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| Southwestern College Academic Senate Executive CommitteeAgenda |
|  | DATE: 9/10/2015 | 1:30 P.M - 3:00 p.m. | Room 104B |
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| Facilitator | Patti Flores-Charter, Academic Senate President |
| Note taker | Caree Lesh, AS Communications and Research Officer |
| Voting attendees | Randy Beach, IPROC; Caree Lesh, Research Communications Officer; Andrew Rempt, President-Elect; Susan Yonker, Vice-President; Karen Cliffe, Curriculum Chair; Richard Fielding, Presiding Chair, Janelle Williams, Staff Development Coordinator - Blue = absent |
| Non-Voting | Frank Post, SCEA President; Leslie Yoder, At-Large; Scott Richison, At-Large; Rebecca Wolniewicz, AOC Co-Chair/At-Large |
| PLEASE Read | Minutes: August 12, 2015 carried over to Sept. 24 |
| 14/15 Exec Goals | 1. Larger Role in Accreditation2. **Elevate Curriculum, Instruction, Student Services, Library, and Tutoring as priorities**3. SSSP inclusion of Basic Skills and Assessment faculty4. Institutionalize use of Consent Calendar |

## **Agenda Items**

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|  | **TOPIC** | **PRESENTER** | **ITEM****TYPE** | **TIME ALLOTTED** | **Action** |
|  | Call to order; approval of agenda,  | Flores-Charter | Action | 5 minutes |  |
| M/S/A |
|  | Retreat Update(Set-up Volunteers)  | Flores-Charter | Update | 10 minutes |  |
| Who can help people set up tomorrow? It starts at 12:30. Andrew will be there at noon and Susan will be there as soon as she can. Patti needs help setting up butcher paper on the walls to do her reorganization activity. We are going to start with what we have, then look at an 8 and 9 Dean models of what we feel would work.  |
|  | Curriculum Committee1. Health Requirement2. Sample Assignments3. Courses/Programs not updated4. Program Unit Bloat: Strategy | Flores-Charter | Discussion | 20 minutes |  |
| Karen Cliff was introduced to the group, and heartily thanked for stepping up to the position. It is still unknown where we are on hiring a permanent minute taker for Curriculum Committee. Health- Walt said he will bring it back to curriculum. We need to be prepared for a streamlined process. It is disrespectful to do this after all the time and input that was gathered and the full senate took a vote. It was suggested that Karen take in the info, and thank him but to not ask questions. It was also suggested that she let the committee members know this plan ahead of time. This is not on the agenda so, can only come as a public comment. Sample assignments – As part of the course outline in our curriculum handbook it shows what needs to be included as sample assignments. One small department needed change their course outline because a math pre-req was added. The faculty suggested we are taking away their academic freedom, etc. – in unprofessional terms. This requirement is also in title 5 and PACAW, but Title 5 and PACAW are not specific. Is our curriculum handbook policy or procedure, what weight does it hold? The idea of articulation is also a problem if the critical thinking and other items are not addressed. We cannot let faculty attack faculty. The dean must step in here. Patti suggested that it go back to the top of the cue to go back to the curriculum representative - Maria Olivas this year. A motion was made to extend for 5 minutes, was seconded and passed. Patti suggested this go to curriculum for a discussion. The Rep should give guidance, but never disapprove a class. Disapproval should come from the Dean. Over 200 classes have not been updated are really old. Holding program review until all classes are updated was not supported. Again, supervisors need to do assure classes are updated on time. Comprehensive program review asks for last course updates for course that transfer to make sure we meet transferability.Program unit bloat will come back for next meeting.  |
|  | CTE Update | Flores-Charter | Information | 10 minutes |  |
| A meeting was held with a Dean from Cuyamaca who works with CTE. They discussed the Governing Board reports to see if can refine what we are doing on those. At the August Governing Board meeting we resubmitted 6 of the biannual CTE reports. The Board accepted them. Four more were submitted and the numbers were really low, so they also included explanations for the low numbers and plans for completion improvement and employment numbers. This was a good meeting for the CTE faculty, including why it is important to write explanations for low numbers. It was noted that several CTE areas have the classes with low course enrollment. This goes along with program bloat.  |
|  | Budget Update | Flores-Charter | Update | 20 minutes |  |
| The 25th Melinda told Patti we have a 5 million deficit. It turned into a 6.6 deficit. The Board was very upset. Last Friday Jim Austin presented to the budget committee. He got a lot of feedback. This Tuesday Austin presented at the Board meeting. Nobody now trusts the numbers or what is going on. The numbers just don’t make sense – numbers changed in the budget that have remained stable. Jim told the Governing Board that they had to approve the budget with accreditation pending. This will be presented again at the November Board meeting. We have not yet closed the books for last fiscal year. You should close them within a month. We cannot talk about solutions until we know what happened. How do we get numbers we can trust? We do have an auditor. We need a forensic accountant. Historically we always have 8+ million dollar ending balance. Nish also wanted to have a budget forum. Patti said not until we have facts. If we have proper enrollment management we would not need to discuss fiddling with class max.  |
|  | 7120 HR Hire Procedure | Flores-Charter | Discussion | 15 Minutes |  |
| Caree and Patti worked on this together and grouped hiring information by each employee group. Procedures that apply to all employees are in the front. Definitions are in the back. Patti is going to talk to Melinda about making changes just to the faculty procedures. Caree will send the new version to Senate Exec Committee.  |

**Next Academic Senate Meeting: September 24, 2015**

Future Topics:

FHP Replacement and Emergency Hires

7120 HR Hire Procedure and Plan