



**Academic Senate Council Minutes**

**April 11, 2008, 2:30-4:00 p.m.**

**Room 5305**

X	John Veres Biology		Kevin Bontenbal Curriculum Chair	X	Steve Leone English	X	Peet Cocke Fine Arts
	VACANT N. County At Large	X	Angela Neary Physical Education	X	Peter Dill Social Science	X	Beth-Ann Dumas Vice-President
X	Allison Merzon President		Jen Sanders Math	X	Patrick Len Physical Sciences	X	Carina Love Learning Resources
	Marilyn Rossa CCFT Rep.		Lisa Mifsud Part-time at large Rep.	X	Tricia Bramsen Human Development	X	Andrea Devitt Counseling
	VACANT AS/DSPS		Jack Sullivan Business	X	Toni Torrey Nursing		Jennifer Martin Performing Arts
	Matt Vasques Lang/ Comm		Gary Villa Engineering & Tech.	X	Larry Johnston Full-time At Large Rep.		Guest: ASCC

**I. APPROVAL OF AGENDA**

Is there any business that has representative guests or reports that need to be done first so these individuals do not have to stay for the entire meeting? Is there any business that requires immediate action and therefore, must be dealt with before any other business at this meeting?

**II. OLD BUSINESS**

**1. Approval of Minutes – if needed**

**(All/5 minutes)**

**Proposal:** Approve the minutes, with changes, from the previous Senate Council meeting.

**Consensus Reached. Minutes from the March 21<sup>st</sup> meeting approved with no modifications.**

**III. NEW BUSINESS**

**1. Emeritus Faculty**

**(Merzon/ 5 minutes)**

**Background:** Board Policy 3167 states: “Upon retirement, regular (tenured) and temporary faculty members who have served as faculty at Cuesta College for a minimum of fifteen years shall be eligible for Emeritus Faculty Status if they have fulfilled at least nine full-time equivalent years. Emeritus Faculty Status will be granted upon Academic Senate Council recommendation and approval by the Superintendent/President and the Governing Board.”

**Proposal:** The Senate Council approves all faculty who have retired in the 2007-2008 academic year who meet the above established Emeritus criteria.

**Consensus Reached.**

## **2. Faculty Manual**

**(Dumas & Rossa /10 minutes)**

**Background:** The Faculty Manual is sorely outdated and needs revisions.

**Proposal:** The leadership of CCFT and the Academic Senate will draft any mutual consultation items/ changes to the Faculty Manual. Changes will be e-mailed to the Senators by May 1st and placed on the Senate agenda for their May 9th meeting.

**Consensus Not Reached.**

**Proposal:** Consistent with past practice, over the summer, the Senate President will work with the VPSL to update any remaining changes to the faculty manual with updates completed in time for use at the Faculty Orientation in fall.

**Proposal modified:** Consistent with past practice, over the summer, the Senate President will work with the office of the VPSL to update any Senate changes to the faculty manual with updates completed in time for use at the Faculty Orientation in fall.

**Consensus Reached.**

## **3. Changes to Future Senate Meetings**

**(Merzon/ 15 minutes)**

**Background:** Given the three important issues (Accreditation, Catalog Changes, Cultural Competency) that will be coming on the April 25<sup>th</sup> and May 9<sup>th</sup> agendas, the Senate Leadership is requesting changes to the Senate Agenda.

**Proposal:** No oral Senate reports. Senate reports will be submitted in writing one week proper to the Senate meeting. The Senate leadership will create a report flyer and bring it to each meeting.

**Proposal modified:** For the April 25<sup>th</sup> and May 9<sup>th</sup> Senate meetings, Senate reports will be handed out to all Senators at the meetings.

**Consensus Reached.**

**Proposal:** The April 25<sup>th</sup> and May 9th meetings will be scheduled for 2:30-4:30 PM.

**Consensus Reached.**

## **4. Professional Development Survey**

**(Hogdson/ 10 minutes)**

- **Background:** The Director of Professional Development and the Professional Development Committee is seeking Academic Senate approval of the attached survey (see Appendix A).

**Proposal:** The Academic Senate Council approves the survey.

**Proposal modified:** The Academic Senate Council approves the survey with the suggested modifications (see Appendix A).

**Consensus Reached.**

## **STANDING REPORTS**

**(Approx. 15 minutes)**

- 1. Sizzler (held April 9<sup>th</sup>, Senate President, Vice President, VPSL, and President attended.)**
  - Pattern of rushing documents/policies through the Senate at the last minute was discussed. The Interim VPSL indicated that often Title 5 changes from the Chancellor's office come quickly and need to be implemented to meet deadlines like inclusion in the college catalog so there is often a tight timeline.
  - The VPSL and Senate leadership agreed to align timelines at the beginning of each semester to better facilitate meaningful Senate deliberation and decision making.
  - Training on the Senate and on understanding the administration's role was discussed in order to promote mutual understanding.
  - The Senate's position on the issue of the one semester returned sabbatical: The newly available one semester sabbatical leave be offered to the next ranked applicant.
- 2. Curriculum (3 minutes)**
  - Area of emphasis degrees are in 1<sup>st</sup> draft and will go to curriculum in May and to the Board in June. General studies and transfer studies degrees are no longer permitted, per Title V.
- 3. Faculty Professional Development (No Report)**
- 4. Student Learning Outcomes and Assessment (3 minutes)**
  - The SLOA committee met April 11<sup>th</sup> and have requested that the Director of Professional Development (Devon) find an expert in assessment to present information to faculty on the Wed. or Thur. before school begins in the fall.
  - SLOAs are due May 9<sup>th</sup>.
- 5. Minors in the Classroom (3 minutes)**
  - The Age requirement and petition document that was approved by the Senate last semester will go before Shared Governance Council on May 13<sup>th</sup>.
  - Research into rollsheets identification continues and will go before the Senate in the fall.
- 6. CCFT (No Report)**
- 7. Planning and Budget**
  - Campus wide Budget cut forum scheduled for Tuesday, April 22, in 5402.

## **SPECIAL REPORTS**

**(Approx. 12 minutes)**

- 1. Board of Trustees (3 minutes)**
  - Bart Tophom, interim Public Safety Director resigned.
  - John Nichols, 2<sup>nd</sup> in command—Senior Officer at Public Safety resigned.
  - Carol Montgomery is the new interim public safety director on loan from Cal Poly.
- 2. Basic Skills (3 minutes)**
  - The Basic Skills Coordinator, Stacy Pointer, is working of the Basic Skills Report and meeting with Allison on Monday, April 14<sup>th</sup>
- 3. Equivalency (No Report)**
- 4. Accreditation – Kevin Bontenbal (3 minutes)**
  - Some standards have gone out to faculty. More are coming.
  - Faculty have been working very hard on accreditation.
  - The next two Senate meetings will be devoted to considering and deciding upon various parts (Standards) of the Accreditation Self Study.
- 5. MyCuesta – Carina Love (3 minutes)**

- Course Studio: faculty would like the default of the communication tool platform set to off, and instructors can turn on the features they desire.

## V. SENATOR CHECKLIST

- Be prepared to vote on the Accreditation material for the April 25<sup>th</sup> meeting (60 minutes).
- Be prepared to vote on the grade issues for the April 25<sup>th</sup> meeting (30 minutes).
- Be prepared to vote on the Cultural Competency definition (30 minutes).
- April 22<sup>nd</sup> 1:45-4:30, room 5401, is an open meeting on the budget and college strategies. Please promote with your faculty.
- Hate Free Campus Speaker from Napa Valley College will be presenting information from 2:00-3:30 on April 24<sup>th</sup>. Please see Glenda Moscoso for details.

### ACCREDITATION STUDY TIMELINE

<u>Release Date For Standard</u>	<u>Standard</u>	<u>Date for Senate Agenda</u>
Released Last Week	Standard I	April 25th
Monday, April 14 <sup>th</sup>	Standard III	April 25th
Monday, April 21 <sup>st</sup>	Standard II (SLOs)	May 9th
Monday, April 28 <sup>th</sup>	Standard IV (Leadership)	May 9 <sup>th</sup>

On Friday, May 1<sup>st</sup> there will be an informal feedback session on any standard, time/ location TBA.

## Appendix A

### Survey Introduction and Questions

The office of Professional Development ~~Department~~ has been implemented at Cuesta College to provide resources and programs that assist everyone at Cuesta in developing and strengthening their job skills. In order to effectively provide you with relevant services to meet your professional goals, the Director of Professional Development would appreciate 15 minutes of your time to complete the attached confidential survey. Your feedback is important to ensure the Director of Professional Development and the Professional Development Department are best serving your needs at Cuesta College.

1. What are your professional development needs specific to your role?

2. What do you currently do ~~to develop for your yourself professionally?~~ professional development?

3. What are the barriers to your professional development?

4. What can the office of Professional Development ~~Department~~ do to increase your job satisfaction?

5. What can the office of Professional Development ~~Department~~ do to enhance your division/department work environment?

6. ~~Where do you see the future of the Professional Development Department based on student needs?~~ What role do you believe wellness plays in professional development?

7. How can the Director of Professional Development best communicate with you (e.g. mycuesta, email, newsletter)

8. Are you aware that ELIC (Employee Learning and Innovation Center) is now the PDC (Professional Development Center) located in room 3143 on the San Luis Obispo campus?

9. Are you aware of the ~~tools-resources~~ available to you in the PDC?

10. What ~~tools-resources~~ would you like to see in the PDC to aid your professional development specific to your role?