



## Academic Senate Executive Committee Agenda

May 1, 2018

12:30 – 1:20 pm, Room 841

### MINUTES

**Present:** A. Badgett, S. Ball, M. Biddenback, M. Gianvecchio, G. Kell, S. Lohse

#### 1. Welcome

Meeting called to order at 12:35PM

#### 2. Adoption of Agenda

Motion to adopt agenda with replacement of Public Comment with Announcement

M/S/P

#### 3. Approval of Minutes: 4/3/18

M/S/P

#### 4. Public Comment

AS President thanked M. Gianvecchio, whose term is ending, for serving as chair for the Curriculum Committee, member of the Senate Executive committee and subgroup for committee restructure pilot.

#### 5. Information items

##### 5.1. Election of committee co-chairs for 2018-19 - Kell

- Documents have been sent out.
- Current Planning and Budget Chair wants duties added to the role including attendance to Board of Trustee meetings and Budget Forums.
- Committee chairs elected will be in position through pilot duration.

##### 5.2. End-of-term Faculty Party

- May 11. Invitation will be sent out.

#### 6. Discussion Items

##### 6.1. PEP/ Program Review

- Only instructional side of programs are in review. Other areas will do their own reviews
- English underwent pilot last year, Math and some other programs are currently in review.
- Plan is to move forums to early Fall so there is more time to review request for unit plan funds

##### 6.2. Campaign for faculty donations to student scholarships

There are 2 accounts: one in Foundation for Scholarships and one for checking accts (Paycheck related donations)

Currently the Foundation related account is depleted.

### 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

Suggestion made to create easy signup cards that can be distributed at AS Business meetings.

**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

**7. Action Items**

**7.2 Faculty Party funds**

- Motion to approve \$300 for faculty party funds
- M/S/P

**7.3 Gifts for Emeritus/Retiring Faculty**

- Motion to approve \$100 and card as the gift to emeritus/retiring faculty.
- M/S/P
- Suggestions regarding making gifts more personal. i.e. pottery from art students.

**8. Reports**

**8.1. AS and Shared Governance Committee Chair Reports**

**8.1.1. Student Success Standards – Ball**

SSS Committee currently working on:

- Course substitution
- BP/AR 5030 Admission and Dual Enrollment and related AR's 5011, 5012, 5013
- Equity and Inclusivity policy and AR
- Howard Willis and Ann Gross are taking on Early Alert.
- Discussion regarding the need for training for members of subcommittees working on policies and a more productive workflow particularly relative to Mutual Agreement policies

**8.1.2. Curriculum – Gianvecchio**

- Getting ready for st(?) planning module
- Courses and programs need to be aligned

**8.1.3. Faculty Business – Smyle**

- Continuing to work on PT Evaluation
- Academic Freedom approved

**8.1.4. Faculty Coach – Lohse**

- Evaluation deadlines soon

**8.1.5. Planning and Budget Committee**

- A forum is coming soon

**8.2. Officer Reports**

**8.2.1.** President - Badgett

**8.2.2.** Vice President - Smyle

**8.2.3.** 2nd Vice President, FCC - Lohse

**8.2.4.** Secretary – Kell



**8.2.5. Treasurer – Fortier**

**9. Adjournment**

Motion to adjourn at 1:24PM

M/S/P

**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