



**Academic Senate
Meeting Minutes
Call to order: 1:35pm**

**Date: January 26, 2018
Time: 1:30-3:30pm
Location: Manzanita
Conference Room 243**

Members Present:

- Colin Thomas, Karin Rodts, Lindsay Laney, Elizabeth Pflieger, Erin Naegle, Judy Reiman,
- Sylvia Watterson, Laureen Campana, Maryl Landess, Matt Fox*, Kathy Schultz, **Tamara Oxford,
- Joe Manlove, Kirsten Miller, Pam Guerra-Schmidt, Adrienne Seegers, ***Erik Andal, Anne Cavagnaro,
- Rod Harris, Ida Ponder, Randy Barton, Meryl Soto, Jill Olson, Micha Miller*, Tom Johnson,
- *Don Dickinson*, Nate Rien, Mike Torok, Kath Christensen, Craig Johnston, Alicia Kolstad,
- Anne Cavagnaro, Kathy Kenna, Kim Robinson, Brian Greene, Laurie Sylwester, Tim Elizondo,
- Lahna VonEpps, Melissa Colón, Stephanie Beaver, Derrick Wydick, Li Ching Accurso, Tom Hofstra,
- Rob Hoyt, Brian Jensen, Jeff Tolhurst, Anca Husher, Rick Rivera, Jim Retemeyer,
- Marcus Whisenant, Don Nessler, ****Rebekah Elizondo

Guests: Jim Sahlman, Tommy, Brandon Price, Trevor Stewart

AGENDA

Action Items:

- A. Budget Process Trevor Stewart
- B. Work Experience Concurrent Units Kathy Schultz

Discussion Items:

- C. Incarcerated Programs Brandon Price
- D. Guided Pathways Draft Mike Torok
- E. 2018-2019 Committee Service Nate Rien
- F. DSPS Syllabus Statement Karin Rodts
- G. College Faculty Hiring Procedure Erin Naegle
- H. Topics for College President Search Erin Naegle

Reports:

- 1. President Erin Naegle
- 2. President-Elect Nate Rien
- 3. Past President Micha Miller
- 4. Curriculum Kathy Schultz
- 5. College Council Matthew Fox
- 6. YFA Rep Craig Johnston
- 7. Adjunct Rep John Leamy
- 8. Distance Education Melissa Colón
- 9. Teaching, Learning & Community Lindsay Laney & Adrienne Seegers
- 10. Student Success Council Adrienne Seegers
- 11. Institutional Effectiveness Council Mike Torok

MINUTES

Move to approve the Minutes from January 4, 2018 **M/S/P** (Pfleging / Whisenant **Votes in favor:** Matthew Fox, Don Nessler, Rebekah Elizondo, Marcus Whisenant, Micha Miller, Colin Thomas, Karin Rodts, Judy Reiman, Kim Robinson, Melissa Colón, Elizabeth Pfleging, Pam Guerra-Schmidt, Kath Christensen, Kathy Schultz, Tamara Oxford, Nate Rien)

TOPIC: A. Budget Process

Trevor Stewart

Discussion:

- 10+1 Action is for the Senate to approve the process for determining the College Budget
- 2018/2019 Budget Process for Allocation (Please refer to CC Budget Development Process for 2018-19 Draft located in SharePoint _01-26-18 ASFull) was reviewed and discussed
 - Approximately 93% of the budget is tied up in salaries and benefits
 - PTOL Budget for the most part covers Sabbaticals for 1.5 (multiple Senate questions concerning the faculty coverage of those on Sabbaticals were posed)
 - Fund 12 lottery allocation is to supply classroom materials
 - Restricted Fund 12 - IELM supplies instructional equipment and library material
- Multiple changes have occurred on page 3 of the draft due to the return of the Technology Committee; with reference to item 11 c and f, District Information Technology department will have final determination of a program review requests or technology updates (Note: total cost of ownership by the District is still under determination for the 18 month Accreditation follow-up)
 - Who are these individuals, where is this department housed, and where do they get their information about technology and material was posed by Senate: at this time, let your dean and Fred Grolle know
 - February 6th meeting is scheduled at the Chancellor level to find a solution to technology issues
 - Classrooms phones will be equipped soon with an AV button for Audio and Visual issues
- Suggestion of a possible program review tool to calculate or bookmark future technology or material needs
- Maintenance budget for technology and other materials seems far too low and with increase could possibly allow for longer life of many of these items
- It was determined that more discussion needs to occur before the Budget Process can be approved

Conclusions:

Senate will provide a list of questions and concerns to be addressed to the Senate President who will bring them to a discussion with Trevor Stewart

Action items: Move to table the draft of the Columbia College Budget Development Process for 2018-2019 **M/S/P** (Thomas/Miller
Votes in favor: Matthew Fox, Don Nessler, Rebekah Elizondo, Marcus Whisenant, Micha Miller, Colin Thomas, Karin Rodts, Judy Reiman, Kim Robinson, Melissa Colón, Elizabeth Pfleging, Pam Guerra-Schmidt, Kath Christensen, Kathy Schultz, Tamara Oxford, Nate Rien)

Person Responsible:
Erin Naegle

Deadline

TOPIC: B. Work Experience Concurrent Units

Kathy Schultz

Discussion:

- 6 Unit Concurrent Unit requirement is not a district policy but exists locally
- This type of policy does not exist at any other colleges surveyed
- Recommendation from Curriculum Committee to remove this local policy is requested as it is not required by title V, the PCAH or at MJC
- Students will then be able to sign up for Work Experience units regardless of whether they are taking other courses in that semester
- This change will be effective in the Summer 2018 Catalog

Conclusions:		
Action items: Move to approve the Curriculum Committee recommendation to remove the 6 Concurrent Unit local policy requirement M/S/P (Dickinson/Olson Votes in favor: Matthew Fox, Don Nessler, Rebekah Elizondo, Marcus Whisenant, Micha Miller, Colin Thomas, Karin Rodts, Judy Reiman, Kim Robinson, Melissa Colón, Elizabeth Pflieger, Pam Guerra-Schmidt, Kath Christensen, Kathy Schultz, Don Dickinson, Nate Rien)	Person responsible:	Deadline:
TOPIC: C. Incarcerated Program Brandon Price		
Discussion: <ul style="list-style-type: none"> • Fall of 2015 Columbia College offered 3 courses at Sierra Conservation Center • Spring of 2018 Columbia College now offers 25 courses at SCC • Growth in demand is due to Proposition 57 which allows for parole consideration for nonviolent felons, authorization of sentence credits for rehabilitation, good behavior, and education • Prison camp expansion also accounts for growth demand with CC offering course at 6 sites: SCC-Main, SCC-Tuolumne, Baseline, Vallecito, Mt. Bullion, and Pine Grove • Offerings at split between the locations to include Human Services, Hospitality, Automotive (Small Engines), Wastewater Treatment, Adult Education (GED), General Education and Fire • With this demand growth has come a need for support staff; it has been proposed funding these positions with Regional Strong Workforce funds • CC is currently serving formerly incarcerated students through MAT (Making Alternative Transitions) and seeking further opportunities for serve this population • Currently, at these locations, there is not access to internet for the inmates to collect research so it must be provided by the instructor: CDCR is currently working on the installation of wifi in the classroom areas for inmates to utilize while in class • Reimbursement for faculty/adjunct transportation is currently working as follows: <ul style="list-style-type: none"> ○ Full-time faculty are reimbursed for their travel to the various sites ○ Adjunct faculty are only reimbursed if they first taught that given day on campus and then needed to travel to one of these sites (some exceptions may occur) • Question arose of ‘How do we compensate in a department for the loss of an instructor who is teaching at one of these locations; travel time can take up a large portion of the day in some cases’ 		
Conclusions:		
	Person responsible:	Deadline:
TOPIC: D. Guided Pathways Draft Mike Torok		
Discussion: <ul style="list-style-type: none"> • The Institutional Effectiveness Council and the Student Success Council had a joint meeting at the beginning of the Spring 18 semester concerning the Guided Pathways Draft which is in its early stages; further discussion will occur within these councils in February 		
Conclusions:		
	Person Responsible:	Deadline:
TOPIC: E. 2018-2019 Committee Service Nate Rien		

Discussion:

- Distribution of sign-up sheet for faculty representation on various college committees and councils occurred at current meeting; this document was collected by Senate President-Elect
- Spring 2018 is the semester to harvest volunteers for the Fall 18/Spring 19 committee and council representations

Conclusions:

President-Elect will continue to contact committee/council heads to determine openings and contact faculty to fill these slots

Person responsible:

Nate Rien

Deadline:

TOPIC: F. DSPTS Syllabus Statement

Karin Rodts

Discussion:

- Standardized syllabus statement is encouraged college wide for uniformity and clarity for our students
- DSPTS Coordinator has provided a standardized statement as follows for Senate review and comment
- The syllabus statement will be available in alternate formats upon request; text to speech, enlarged text and more
- Some students may have a verified disability but not be working with our DSPTS but possibly a ADA campus coordinator thus the disability invitation needs to be initiated by the instructor the first day of the course with guidance on how to contact DSPTS to receive the assistance they may need
- This standardized statement will be presented to the Full Academic Senate at the February 9, 2018 meeting as a Resolution

Conclusions:

Standardized DSPTS Statement will be brought before the full Senate for review as a Resolution on February 9

Person responsible:

Karin Rodts

Deadline:

2/9/2018

TOPIC: G. College Faculty Hiring Procedures Draft

Kathy Schultz

Discussion:

- Senate Council made some important edits:
 - Vice President of Student Learning is now the Vice President of Instruction
 - Orphaned programs requiring full-time faculty to put forth proposals gets overlooked
 - A college wide plan for what the what the faculty composition should look like is necessary
 - Division discussion will now be a part of the Fall In-Service day about gaps in specific areas and what proposals should be brought before the Faculty Hiring Committee and who will be responsible for preparing the proposal
 - March Senate meetings will include a standing item of visiting what the faculty staffing landscape is looking like on this campus: How many full-time faculty? What are their disciplines? Where are they teaching? What holes exist?
 - A comprehensive staffing plan has been requested of the VPI to be on the Institutional Effectiveness Council agenda
 - Current barrier when creating proposals is collecting data to be inputted; Discussion is happening with Diana Sunday, Christian Million and Raelene Juarez to find an easy way for faculty to mine necessary data without going through another person
 - Currently proposals are good for one year; Proposed resolution allowing proposals be good for two years with the option of updating content when necessary

- Due to administrative structure change the Faculty Hiring Prioritization Committee structure will need to change from the VPSL and 3 deans on the committee to the VPI, VPSS, CTE Dean and ASHP Dean with the Senate President, President-Elect, Past President and the YFA VP (any can choose a designee)

Conclusions:

- A Resolution will be brought forward by the Senate President and Senate Council to increase the life of a proposal from one year to two years with the option of updating when necessary
- FHP Draft will be brought before the Full Academic Senate for vote February 9, 2018

Person responsible:
Erin Naegle

Deadline:
2/9/2018

TOPIC: G. Topics for College President Search

Nate Rien

Discussion:

- Tentative timeline for the college president search has been approved with an announcement on February 5 with campus forums during the week of April 16th
- Questions to be presented at the interview and/or at the forum are being gathered:
 - Marketing plan for the college
 - Technology Plan, clarity with district who is to be contacted (discussion on the topic has already begun)
 - Faculty have been encouraged to send their ideas to the Senate President; Senate President will present the results at the February 9th Senate meeting
 - Example: How the BOT and Chancellor's Office work with the Presidents' of various colleges and what does it look like to actively designate the running of colleges to the Presidents'?

Conclusions:

- Send email to all faculty requesting possible questions to be addressed
- Present the results from the collection of faculty questions for the college president search

Person responsible:
Erin Naegle

Deadline:

REPORTS

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. President | Erin Naegle |
| ● Senate Election Nominations will be distributed on Monday, January 29 th 2018 | |
| ● Accreditation is reaffirmed for 18 months with a follow-up team visit at the end; compliance requirement issues were with District and the Board of Trustees | |
| ○ Total cost of ownership by the District with physical and technological resources; New Vice Chancellor of Information Technology, Roger has requested technology needs for the college | |
| ▪ Local technology plan will need to be completed with this 18 month period | |
| ▪ Technology questions at this time can be referred to Melissa Colón or Brian Greene | |
| ▪ Vice Chancellor of Fiscal Services is in the process of being hired | |
| ○ Board of Trustees to delegate operational authority to the Chancellor and College President; BOT put forth a resolution to show their compliance with this requirement | |
| ● Nate Rien will need reassign time for the Accreditation Leadership position going forward with the 18 month follow-up; Senate President will bring this topic before the College President | |
| 2. President-Elect | Nate Rien |
| 3. Past President | Micha Miller |
| 4. Curriculum | Kathy Schultz |
| 5. College Council | Matthew Fox |
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| 8. Distance Education | Melissa Colón |

- Recruitment for New online classes is underway and is discussed in the February Senate Newsletter

9. Teaching, Learning & Community

Lindsay Laney & Adrienne Seegers

10. Student Success Council

Adrienne Seegers

11. Institutional Effectiveness Council

Mike Torok

*arrived @ 2:20 during Topic A

**departed @ 2:30 end of Topic A

***arrived @ 2:35 during Topic C

****departed @ 2:45 during Topic C

Name* left within last 15 minutes of meeting before adjournment

Adjournment

There being no further business, meeting adjourned at 3:37pm

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