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| Southwestern College Academic Senate Executive CommitteeSpecial Meeting |
|  | DATE: 2/06/2014 | 3:00 p.m. - 4:30 p.m. | Room 104B |
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| Facilitator | Randy Beach, AS President |
| Note taker | Caree Lesh, AS Communications and Research Officer |
| PLEASE READ | Reassigned Time Proposal <https://portal.swccd.edu/Committees/ASExecCommittee/Standardized%20Document%20Library/Senate%20Reaassigned%20Time%20Proposal.xlsx> |
| ATTending | Susie, Randy, Caree, Diane, Chris, Rebecca, Angie |

## **Agenda Items**

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|  | **TOPIC** | **PRESENTER** | **ITEM****TYPE** | **TIME ALLOTTED** | **notes** |
|  | Call to order; approval of agenda | Beach | Action | 1 min |  |
| The meeting was called to order by Randy Beach at 3:00. |
|  | AnnouncementsMeta-CurricUNETConferencesLeague of InnovationsPlenaryLeadershipCurriculumGlyphsIPROCStaff Development  | Beach | Discussion | 15 mins |  |
| Meta-CurricUNET – has been purchased and will take 3-4 months for installation. The online program review requires this. Conferences- The League of Innovations is in Anaheim, Nish noted this is a wonderful conference. We do not have money to attend. Tyner let Randy know she could get him some money to get a few people to go. Randy and Diane will go. Sylvia will go for one of the three days, so they are looking for one more basic skills person to attend. It was suggested we ask at the basic skills committee. The GB requested that the Senate President go to the CCLC Legislative Conference. Randy went for one day with the GB, ASO Trustee and President. He also went to the day of lobbying. SDIVCCA takes a crew of people up to Sacramento. Plenary – PFC and Randy are going this spring, and we had planned on having 2 people go. Randy will try to get more money to send more people, but leadership and curriculum is more important. Leadership – Randy wants four people to go to the leadership conference. PFC will go. This is a good conference for people who don’t have a lot of Senate experience. For those with Senate experience this is a good opportunity for networking.Curriculum Conference – this one is still far off, and we are not sure how Curriculum will be handled next year yet. Glyphs- this is a facilities issue related to signage. In 2010 there was an anonymous suggestion to use Mayan glyphs. We need to find out Mark Van Stone will work with the committee. IPROC- the position has been floated and is out there. This person will have their fingers in SLO’s AUO’s, and PR. The person chosen will get 20% reassigned time this semester for training and for the next 2 years it will be 100% reassigned time. SD- SCC and cabinet are still having conversations, but Melinda is leaning toward 1 faculty and 1 classified person, in addition to Pati Hinck to work together on this. It was not stated if the faculty position will be full time. LaBeron at the Chancellors office and Diane will be talking Tuesday about where they are in the process of implementation and if there will be money allocated for this mandate for all employees to do staff development. Nish wants to get this done by the end of the semester.  |
|  | Program Review Going Online  | Stuart | Discussion | 5 mins |  |
| It was discovered that we have to have Meta up to make this run. They cannot begin designing the module until Meta working. This cannot be implemented by Fall. Spring 2015 will be the pilot with a final implementation of Sp 2016. Curriculum was told Meta would not work for 3 semesters. eLumen connects with SLO’s and could be useful in this area. Angie has been working in SharePoint taking documents in old files (pubic folders) and adding it into SharePoint and tagging them so they are easy to find. Prioritization documents had to be reconfigured. Every program review that she has, has been, or will be loaded into SharePoint and tagged so they can be found easily.  |
|  | Elections | Beach | Discussion | 5 mins |  |
| One of our Part time faculty members has volunteered to serve on the elections committee. A timeline has been prepared and Randy will send it out. We are still going to use paper. We might be able to use class climate down the road. We need a marketing plan for the three positions: President, Vice President, and Chair of Chairs (elected by Chairs). We need to do some electioneering. A suggestion was made to put a banner on the website and send out word of elections on twitter, and Facebook. A pop up in SharePoint and or BB was also suggested.  |
|  | Reassigned Time Proposal (by laws change) |  | Update | 10 mins |  |
| Randy went over his chart. -All positions are expected to attend Academic Senate. -The ATC would go from 40% reassigned time in fall and 20 in spring to 20 in fall to 40 in spring because of prioritization in the fall. - Communications and Research Officer position and state delegate will be combined for 20% fall and spring. This position will no longer do senate minutes but may check them for accuracy prior to being sent to the senate. Randy will discuss with Patti what reassigned time for the combination of these positions. Adding SCEA President as a Curriculum Co-Chair was suggested.  |
|  | All Staff Recognition Event | Beach | Update | 10 mins |  |
| Randy met with Lynn and discussed an all staff event. It is booked for May 1st. Tenure robing is not involved on this and should be on opening day per ed code saying you are not tenured until the first day on the next academic year – which is opening day. Awards to be presented may include classified, faculty and administration years of service awards/pins, and faculty emeritus. This will be held at Mayan hall and snacks would be provided. A small committee is meeting next week. We need to do something that builds morale. We should also honor PhD recipients and those who have achieved licensure and or publications etc.  |
|  | Policy/Procedure Updates | All | Update | 20 mins |  |
| Moved to next meeting. |
|  | Sharing & New Business | All | Update | 24 mins |  |
| Moved to next meeting. |
|  | Adjournment | Adjourned at 4:50 |  |  |  |

GUESTS:

Next Academic Senate Executive Committee Meeting: February 14, 3:00-4:30 PM