



Academic Senate Executive Committee Agenda

Sept 4, 2018

12:30 – 1:20 pm, Room 1770

MINUTES

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

Absent: S. Ball

1. Welcome

Meeting called to order at 12:35PM

2. Adoption of Agenda

Motion to adopt agenda

M/S/P

3. Approval of Minutes: 5/1/18

M/S/P (1 abstention)

4. Public Comment

None

5. Announcements

- Welcome Liz Rivera as new Academic Senate Secretary
- Question brought up about Faculty Evaluation drop box in 1000 building, Academic Senate President response was that she would look into it again.

6. Information items

6.1. Revision of D1140 College Governance, Decision Making, and Responsibilities -Badgett

- D1140 is undergoing revision by Council of Presidents
- Old policy that covers essentials: reaffirms 10+1, student rights, and staff rights
- President's office requested that Robin and the AS President to sort out this document that needs revising as it is too dense to be a policy. Union language is not appropriate for it.
- Policy exists that is the statement around participatory governance and President is asking to sort out into appropriate procedures.
- Academic Senate is not currently following what D1140 says in terms of what we mutually agree upon, for example our curriculum. What should be directed to board and what should we sign in?
- In D1140 committees are either to be Academic Senate or District, administration would like to see this with our committees as currently we are not practicing this.

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

**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

- Terms: Participatory vs. Shared Governance, the state and board use Participatory. If we want to maintain the term “Shared Governance” we need to define it in very specific terms. We will bring this back formally to make a decision.
- Revisions are ongoing, it will come to Executive meeting then to the Senate to see where we are as a body.
- Eventually we will cover who COP are and what they do but we are not at that point yet.

6.2 Review committee roles for duration of pilot –Badgett

- Some of us participated in project management training that brought up a use of language that we need to clarify.
- Some committees are “making recommendations/taking action” to the larger senate. This language is to be used instead of saying that committees has “approved” something. We will be taking action to move it to the senate. Saying approved suggests that it is done when it is not. These individuals committees are not charged with approving.
- Keep AS President and AS Secretary apprised of what policies you’re prioritizing so we know what to be putting on agendas as we need to adhere to a timeline for completion.
- There is some confusion from Administration regarding the role of district committees to our pilot committees. District committees do not answer to the senate. We appoint our members to district committees to improve communication links. Administration is now clearer on that.

7. Discussion Items

7.1. 10+1 Policies and Procedures, minor edits process–Badgett

- The college hired consultant has binders/thumb drives of all board policies and administrative procedures that contain both the official template language, our language, and recommendations regarding both.
- We have established the priorities and we are passing them on to the committees for work.
- There are a series of policies that don’t need substantive change. This body could help make a decision about these policies.
- For example: there are three tiers of these policies.
 - Tier I- needs changes in punctuation, capitalization or changing “regulation” to “procedure”.
 - Tier II- needs added legal language
 - Tier III- update Title 5 language
- We need to determine which of these need to go to the committees and senate for feedback or which don’t need to ever come to Executive committee.

**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

- After discussion, decision was reached that it is best to separate them into 2 tiers, “Two-Tier Process”:
 - Tier I- (Punctuation, Capitalization, & Regulation to Procedure) does not need to come to AS at all. They can go straight to the board.
 - Tier II- (All other minor updates) will come to Executive committee to determine if they should be sent out to committees and full senate for review.

8. Action Items

8.1. Process for minor edits to 10+1 Policies and Procedures -Badgett

- Motion to approve “Two-Tier Process” for edits
- M/S/P

9. Reports

9.1. AS and Shared Governance Committee Chair Reports

9.1.1. Student Success Standards – Ball

- Absent

9.1.2. Curriculum – Yanover

- First meeting of semester is this Friday the 7th

9.1.3. Faculty Business – Smyle

- Part-time evaluation process is almost ready for the AS Business meeting

9.1.4. Faculty Coach – Lohse

- Evaluations are happening

9.1.5. Planning and Budget Committee

- None

9.2. Officer Reports

9.2.1. President - Badgett

9.2.2. Vice President - Smyle

9.2.3. 2nd Vice President, FCC - Lohse

9.2.4. Secretary – Kell

9.2.5. Treasurer – Fortier

10. Adjournment

Motion to adjourn at 1:26 PM
M/S/P