanover

**Absent:** S. Ball, G. Kell

**Public:** C. Pruitt

#### 1. Welcome

- Meeting called to order at 12:33 PM

#### 2. Adoption of Agenda

- M/S/P

#### 3. Approval of Minutes: 02/05/19

- M/S/P

#### 4. Public Comment

- None

#### 5. Announcements

- None

#### 6. Information item

##### 6.1. BP/AP 4100 Graduation Requirements

- This issue came up as a student would be denied graduation petition based on current language. Language omission was unintentional and needs to be corrected by adding “American History and Institutions” to the AP.
- Legal updates issued last semester will also be updated regarding number of semester units and quarter units for graduation requirements and degree certificates.

##### 6.2. 2019-20 AS Unit Plan

- Based on prior meeting’s feedback the unit plan includes CourseLeaf and full time faculty evaluation software.
- Operational continuance for chairs of Faculty Business Committee (FBC) and Student Success Standards Committee (SSSC) would to reassign time, if proposed committee structure is approved.

#### 7. Discussion item

##### 7.1. Update regarding Post-Pilot committee structure

### AB 1925 10 + 1 RESPONSIBILITIES

- 1 Curriculum, including establishing prerequisites and places courses in disciplines
- 2 Degree and certificate requirements
- 3 Grading policies
- 4 Educational program development
- 5 Standards or policies regarding student preparation and success
- 6 District and college governance structures, as related to faculty roles
- 7 Faculty roles and involvement in accreditation processes, including self-study and annual reports
- 8 Policies for faculty professional development activities
- 9 Processes for program review
- 10 Process for institutional planning and budget development
- 11 Other academic and professional matters as mutually agreed upon

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- Based on idea from AS Business meeting last week, C. Pruitt drafted document to show charges of each committee in language from bylaws.
- Comment regarding importance of bylaws in the proposed committee structure.
- Document reviewed and explained by C. Pruitt.
- Document structured from proposed committee structure with bylaws copied and pasted into each committee/section.
- Clarification that Emeritus and Minimum Qualifications will stay in FBC and not Professional Development.
- SSSC section will need to be reviewed/clarified. Need to determine where bylaws from several past committees (like Academic Practices/Student Standards & Practices) should be subsumed (FBC or SSSC). Questions remaining regarding where certain additional bylaws would be located.
- Comment made that there are many out of date bylaws in the document due to committee structures evolution.
- Fundamentals to be decided about the SSSC- senate committee or district committee?
- Vision/plan was in place for BSI, Student Success Support Programs, and Equity to all be under SSSC.
- Questions addressed that SSSC chair did not see need for administrative co-chair.
- Discussion regarding what Student Success Committee would look like.
- Technology Committee still pending.
- Vice President of Academic Affairs in favor of Institutional Technology being a district committee with administrators as well as hire additional staff for institutional technology issues.
- Discussion regarding timeline of implementation of future committee structure
- Discussion regarding when bylaws can be revised and document created with current bylaws supporting proposed structure.
- Plan is to offer two future committee structure options: adjusted current pilot structure or revert back to previous pilot structure. Then take a vote to decide this month.
- Goal for bylaws is to be completed before spring break.
- Comments regarding importance of clarifying roles within new structure for future leadership.
- Discussion regarding whether or not to have bylaws in two future committee structure options or not.
- Decision made to take a vote, of yes or no, on adjusted pilot with full new bylaws as new structure going forward. If majority vote no then old, out of date bylaws and structure will resume.
- Comment that problem with putting together bylaws would require committee approval of bylaws as items like “quorum” would need to be determined.
- Discussion regarding bylaw revisions/updates and clarification of leadership roles/responsibilities.

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**8. Action item**

**8.1. Nominations sub-committee**

- M/S/P
- S. Lohse will be lead on sub-committee with S. Ball and additional academic senators to coordinate nominations for elections.

**8.2. Donation to Classified Appreciation Event**

- Motion to donate \$200 to the Classified Appreciation Event.
- M/S/P

**9. Reports**

- None/Insufficient time for reports.

**10. Adjourn**

- Motion to adjourn at 1:35 PM
- M/S/P