



Academic Senate Council APPROVED MINUTES
Oct. 31st, 2008, 2:30-4:00 p.m.
Room 5305

X	John Veres Biology	X	Kevin Bontenbal Curriculum Comm. Chair	X	Steve Leone President	X	Peet Cocke Fine Arts
	VACANT N. County at-large	X	Jani Johnson Physical Education	X	Lisa Mifsud Social Science	X	Beth-Ann Dumas Vice-President
X	Donna Bower ESL		Jen Sanders Math	X	Patrick Len Physical Sciences	X	Carina Love Learning Resources
X	Allison Merzon CCFT President		VACANT Part-time at-large	X	Tricia Bramsen Human Development	X	Andrea Devitt Counseling
	VACANT AS/DSPS	X	Jack Sullivan Business	X	Toni Torrey Nursing		Michael Walker Performing Arts
X	Matt Vasques Lang. & Communication	X	Gary Villa Engineering & Tech.	X	Peter Dill Full-time at-large		Sean Boling English

I. APPROVAL OF AGENDA

Consensus reached.

II. APPROVAL OF 10/17/08 MINUTES

Consensus reached.

III. OLD BUSINESS

1. EEO Training & Campus EEO Model

(Leone // 35 min.)

Background: On Friday, Oct. 10, 2008 during FLEX days, a PowerPoint presentation on EEO training was given by Liebert Cassidy Whitmore attorney Laura Schulkind and sponsored by the Office of Professional Development. Many faculty members and division chairs attended, primarily because of a mandate from the Chancellor's office that each hiring committee needs to be staffed with at least one person who is EEO-certified. The presenter explained in the initial stages of the training, however, that not one but all members of hiring committees need to be trained in EEO regulations and have an understanding of federal and state anti-discriminatory laws. From the perception of the A.S. President in attendance, neither of these were covered in any depth or supported with appropriate documentation, and the actual letter of the mandate from the state was not shared and only interpreted by the presenter. Also, the presenter was not familiar with the term "EEO-certified" or "certification," yet this was the perceived goal by many in attendance: to become EEO-certified. However, the presenter mentioned that each campus determines its own EEO Plan in order to be compliant with state regulations, a plan that should precede the development of the content and methodology used for EEO training on our campus. There is no such plan in existence at Cuesta at this time. Such problems have raised doubts about the validity of the EEO training presented on Oct. 10, 2008.

The Academic Senate Council did not reach consensus on a proposal for a District EEO Taskforce presented at the Oct. 17th Council meeting, and many Council members at that meeting suggested that the Cultural Diversity and Student Equity Committee (CDSE) should develop our campus EEO Plan. In fact, it was determined since our last Council meeting that the CDSE has already proposed an EEO Advisory Committee. We recommend that this advisory committee be a subcommittee of the CDSE but otherwise support the subcommittee description with some additions and alterations as reflected in Appendix A.

Proposal: The Academic Senate recommends that no further EEO training be implemented until the campus agrees to an EEO Plan.

Consensus not reached.

Modified Proposal: The Academic Senate recommends that no EEO training be implemented until the campus agrees to an EEO Plan.

Consensus reached.

Proposal: The Academic Senate supports the work of the Cultural Diversity and Student Equity Committee (CDSE) to create an “EEO Advisory Subcommittee” of the CDSE as described in Appendix A.

Proposal modified: The Academic Senate supports the work of the Cultural Diversity and Student Equity Committee (CDSE) to create an “EEO Advisory Subcommittee” of the CDSE.

Consensus reached.

Proposal: The Academic Senate recommends that the Cultural Diversity and Student Equity Committee (CDSE), or the EEO Advisory Subcommittee of the CDSE, determine whether or not the EEO training conducted on Oct. 10th is a valid training for this campus based on mandatory state-wide criteria for EEO training.

Tabled

2. Senate Dues

(Leone // 10 min.)

Background: According to Payroll employees, \$5 is deducted annually from 43 full-time faculty paychecks to pay dues to the Academic Senate, and this is a voluntary deduction. The monies gathered from these dues provide for a student scholarship and other various expenditures; however, there may be a growing need to increase the voluntary annual dues. The Senate Checklist in the last three Council agendas requested input from divisions regarding the increase of voluntary dues to \$10 and the change of the status of dues from voluntary to mandatory. It has been determined that this change of status to mandatory would need to be negotiated, and due to this and other issues, it is no longer being considered to change the dues from voluntary to mandatory.

Proposal: The Academic Senate supports an increase to \$10 in annual voluntary dues to the Academic Senate and approves the dues form included in Appendix B.

Consensus reached.

3. At-Large Senate Representative Appointments

(Leone // 5 min.)

Background: Two At-Large Senate Representative positions are currently vacant: North County At-large and Part Time At-large. These positions can either be determined by election or by Senate appointment, and at the Sept. 12th A.S. Council meeting, consensus was reached for the Senate Council to appoint each of these two positions. On Oct. 14th, the Senate President sent out an email as a call for interested persons to submit their names for consideration for these positions, and due to the large number of interested candidates, he sent out a follow-up email requesting candidate statements from each person interested. As of 6 p.m., Oct. 28th, only two faculty members are still interested in these two positions: Marilyne Cleeves for the position of Part-time At-Large Senate Rep. and Katherine Neidhardt for the position of North County At-Large Senate Rep. Katherine's candidate statement entitled "academicsenate_letter" was included as an attachment in the email announcement for this A.S. Council meeting.

Proposal: The Academic Senate appoints Katherine Neidhardt to the position of North County At-large Senate Representative for a two-year term that will end at the completion of the Spring 2010 semester.

Consensus reached.

Proposal: The Academic Senate appoints Marilyne Cleeves to the position of Part Time At-large Senate Representative for a two-year term that will end at the completion of the Spring 2010 semester.

Consensus reached.

4. MyCuesta Academic Senate Group

(Leone // 20 min.)

Background: At the Senate Council Meeting on Sept. 12, 2008, consensus was reached to create two MyCuesta groups: Academic Senate and Academic Senate Council. Currently, we have an Academic Senate Council group, but in the process of creating an Academic Senate group, there were some questions regarding who could and/or should be in the Academic Senate MyCuesta group. The A.S. Constitution reads that the Academic Senate consists of faculty whose "primary responsibility to the District is regular and direct contact with students for the purpose of educating or providing educational support for students." There are some part-time faculty members whose primary responsibility to the District is administrative or managerial work. To resolve this issue, the Senate Leadership Group discussed a MyCuesta group called the "Academic Senate Information Group," which would include all faculty, managers, and others interested in and/or affected by the business of the Academic Senate Council. The Senate Leadership Group also discussed two subgroups in this larger group: the Academic Senate Council and the Academic Senate, the latter of which would include only those faculty as defined by the A.S. Constitution. Also, the Senate Leadership Group discussed one other subgroup called the "Senate Leadership Group," which will include the officers and faculty consultants to the A.S. President.

Proposal: The Academic Senate supports the formation of one MyCuesta group called the “Academic Senate Information” group” and the formation of three subgroups called the “Academic Senate,” the “Academic Senate Council,” and the “Senate Leadership” group.

Consensus reached.

IV. NEW BUSINESS

V. AGENDA BUILDER / SUMMIT ITEMS

Are there any items/issues that anyone has that he/she feels need to be on the Senate Council agenda for discussion, or that need to be taken to “Summit” for answers/clarification?

Next Senate Council Meeting: November 14th

INFORMATION & DISCUSSION

(Approx. 10 min.)

1. Area C Meeting: tabled due to time restraints
2. Senate Plenary: tabled due to time restraints
3. Other



STANDING REPORTS

(Approx. 25 min.)

1. “Summit” (no report)
2. Curriculum (3 min.) K. Bontenbal
 - Final approval from the Chancellor’s office has been obtained for the Liberal Arts degree which includes areas of emphasis.
 - The Curriculum Committee passed a proposal that certificates of less than 18 units cannot be transcribed (a long-time practice at Cuesta) unless the certificate has been approved by the Chancellor’s office.
 - The GE subcommittee is discussing how faculty can be more involved in whether or not a course is approved for CSU, UC transfer and GE.
 - Kevin has asked the evaluators to stop accepting any course that has ever been approved for Cuesta’s diversity graduation requirement and only accept those courses that currently meet the graduation diversity requirement (within the parameters of students’ catalog rights).
3. CCFT (3 min.) A. Merzon
 - The co-grievance officers have been meeting with Dr. Greiner and the division chairs to discuss best practices in regards to scheduling.
 - Faculty should be aware of the student grievance process. If a faculty member is contacted to “gather information on a student complaint,” she/he should contact one of the grievance officers—Peggy Wright or Victor Krulikowski.
 - Negotiations start Tuesday, November 4th. The negotiation team members are Allison Merzon, Mark Tomes, Mike Holmes, and Shannon Wilson, our CFT field rep. and chief negotiator. A list of folks responsible for suggested contract language on various articles of the CBA has been created. Cuesta won’t be getting any COLA money,
 - Allison will be presenting at the statewide Senate’s Fall Plenary in November and will also be attending AFT’s New Leaders Conference.
4. Planning and Budget (3 min.) P. Dill
 - Dr. Pelham’s designation of P & B as an advisory only committee is on the agenda for discussion.
 - The program development process and link between Shared Governance and P & B regarding the process is an ongoing discussion.
5. Basic Skills Initiative (5 min.) S. Pointer.
 - The first faculty-counselor roundtable, designed especially for faculty who teach ESL, Academic Support, and any basic skills courses will be held November 7th in the Professional Development Center from 8:30 to 10:30 am.
 - The Academic Support/Tutorial committee has been working to have a core group of ESL/Basic Skills designated counselors available to ESL and other at-risk, basic skills students.
 - Voluntary advising of students enrolled in Math 7 and below and/or English 99 and below is run on a pilot basis for Spring 2009, with full implementation of mandatory advising hopefully happening in Fall ’09.

- The Academic Support/Tutorial committee will be discussing whether to repurpose the committee to represent more student service areas.
- 6. Faculty Professional Development (5 min.)
No report
- 7. Equivalency (2 min.)
No report
- 8. Student Learning Outcomes and Assessment (no report)
- 9. Minors in the Classroom B. Dumas
 - The committee met for the first time today, October 31st.
 - The committee clarified its tasks and will be focusing on responding to the Shared Governance Council request to provide templates that will demonstrate how consistent the enrollment policy and petition process could be, while still allowing for Division decision making.

SENATOR CHECKLIST

- **Textbook Purchasing Best Practices:** Please consult with your division for a list of best practices for the purchasing of textbooks to improve the process used by faculty as well as by our campus bookstore. These will be forwarded to the Textbook Affordability Taskforce for consideration and distribution.
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Appendix A

As reported by the Director of Professional Development in an email dated Sept. 17, 2008, the following is the composition and role of the EEO advisory committee as suggested by the Cultural Diversity and Student Equity Committee. This "committee" was presented to Dr. Pelham on Monday, Sept. 22. The Academic Senate suggests that this be titled a "subcommittee" of the Cultural Diversity and Student Equity Committee, not a "committee," but other than this change of committee terms and the revision of "I" regarding the development of EEO training methodology and content, the subcommittee description was reported as follows:

EEO Advisory Subcommittee

1. **Composition:** (1) CCUE; (1) CCFT; (1) Academic Senate; (1) Management Senate; (1) ASCC; (1) Latina Leadership Network; (1) Gay-Straight Alliance; (3) CDSE; (1) Office of Professional Development; (1) representative from HR other than the Director of Professional Development.
 - A) Drafts for the EEO model plan in accordance with Title V Section 53003 will be submitted to appropriate campus groups for feedback.

2. **Advisory Subcommittee Roles** (in compliance with Title V, Section 53005, which requires each district to establish an Equal Employment Opportunity Advisory Subcommittee to assist the district in developing and implementing the *Plan*):
 - A) Establish complaint procedures using Title V requirements;
 - B) Notify appropriate constituency groups of plan provisions;
 - C) Establish a process for providing annual written notice to appropriate community-based and professional organizations regarding the *Plan* and the need for assistance from the community in identifying qualified applicants;
 - D) Provide an analysis of the number of persons from monitored groups for those who are currently employed in the district's workforce in each of the job categories listed in section 53004(a), and those who have applied for employment in each of the job categories listed in section 53004(a);
 - E) Describe the number of persons from monitored groups who are employed by the district for each of the seven categories listed in section 53004 (a);
 - F) Provide an analysis of the degree to which monitored groups (men, women, various ethnic groups identified, and persons with disabilities) are underrepresented for each job category in comparison to the number of persons from such groups whom the Chancellor's Office determines to be available and qualified to perform the work and include in the *Plan* methods for addressing any under representation in the workforce identified;
 - G) Identify and describe measures that the district undertakes to further equal employment opportunity;
 - H) Take steps to inform students about the opportunity to participate in the Graduate Assumption Program of Loans for Education (GAPLE);
 - I) Develop, coordinate, and implement the content, process, and methodology of EEO training for screening and selection committees on this campus based on the EEO Plan created by this subcommittee. This EEO training should cover the following areas:
 - The underlying federal/state anti-discriminatory hiring laws;
 - The EEO regulations that address nondiscrimination in employment hiring practices;
 - "Best practices" in conducting an employment screening and selection process, such as how to develop appropriate questions, rate candidates, and common interview "dos and don'ts";
 - Material on how "Equal Employment Opportunity" ensures that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District;
 - Material on how EEO hiring practices can create an environment that is welcoming to all individuals and foster cooperation, curiosity, acceptance, and empathy.

Appendix B

CUESTA COLLEGE FACULTY
ACADEMIC SENATE DUES

NAME: _____ SS#: _____

I hereby authorize \$10.00 to be withheld annually from my August 31st paycheck for Academic Senate dues. This deduction will remain in effect until I notify the Cuesta College Payroll Department (prior to the annual dues withholding date and in writing) that I wish to terminate this agreement.

Signature

Date