



## Academic Senate Executive Committee Agenda

December 4, 2018

12:30 – 1:20 pm, Room 1770

### MINUTES

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

**Absent:** G. Kell

#### 1. Welcome

- Meeting called to order at 12:31 PM

#### 2. Adoption of Agenda

- M/S/P

#### 3. Approval of Minutes: 11/06/18

- M/S/P

#### 4. Public Comment

- None

#### 5. Announcements

- No Academic Senate Business meeting on Monday, 12/11 due to finals week.
- Reminder that the Holiday Gathering is Thursday, 12/6 at 3pm in the winery. Bring baked good if you can by Thursday.

#### 6. Information Item

##### 6.1. Update: Meeting with President regarding college closure and communication related to Air Quality

- The Academic Senate President and the President of the Faculty Association met with the President of the college regarding concerns about communication, timeliness, and consideration when making decisions about campus closure.
- Faculty expressed concerns about the content of their classes due to the communication to students that they could stay home.
- Expressed need for a protocol for clarity and consistency, especially if the President of the college is not available.

##### 6.2. Survey to determine next steps in committee structure

- Survey was sent out to “take the temperature” of the senate on how to proceed with the committee structure.
- Feedback so far shows faculty are pretty split.
- We need final feedback by the next senate meeting on January 22.

### 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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**7. Discussion Item**

**7.1. Upcoming changes to Brown Act law and implications for AS-A Badgett**

- Effective 1/2019 there are new requirements regarding how public institutions post agendas online.
- New requirement for all committee agendas and minutes need to be accessible one click away from the college homepage.
- BoardDocs will be the software we can use to do this.
- We will keep our committee webpages that will have a link to BoardDocs.
- Concerns regarding the use of both committee webpage and BoardDocs to view documents for committee.
- VPAA will consult legal counsel on specifics of requirements.

**7.2. Alternatives to CurricUNET-L Yanover**

- Based on limited functionality of CurricUNET, chair would like to consider another curriculum management system, such as CourseLeaf.
- Current software is unreliable. Courses have gone missing. GoverNet is not fixing the issues.
- Discussion about deans providing a list of proposals since software isn't reliable.
- Comment that an administrator should contact GoverNet to try to push for better assistance with software issues.
- Discussion regarding other software options and if they would be better or not.
- Plan to speak with VPAA about these topics.

**8. Action Item**

**8.1. Allocate funds for AS holiday party**

- M/S/P

**9. Reports**

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

**9.1.1. Student Success Standards – Ball**

- Committee has endorsed several Administrative Procedures to senate and are also revisiting a few policies.
- Committee will meet again in February to pick up where it left off yesterday.

**9.1.2. Curriculum – Yanover**

- Last meeting of the semester is this Friday.
- Curriculum packets to go to the senate in January.

**9.1.3. Faculty Business – Smyle**

- On hold until next semester as insufficient time to discuss the Technology goals and the Faculty Hiring Procedure at last senate meeting.
- Committee meets again in January and will be working on Board Policies then.

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**9.1.4. Faculty Coach – Lohse**

- College closure, due to air quality last month, affected scheduled evaluation meetings.
- Human Resources has not been notifying chair of faculty who are on leave as process requires.
- Some faculty, who were assigned to tasks in evaluation process, weren't responding. After investigation, realized they were on leave and Human Resources never notified chair of this.

**9.1.5. Planning and Budget Committee – Balassi**

- Meeting this Friday with many discussion items mainly about planning side.
- Discussion about the agenda's discussion items.

**9.2. Officer Reports**

**9.2.1. President – Badgett**

- Meeting took place with the President of the college regarding Visioning Process.
- President of college had concern about structure of Guided Pathways.

**9.2.2. Vice President - Smyle**

**9.2.3. 2<sup>nd</sup> Vice President - Lohse**

**9.2.4. Secretary - Kell**

**9.2.5. Treasurer – Fortier**

- Monthly donators added since request at senate meeting.

**10. Adjourn**

- Motion to adjourn at 1:23 PM
- M/S/P