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| Academic Senate Committee Minutes | | | |
| september 10, 2013 | | 11:00-11:50 a.m. | L 246 |
| note taker | respectfully submitted by Caree Lesh & angie Arietti | | |
| Attendees | Andrade-Robledo, Margarita | Jones, Linda | Quan, Nghiep |
| Beach, Randy | Lesh, Caree | Rempt, Andrew |
| Brenner, Susan | Lewis, John | Salahuddin, Sheri |
| Carberry, Ed | Lucas, Yvonne | Speyrer, Michael |
| Caschetta, Todd | Maag, Eric | Stuart, Angelina |
| Davis, J.D. | Martinez-Sanabria, Maria E. | Tyahla, Sandy |
| Detsch, Steven | McAneney, Danielle | Villegas, Val |
| Edwards-LiPera, Diane | Moore, Ryan | Whitsett, Jessica |
| Flores-Charter, Patti | Mossadeghi, Yasmin | Yonker, Susan |
| Hayashi, Chris | Orozco, Alejandro | Zinola, Lauren |
| Hopkins, Kesa | Preciado, David |  |
| Horlor, Barry | Pollock, Lynn |  |
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| GUEST/s | Superintendent/President Melinda Nish | Angelica Suarez | Kathy Tyner |
| Steve Crow | Mia McClellan | Terry Davis |
| Josue Arredondo |  |  |
| Names in red indicate AS Executive committee members. | | |  |
| **Call to order; Approval of Agenda (Action Item)** | | | randy beach |
| Discussion | The meeting was called to order at 11:01 a.m. by the Academic Senate President, Randy Beach. The minutes from August 23, 2013 Retreat was taken off the agenda. | | |
| Action items | | | |
| Approval of the agenda. The motion passed. M/S/C | | | |
| **Public Comment (Information Item)** | | | randy beach |
| Discussion | There was no public comment. Lynn Pollock was welcomed as a new senator from English. | | |
| **Approval of Minutes from August 27, 2013 (Action Item)** | | | randy beach |
| Action items | | | |
| The minutes from August 27, 2013 were approved. M/S/C. | | | |
| Discussion |  | | |
| **President’s Report (Report)** | | | randy beach |
| Discussion | The President’s report is available on SharePoint.  Highlights include:  We still need a parliamentarian, so please step in and Randy will help you get up to speed.  Rebecca is the new AOC Co-Chair. This position is for one semester only while we discuss necessary reassigned time.  The OLA (Organizational Leadership Academy) begins this week. You need to go to one orientation only.  The Academic Communications and Research Office has a new e-mail, so when you see this address please pay attention to it. We will not spam you!  The Governing Board meeting is tomorrow and we have a faculty recognition award for tomorrow night. The hiring of a Research Analyst and Web and Marketing Content Strategist will be hired tomorrow night. There will also be approval for a Director for the EMT/Fire Science/Paramedic programs.  Thanks to Carla Kirkwood, for joining the Sabbatical Leave Committee, Angela Rock for joining Strategic Planning, and Andrew Rempt for the Academic Technology Committee. | | |
| **SCEA Report (Report)** | | | eric maag |
| Discussion | Caree Lesh reported for Eric – Please come to the Governing Board meeting to share your thoughts on COLA and the budget. We are working on improving vesting language. | | |
| **SWC Flex Advisory Guidelines (2nd Read Action)** | | | diane edwards-Lipera |
| Discussion | These went to the first meeting in August with minor changes. Diane did not receive any comments after that senate meeting. A motion was made to approve the flex guidelines and was seconded. The motion passed. At the current time faculty do not get a “receipt” that they turned in their annual form. They are working to have faculty receive confirmation that this has been turned in. | | |
| **Policy/Procedure 5055 Enrollment Priorities (4th Read Action)** | | | randy beach/mia mcclellan |
| Discussion | The policy is very short and we have seen it before several times. We have also seen the procedure several times. Mia and Terry were present to answer questions. An honors component was added to procedures as were student athletes. EOPS, Puente, veterans, former foster youth etc. will still get priority registration. A motion was made to bundle the items and was seconded. The motion was approved. A motion was made to approve the bundle and was seconded. The motion passed. | | |
| **Academic Senate Bylaws (1st Read)** | | | randy beach |
| Discussion | Every year the Academic Senate needs to approve the by-laws. The Executive Committee typically starts working on the bylaw updates in spring and into summer. This has to be approved the first meeting in October. Randy did some highlighting where things have been changed, including part time senators and we are adding a potential for electronic voting. There are a lot of formatting changes and clean up sort of items made.  We are an entity that has to comply with the Brown Act, as we are mandated in state law. The Brown Act also says that standing committees of the Academic Senate must also follow this act. We are regrouping the committees we currently have and trying to separate out true standing committees from Ad hoc committee. Ad hoc committees do not need to follow Brown Act. Committees such as Curriculum will remain a standing committee. | | |
| **Budget Committee (Report)** | | | randy beach/maria martinez |
| Discussion | Maria E. Martinez and Randy are the budget committee representatives from the academic Senate. Randy and Maria attended the Governing Board budget workshop last week. The committee works on revising policy and procedures and monitoring the budget. 10+1 notes that the senate needs to work with the Governing Board on budget policy procedures and monitoring. We have a 83 million dollar budget. Governing Board policies on budget development, management and fiscal management have all been approved by the Senate. 6200-Budget Preparation has been approved by the Budget Committee and is now in consultation. 6250-Budget Management is being created by the VPDFA and Director of Finance. 6300-Fiscal Management is being drafted by the Budget co-chairs and the Budget Committee. They will look at prioritization at the September 27th meeting. Revenue Generation will be discussed at the September 25th Governing Board meeting. They are also working on accreditation.  Steve shared that 6300 will be great to write together because it will help guide us when we get bond money or other one time funds. This will delineate our practice and align with the other policy and procedures. | | |
| **Shared Consultation Council (Report)** | | | randy beach |
| Discussion | SCC is the Shared Planning and Decision Making Committee on campus. Accreditation will expect that everyone know what this is and how to communicate with them. You should know who your SCC representatives are. Our representatives are Chris Hayashi, Andrew Rempt, Carol Stuardo, and Susan Brenner. The representatives all meet before the SCC meetings to be prepared. All the constituencies are represented on the SCC. There are currently nine standing committees that report to SCC and those committees are responsible for writing the accreditation reports. They are already planning for the writing process and we are getting the ball rolling. SCC receives information from committees and updates the SCC Decision Making Handbook. At SCC they try to address elephants in the room and address and discuss rumors. SCC still needs to work at building trust. We are doing better on trust. Policy and procedures all go through SCC before they reach the Governing Board. Some things under SCC purview are: Shared Planning and Decision Making Handbook, Strategic Plan, Facilities Master Plan, and Policy 1200 Mission, Vision Values. SCC has 4 academic representatives. Eric Represents SCEA at the SCC.  **Things to remember about SCC**: You can send subs, but it is not ideal. Agenda items can be submitted to any member or a co-chair. The first meeting of the month is a communications meeting. They attempt to use interested based problem solving. They work to try to reach consensus amongst all groups. The Governing Board approves policies only and not procedures.  Comments from senators included a request that future agenda items focus more on substance than procedures There are key issues we need to address, such as why do we have 323 programs? Why is our transfer rate so low? etc. It was suggested that in the rapidly changing world we live in, we need fewer committees and procedures. Of course we have to have some required policies and procedures, but we should be focused on teaching and learning.  It was noted that the SCC moving towards more time for senate discussion is very helpful. | | |
| **Adjournment** | | | Randy beach |
| Discussion | M/S/A to adjourn at 11:45. | | |
| The next Academic Senate meeting: Tuesday, September 24, 2013 | | | |