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| **Academic Senate**  **Meeting Minutes**  **Call to order: 1:40pm** | **Date: September 8, 2017**  **Time: 1:30-3:30pm**  **Location: Manzanita**  **Conference Room 243** |
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| **Members Present**: \*\*\*Adrienne Seegers, Don Dickinson, Elizabeth Pfleging, Erik Andal, Erin Naegle, Ida Ponder, \*\*Jeff Tolhurst, Jill Olson, Judy Reiman, Kath Christensen, Katherine Schultz, \*\*\*\*Kirsten Miller, Laureen Campana, Lindsay Laney, Maryl Landess, Matthew Fox, Micha Miller, Nathan Rien, Pam Guerra-Schmidt, Sylvia Watterson, Tamara Oxford, Kathy Kenna, Brian Greene, Kimberley Robinson, Don Nessl, Callie Kitchen, \*Joe Manlove**\*\*\*\*\*,** | |
| **Guests:** Jim Sahlman  **Members Absent:** Alicia Kolstad, Anca Husher, Andy Van Hoogmoed, Anne Cavagnaro, Brian Jensen, Colin Thomas, Craig Johnson, Curtis Martin, Derrick Wydick, Jeff Fitzwater, Jim Retemeyer, Karin Rodts, Lahna VonEpps, Laureen Campana, Laurie Sylwester, Li Ching Accurso, Melissa Colon, Melissa Raby, Meryl Soto, Michael Torok, Randy Barton, Rick Rivera, Rob Hoyt, Rod Harris, Shane Warner, Stephanie Beaver, Thomas Johnson, Tim Elizondo, Tom Hofstra, Tina Trolier, Marcus Whisenant, John Leamy | |
| **Agenda**  **Action and Discussion Items:**   1. Faculty Morale Survey Erin Naegle 2. Roles of Faculty Mentors Erin Naegle 3. First Reading of FHP (Faculty Hiring Procedures) Erin Naegle 4. Curriculum Update Kathy Schultz 5. First reading of SLO (Student Learning Outcomes) Joe Manlove   Standardization Resolution   1. Teaching, Learning, & Community Update Adrienne Seegers 2. Distance Education Update Kathy Schultz 3. Presence of Administration at Academic Senate meetings Erin Naegle   **Reports:**   1. President’s Report Erin Naegle 2. President Elect Nathan Rien 3. College Council Matthew Fox 4. Curriculum Kathy Schultz 5. DE Coordinator Melissa Colon (Kathy Schultz) 6. AWE Lindsay Laney | |
| Move to approve the Minutes from August 24th, 2017 M/S/P (Maryl Landess, Ida Ponder, Adrienne Seegers, Don Dickenson, Elizabeth Pfleging, Erik Andal, Ida Ponder, Jeff Tolhurst, Jill Olson, Judy Reiman, Kath Christensen, Kathy Schultz, Kirsten Miller, Lindsay Laney, Maryl Landess, Matthew Fox, Micha Miller, Nathan Rien, Pam Guerra-Schmidt, Sylvia Watterson, Tamara Oxford, Kathy Kenna, Brian Greene, Kimberley Robinson) | |

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| **Minutes** | | | | |  | |  | | |
| **TOPIC****: A.** **Faculty Morale Survey Erin Naegle** | | | | |  | | | |  | |
|  | **Discussion**:   * PowerPoint presentation breaking up the 50 survey questions results into themes with relevant comments for review and discussion. * Provide results to administration while maintaining faculty anonymity. * Future survey makeup: reduce length, informal verses formal. | | | | | | | | |
|  | **Conclusions**:  Present PowerPoint results before Administration for review. | | | | | | | | |
|  | **Action items**:  N/A | **Person Responsible**:  Erin Naegle & Nathan Rien | | | **Deadline**  N/A | | | | |
| **TOPIC:**  **B. Roles of Faculty Mentors Erin Naegle** | | | | | | | |  |  | |
|  | **Discussion**:   * Community building exercise distributed and completed by faculty for review by AS President to be discussed at next AS meeting. * Suggestion of In-Service training between mentor and mentee before each semester. | | | | | | | | |
|  | **Conclusions**:  Gather feedback concerning mentor/mentee training and present a document at next AS meeting. | | | | | | | | |
|  | **Action items**:  N/A | | **Person responsible**:  Erin Naegle | | | **Deadline:**  10/13/2017 | | | |
| **TOPIC: C** **First Reading of Faculty Hiring Procedures Erin Naegle** | | | | | | | |  |  | |
|  | **Discussion**:   * Suggestion of inclusion of training to avoid nepotism for faculty hiring committees. * Email distribution of original document with updated document for comparison. * Specific to Columbia College: equivalency process differs from MJC- CC hiring committee composed of the AS President and two discipline experts. * Composition of committee faculty membership shall consist of 4 faculty members, tenured when feasible, appointed by the Academic Senate. * 1 Representation from Classified Senate and CSEA during faculty hiring process. * Clarity needed on how the district’s FHP document works with our current MOU regarding Faculty Candidate Interview Process for Columbia College in March 2015. * 2 Providing clear responsibilities for Screening Committee members as pertaining to meetings(s) presence, and consequences for the screening committee if members are absent from meetings including the interview(s). * 3 Faculty Co-Chair on the Screening Committee has been present in the past FHP document, is it present in the new version? * Screening Committee versus Equivalency Committee: what their roles consist of. * 4 Create clear path on district website with link to AS Minimum Qualification for potential applicant to apply for equivalency as a first step if degree is not available. * 5 Proposal to move October 6, 2017 meeting to October 20, 2017.   \*Arrived 2:40 (end of section) | | | | | | | | |
|  | **Conclusions**:  1 Further investigation into Classified Senate and CSEA representation.  2 Clear responsibilities for Screening Committee representatives.  3 Investigation into presence of a Faculty Co-Chair on the Screening Committee  4 Propose clear path to Equivalency for applicants on district website.  5 October 6, 2017 meeting moved to October 20, 2017 | | | | | | | | |
|  | **Action items:** | | **Person responsible**:  Erin Naegle | | | **Deadline:**  10/13/2017 | | | |
| **TOPIC:**  **D. Curriculum Update Kathy Schultz** | | | |  | | | | |  | |
|  | **Discussion**:   * Curriculum Committee membership is composed of: * Curriculum Chair - Kathy Schultz * Faculty A & S – Joe Manlove + partial SLO Coordinator. Curriculum portion covered by Kathy Schultz. * Faculty CTE – Tom Hofstra * Student Services – Jeff Fitzwater * Faculty-at-Large – Jill Olson * Faculty-at-Large – Mike Torok * Faculty-at-Large (DE Focus) – Sylvia Watterson * Faculty Intern – Don Dickinson * Jeff Fitzwater will be leaving the committee at the end of the Fall Semester; anyone interested in joining should contact Kathy Schultz. * New Streamlined Curriculum process requires Certification * Training requirement for faculty and Curriculum Committee Members * Certification applies to the following: * Certification Sign-Off includes VPI-Brian Sanders, Curriculum Chair-Kathy Schultz, VP-CAS Trevor Stewart, and Senate President-Erin Naegle due yearly in October * New course proposals to existing approved credit programs * Substantial change proposals for credit courses * Stand-alone proposals * Non-substantial change proposals for credit courses * Credit Courses need to demonstrate compliance with: * PCAH (Program & Course Approval Handbook) which includes Education Code, Title IV and State Submission Guidelines * CCCCO Course Calculations * Board of Trustee approval requires: * Honoring of 10+1 * Compliance with PCAH * Integration with Planning Documents * Close attention to detail in CurricUNET required * SLO modification must now go through the Curriculum process before entering eLumen manually * New modification types in CurricUNET upon Curriculum Committee adoption: * Changes to SLO’s in Courses * Changes to SLO’s in Programs * SLO Modification proposals will be approved as part of a Consent Agenda during a Curriculum Committee meeting. * SLO Modification does not update 5-year review date.   \*\*Left 3:00 (during section) | | | | | | | | |
|  | **Conclusions**:  Further Investigation into district wide policy that covers hours to credit course calculations. | | | | | | | | |
|  | **Action items**:  N/A | | **Person Responsible:**  N/A | | | **Deadline**:  N/A | | | |
| **TOPIC: E. First reading of SLO Standardization Resolution Joe Manlove** | | | | | | | |  |  | |
|  | **Discussion**:   * Standardize the Data Collection Process; what numbers are collected and what they mean. * Option for scaling will have 3 standard choices in eLumen. * Add to section ‘be it further resolved’ to include ‘course SLO date’. * Changing the title to include ‘Course’ in front of SLO’s. * Rephrase of sentence to include Faculty: “Therefore, be it resolved, that Faculty will collect SCLO data with the following meanings:”. * Spelling out acronyms at least once in documents. | | | | | | | | |
|  | **Conclusions**: | | | | | | | | |
|  | **Action items**:  Move to adopt Resolution F17A as amended 1) Spelling out acronyms at least once in documents 2) Changing the title to include ‘Course’ in front of SLO’s 3) Add to section ‘be it further resolved’ to include ‘course SLO date’ 4) Rephrase the sentence including Faculty **M/S/P** (Maryl Landess, Ida Ponder, Adrienne Seegers, Don Dickenson, Elizabeth Pfleging, Erik Andal, Jill Olson, Judy Reiman, Kath Christensen, Kathy Schultz, Kirsten Miller, Lindsay Laney, Matthew Fox, Micha Miller, Nathan Rien, Pam Guerra-Schmidt, Sylvia Watterson, Tamara Oxford, Kathy Kenna, Brian Greene, Kimberley Robinson, Joe Manlove) | | **Person responsible**:  Joe Manlove | | | **Deadline:**  N/A | | | |
| **TOPIC: F. Teaching, Learning, & Community Update Adrienne Seegers** | | | | | | | |  |  | |
|  | **Discussion**:   * Brandon Price & Tiffany Moore are the administrative support. * Distribution of TLC Calendar (attachment). * Considered an initiative with events to meet various needs and schedules. * Contributions and ideas are welcomed and can be presented to Adrienne Seegers, Lindsay Laney or administrative support. * Working with VPI to offer FLEX credit.   \*\*\*Left 3:23 (during section)  \*\*\*\*Left 3:30 (end of section)  \*\*\*\*\*Left 3:30 (end of section) | | | | | | | | |
|  | **Conclusions**:  N/A | | | | | | | | |
|  | **Action items:**  N/A | | **Person responsible**:  N/A | | | **Deadline:**  N/A | | | |
| **TOPIC: G. Distance Education Update Kathy Schultz** | | | | | | | |  |  | |
|  | **Discussion**:   * Available in spring, 3 OEI Exchange courses: CHILD, ENG & HIST. * Canvas Help Desk is available evenings and weekends; ITC and DE will handle all other inquiries (Note: Canvas Help Desk does answer calls during regular hours as well). \* Left at 3:35 (end of section) | | | | | | | | |
|  | **Conclusions**:  N/A | | | | | | | | |
|  | **Action items**:  N/A | | **Person responsible**:  N/A | | | **Deadline:**  N/A | | | |
| **TOPIC: H. Presence of Administration at Academic Senate meetings Erin Naegle** | | | | | | | |  |  | |
|  | **Discussion**:   * Brown Act states this is an open meeting; exclusion is not permitted. * Invite all administrators to attend to aid in building community and give support. | | | | | | | | |
|  | **Conclusions**:  N/A | | | | | | | | |
|  | **Action items**:  N/A | | **Person responsible**:  N/A | | | **Deadline:**  N/A | | | |

Adjournment

There being no further business, meeting adjourned at **3:45pm** Ida Ponder, Elizabeth Pfleging

Record of meeting respectfully submitted by **Jessica Anselmi**