



Academic Senate Council Agenda
Jan. 30, 2009, 2:30-4:00 p.m.
Room 5305

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

I. APPROVAL OF AGENDA

II. STATUS REPORT

(Leone // 5 min.)

III. OLD BUSINESS

1. Communication among Instructional Managers and Faculty

(Leone // 10 min.)

Background: On Dec. 12th, the Academic Senate invited the Deans and VPs for an open discussion on the subject of improving communication among instructional managers and faculty. As a result of this discussion, Senate leadership and CCFT leadership have determined one possible means to prevent communication breakdown regarding decisions and information that affect and interest faculty: regular joint meetings with instructional managers.

Proposal: The Academic Senate Council approves of regular meetings of the Senate leadership with CCFT leadership, the VPSL, and Instructional Deans for joint information meetings. Furthermore, the Senate President will give regular reports of these meetings to the Senate Council.

IV. NEW BUSINESS

1. Faculty Professional Development Committee Organizational Chart (Leone // 15 min.)

Background: On Feb. 8, 2008, the Academic Senate Council approved a proposal for the formation of the Faculty Professional Development Committee (FPDC) in response to the hiring of the Director of Professional Development, who reports to the Director of Human Resources. The FPDC was initially formed as a subcommittee of the Academic Senate so that professional development policies and activities for faculty would be designed and approved by faculty only. This proposal changes the status to “committee” and formalizes the role of the Director of Professional Development as an ex-officio member who, as one of her duties as the Director of

PD, gives input to and implements the decisions of the FPDC. The Director will be giving a presentation to the Board of Trustees at the Feb. 4th Board meeting on her role and achievements, and after meeting with the A.S. President, she has agreed to the use of an Organizational Chart approved by the Senate Council to communicate to the Board her working relationship with the Senate and the FPDC. Also, the Senate Bylaws Taskforce has revised the description of the FPD Committee to reflect the current practices of the committee, and the taskforce seeks the approval of this description now before presenting the rest of the bylaws later this semester.

Proposal: The Academic Senate Council approves of the Faculty Professional Development Committee Organizational Chart and the revision of the committee description as presented in Appendix A.

2. Age Limits for Enrichment Students/Petition Template (Leone // 15 min.)

Background: At the end of the Spring 2008 semester, the Shared Governance Council conditionally approved the age limit policy parameters sheet, contingent upon approval of a student petition template and process. The Minors in the Classroom Taskforce is currently developing this petition piece and process, which must be approved by the Senate Council and then Shared Governance before being proposed as a Board policy. Until there is a Board policy regarding the establishment of age requirements, divisions cannot legally do so for their courses or programs. The entire policy—divisional age qualifications and petition—must become Board policy before divisions can set age requirements for their instructional programs.

Proposal: The Academic Senate Council (A.S.C.) proposes that the Minors in the Classroom Taskforce complete and propose a student petition to the Senate by the March 27th A.S.C. meeting and that, if approved, the Taskforce will propose the petition to the Shared Governance Council at the next possible meeting, after which the entire policy will be presented to the Board of Trustees for their approval as Board policy.

3. Manager Evaluations (Leone // 15 min.)

Background: It has been past practice on this campus for the Academic Senate to be involved in the evaluation of managers by sending out and collecting faculty evaluation surveys approved in advance by the managers being evaluated. Based in part on the dictates of Board policy, the Academic Senate performs these faculty evaluations of managers in the first year of employment and then triennially after that first year. Based on the best information we have and a past practice of evaluating newly hired managers in their first year of employment, we will need to provide evaluative information from faculty surveys on the following personnel in Spring 2009: President/Superintendent; VPSL; Dean of Humanities; and Dean of Math, Sciences, Nursing, PE. The A.S. President will conduct the pre-evaluation and post-evaluation meetings with those being evaluated.

Proposal: The Academic Senate Council will conduct faculty evaluations of managers for the following personnel this Spring 2009 semester: President/Superintendent; VPSL; Dean of Humanities; and Dean of Math, Science, Nursing, PE.

V. AGENDA BUILDER / SUMMIT ITEMS (All // 3 min.)

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: February 20th, 2009

INFORMATION REPORTS

1. **Usability Study: Banner (Love // 3 min.)**
In the next few weeks, there will be a usability study to give faculty an opportunity to give feedback on the functionality of such things as grade submission, adds/drops, rosters, and other examples of Banner self service. A session is tentatively scheduled for February 11 from 11-12:30 (room TBA, will be polycomed).
2. **Online Recruitment (3 min.)**
Megan Barnes, Human Resources Technician, will present a new online recruitment system which will require everyone on campus who is on a hiring committee to use the online system for the screening of applications. In addition, job applicants will be asked to submit applications online only in the near future.

STANDING REPORTS (approx. 20 min.)

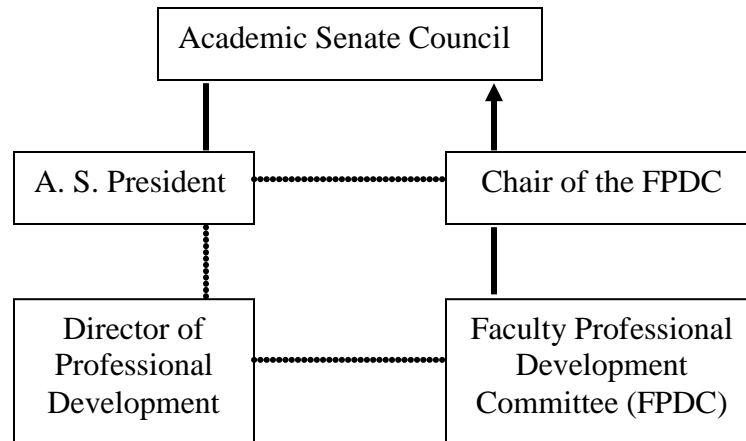
1. CCFT (3 min.)
2. “Summit” (3 min.)
3. Joint Shared Governance & Planning & Budget (10 min.)
 - Proposed cost reduction strategies
4. Minors in the Classroom (3 min.)
5. Equivalency (no report)
6. Faculty Professional Development (no report)
7. Basic Skills Initiative (no report)
8. Student Learning Outcomes and Assessment (no report)

SENATOR CHECKLIST

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Appendix A

Organizational Structure: Faculty Professional Development



Key

— = Reports to

..... = Confers with

Committee Description: Faculty Professional Development *Committee**

- ***Description: This is a faculty committee of the Academic Senate, which considers, plans, delivers, and recommends programs, workshops, activities, and services that will contribute to the professional development of members of the faculty.***
- Purpose: In consultation with the Director of Professional Development, design and direct all faculty professional development policies and processes; this includes, but is not limited to, ELIC, faculty mentoring, ***faculty resource center, conferences, pedagogical workshops, training seminars, campus climate, faculty orientations, and the development of a Teaching Academy with an emphasis on strengthening teaching and learning.***
- Membership: Faculty as interested. ***The committee chair is appointed by the Academic Senate President, and members of the committee including the committee chair serve for a renewable term of two years. The Director of Professional Development serves as an ex-officio member of the committee.***
- Reporting: The appointed chair of ***the Faculty Professional Development Committee*** will report to the Senate Council on the activities ***decided upon by the committee*** and bring recommendations ***for policies regarding faculty professional development*** to Senate Council meetings ***for approval.***

**Original committee description proposed and approved by the Senate Council on Feb. 8, 2008. Revisions to committee description to be considered for the proposal are italicized and in bold above.*