



Academic Senate
Meeting Minutes
Call to order: 1:30pm

Date: March 8, 2019
Time: 1:30-3:30 pm
Location: MCR 243

Members Present:

- Colin Thomas, Lindsay Laney, Elizabeth Pflieger, Erin Naegle, Judy Reiman, Sylvia Watterson,
 Laureen Campana, Maryl Landess, Matthew Fox, Kathy Schultz, Tamara Oxford, Joe Manlove,
 Kirsten Miller, Pam Guerra-Schmidt, Adrienne Seegers, Erik Andal, Anne Cavagnaro, Rod Harris,
 Ida Ponder, Randy Barton, Jill Olson, Micha Miller, Tom Johnson, Don Dickinson, Nate Rien,
 Mike Torok, Kath Christensen, Craig Johnston, Alicia Kolstad, 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, Kimberly Pippa-Tonnesen, Andy Van Hoogmoed, Shane Warner,
 Sean Osborn, Andree Thomas, Rebecca Slate, Marina Koorkoff, Donald Smith, Marcus Whisenant

Guests Present: Allan McKissick, Jim Sahlman

Agenda

Action Items:

- | | |
|--|-----------------------------|
| A. Election Procedure Update | Maryl Landess |
| B. Curriculum Committee Discipline Report | Kathy Schultz |
| C. Title 5 Distance Education Changes – Require Vote | Kathy Schultz/Melissa Colon |

Discussion Items:

- | | |
|---|-----------------------------|
| A. Adjunct Faculty Recognition for Service | Nate Rien |
| B. Lock Blok Demo | Trevor Stewart |
| C. Teaching Test Kitchen – Faculty Development | Micha Miller |
| D. Title 5 Distance Education Changes – Require Discussion | Kathy Schultz/Melissa Colon |
| E. Starfish - Curriculum Devel, Degree Plan Access, Visible/Sortable Info | Kirsten Miller |
| F. P & P: Board of Trustees Compensation | Nate Rien |
| G. Butte College Drop Policy | Nate Rien |

Reports:

- | | |
|---------------------------------------|-----------------------------|
| • President | Nate Rien |
| • President-Elect | Pam Guerra-Schmidt |
| • Past President | Maryl Landess |
| • Curriculum | Kathy Schultz |
| • College Council | Matthew Fox |
| • Adjunct Rep | Marina Koorkoff |
| • Distance Education | Melissa Colón |
| • Foundation | Tamara Oxford |
| • Teaching, Learning & Community | Brian Greene (this meeting) |
| • Student Success Council | Marcus Whisenant |
| • Institutional Effectiveness Council | Jeff Tolhurst |

Move to approve the Agenda as amended: discussion item B moved to A **M/S/P** (Pfleging/Whisenant **Votes in favor**: Osborn, Olson, Whisenant, Miller K, Miller M, Reiman, Colon, Schultz, Guerra-Schmidt, VonEpps, Greene, Slate, Koorkoff, Dickinson, Kenna)

Move to approve the Minutes from February 8, 2019 **M/S/P** (Miller/Pfleging **Votes in favor**: Osborn, Olson, Whisenant, Miller K, Miller M, Reiman, Colon, Schultz, Guerra-Schmidt, VonEpps, Greene, Slate, Koorkoff **Abstention**: Dickinson, Kenna)

Minutes

ACTION ITEM: A. Election Procedure Update Maryl Landess

Discussion:

- Elections Procedures document has been updated to include more thorough language and detail of processes

Conclusions:

Action items: Move to approve the Election Procedure document as updated **M/S/P** (VonEpps/Miller K **Votes in favor**: Osborn, Olson, Whisenant, Miller K, Miller M, Reiman, Colon, Schultz, Guerra-Schmidt, VonEpps, Greene, Slate, Koorkoff, Dickinson, Kenna)

Person Responsible:

Deadline

ACTION ITEM: B. Curriculum Committee Discipline Report Kathy Schultz

Discussion:

- Courses requesting new disciplines be added to the Course Outline of Record

Conclusions:

Action items: Move to approve Curriculum Committee Discipline Report **M/S/P** (Miller K/Olson **Votes in favor**: Osborn, Olson, Whisenant, Miller K, Miller M, Reiman, Colon, Schultz, Guerra-Schmidt, VonEpps, Greene, Slate, Koorkoff, Dickinson, Kenna)

Person Responsible:

Deadline

ACTION ITEM: C. Title 5 Distance Education Changes – Require Vote Kathy Schultz/Melissa Colon

Discussion:

- Title 5 changes to distance education have been accepted at the state level
 - CCs curriculum Distance Education Addendum must be modified to include an area for examples of how instructors are addressing accessibility within online and hybrid courses
 - Distance Education Coordinator and Curriculum Chair are still determining if this will be sufficient to meet state requirements; waiting on further state guidance
 - Question to the state: will there be a deadline for completing updated DEAs, will all course DEAs need to be undated at once, or can they wait for a 5 year review?
 - Training and support is available to instructors when building their DEAs and putting online courses into the OEI (stipends available for the building of OEI courses); contact the Distance Ed Coordinator for information

Conclusions:

- No action required at this time

Action items:

Person Responsible:

Deadline

DISCUSSION ITEM: A. Lock Blok Demo Trevor Stewart

Discussion:

- Phase 1 of improving safety on campus was installing push locks on all doors where it would work sufficiently; complete

<ul style="list-style-type: none"> Phase 2 is to install a Lock Blok on various classroom doors around campus for a demonstration period during which faculty may provide feedback on efficiency and usefulness 		
Conclusions:		
<ul style="list-style-type: none"> Senate has recommended moving forward with the demonstration and feedback phase of Lock Blok 		
Required Action:	Person Responsible:	Deadline:
DISCUSSION ITEM: B. Adjunct Faculty Recognition for Service		Nate Rien
Discussion:		
<ul style="list-style-type: none"> Adjunct recognition for service is not occurring within the district Academic Senate is being asked for suggestions; possibly pool money amongst the full-time faculty for a pizza party or an ice cream social for all adjunct faculty Suggestion of a proposal to locate monies available that could be used for appreciation of time served Adjunct representative will research and bring before the Senate what other colleges are doing YFA is having discussions concerning how to acknowledge adjunct faculty for their service 		
Conclusions:		
<ul style="list-style-type: none"> Ad Hoc committee was created to determine event parameters (Lahna VonEpps, Pam Guerra-Schmidt, Marcus Whisenant, Marina Koorkoff) 		
Required Action :	Person responsible:	Deadline:
DISCUSSION ITEM: C. Teaching Test Kitchen – Faculty Development		Micha Miller
Discussion:		
<ul style="list-style-type: none"> Academic Senate will be, sent via email, a questionnaire to determine what professional development methods have helped shape faculty’s careers <ul style="list-style-type: none"> This information will be used to determine how faculty are approaching their own teaching and learning to help provide better future faculty development 		
Conclusions:		
Required Action:	Person responsible:	Deadline:
DISCUSSION ITEM: D. Title 5 Distance Education Changes – Require Discussion		Kathy Schultz/Melissa Colon
Discussion:		
<ul style="list-style-type: none"> Tabled 		
Conclusions:		
<ul style="list-style-type: none"> Will be discussed when information becomes available 		
Required Action:	Person responsible:	Deadline:
DISCUSSION ITEM: E. Starfish - Curriculum Devel, Degree Plan Access, Visible/Sortable Info		Kirsten Miller
Discussion:		
<ul style="list-style-type: none"> At a previous Curriculum Committee meeting, it was determined that faculty need to understand why the 2 Year Plan and curriculum planning is so important to Starfish and degree plans for students Demonstration was given of the educational planning process and how this is pulled from enrollment management and then pulled as reports Courses will not fill if they are <u>not</u> placed in the appropriate 2 Year Plan because the student will not be planning to take it Starfish uses the history of a courses availability and uses that to predict future offerings unless specifically programmed differently Recommendation is to make the 2 Year Plan a part of the curriculum review which can then be pulled; an area exists in CurricUNET for these plans but is not accessible outside of CurricUNET 		

Conclusions:		
Required Action:	Person responsible:	Deadline:
DISCUSSION ITEM: F. P & P: Board of Trustees Compensation		Nate Rien
Discussion:		
<ul style="list-style-type: none"> • Board of Trustees are currently compensated with health insurance benefits • Board of Trustees would like to have voted for themselves a \$400 monthly stipend • Board Policy Committee is open to everyone and faculty is encouraged to attend • Academic Senate is being asked for a general consensus as to whether this is supported 		
Conclusions:		
<ul style="list-style-type: none"> • It is the recommendation of the Academic Senate to postpone discussion until further District Policy and Procedure Committee discussion have occurred; further AS research is necessary 		
Required Action:	Person responsible:	Deadline:
DISCUSSION ITEM: G. Butte College Drop Policy		Nate Rien
Discussion:		
<ul style="list-style-type: none"> • District Council and District Policy and Procedures is constantly looking for ways to increase retention for students • Butte College's attendance guideline does not allow for students to drop themselves from a course past the 50% point <ul style="list-style-type: none"> ○ Suggestion is implementation of a similar policy where students are responsible for meeting with their instructor or counselor before the ability to drop after the 50% point; is there a connection with the 50% point and the 2nd financial aid distribution? ○ Suggestion for the use of Starfish to monitor this aspect ○ Butte College has not yet been contacted to see how well their policy works ○ Suggestion to allow for a comment area when students are dropping to provide exit information; possibly a required field before they can finalize drop 		
Conclusions:		
<ul style="list-style-type: none"> • It is the recommendation of the Academic Senate to decline changes to the current Columbia College drop policy 		
Required Action:	Person responsible:	Deadline:
REPORT: President		Nate Rien
<ul style="list-style-type: none"> • Academic Senate calendar change has been dropped at this time • Helping economically disadvantaged students at Columbia College and MJC; Sarah's Dry Cleaning in Oakdale and Winfield Cleaners in Sonora will offer students 'Wash and Fold' and free hemming once a month • Doralyn Foletti will be notified of these availabilities • Suggestion to check out the documentary 'The Least of These' on YouTube by Joe documenting homelessness in Modesto • Senate Council will be discussing the Curriculum Chair re-assign time temporary increase due to the many state changes currently occurring which are drastically affecting curriculum • TLC Coordinators are seeking another year of re-assign time before making the position available to other faculty members <ul style="list-style-type: none"> ○ It is the recommendation of the Academic Senate that one coordinator step down so a new faculty member can be assigned to be trained. This process of one stepping down every two years should continue so two are never leaving at one time 		
REPORT: President-Elect		Pam Guerra-Schmidt
<ul style="list-style-type: none"> • Recruitment for Faculty Representation on Committees <ul style="list-style-type: none"> ○ Recruitment document will be sent via email next 		

REPORT: Past President	Erin Naegle
<ul style="list-style-type: none"> Election ballots will be distributed on Monday, March 11th and will run through Monday, March 18th. 	
REPORT: Curriculum	Kathy Schultz
<ul style="list-style-type: none"> Recruitment for an Arts and Sciences representative on the Curriculum Committee to replace Mike Torok <ul style="list-style-type: none"> Senate President will discuss with College President about re-assign time for Curriculum Committee members due to the amount of time it requires Faculty Scholarship Committee procedure of who is on the committee needs to be looked at more closely and brought back to what its original structure required; faculty who donate should show interest in being on the committee when asked so there are more members and different members each year 	
REPORT: College Council	Matthew Fox
<ul style="list-style-type: none"> Not Present 	
REPORT: Adjunct Rep	Marina Koorkoff
<ul style="list-style-type: none"> No Report 	
REPORT: Distance Education	Melissa Colón
<ul style="list-style-type: none"> Open Educational Resources (OER) is asking for one representative from each college to act as a liaison This liaison needs to be approved by the Academic Senate; approval has been granted to Melissa Colon to fill position at this time This position comes with a stipend of \$1000 for two semesters; \$500 for one semester 	
REPORT: Foundation	Tamara Oxford
<ul style="list-style-type: none"> Not Present 	
REPORT: Teaching, Learning & Community	Adrienne Seegers/Lindsay Laney
<ul style="list-style-type: none"> An opportunity has arose to invite Sondra McGuire to the campus upon funding approval and interest of the Academic Senate; faculty showed interest in inviting this guest speaker 	
REPORT: Student Success Council	Marcus Whisenant
<ul style="list-style-type: none"> No Report 	
REPORT: Institutional Effectiveness Council	Jeff Tolhurst
<ul style="list-style-type: none"> No Report 	
<p>Extended Special Discussion: Student Food Insecurities (notes pulled from presentation given at Senate Council)</p> <ul style="list-style-type: none"> Lauren Campana and Rebecca Morgenstern (Public Health Nurse and Master of Public Health intern with Lauren) are focusing on the basic needs and food insecurities on the Columbia College campus An 11 question survey capturing 325 student comments was conducted at CC concerning food insecurities and demographics Participants included students from both Tuolumne and Calaveras Counties It was found that approximately 1/3 of the surveyed students admitted to or were found to have food insecurities Issues surrounding the CC Food Bank and why students are not using this resource are as follows: <ul style="list-style-type: none"> Details of how to use the food bank <ul style="list-style-type: none"> Where it is? When it is open? How is it used? What information needs to be provided? Barriers to using the food bank <ul style="list-style-type: none"> Taking the food to vehicles (what about those riding the bus?) Hours of operation Seeking someone to open the food bank Stigma (make the process of grabbing food easy and normal in everyone's eyes) 	

- Summer availability

- Recommendations include
 - Adding helpful details to student email blasts concerning the food bank
 - Increase awareness of off campus resources
 - Provide students with learning opportunities such as cooking and food budgeting skills
- Future plans include
 - Installing a large food bank sign on the building so it is easily recognizable
 - Placing flyers on the enclosed bulletin board nearby and in other areas on campus
 - Include important food bank information in the monthly student email blast
 - Set up outreach tables around campus with samples of food available at the food bank and bags of food available for immediate pickup
 - Making students more aware of free grab-n-go food baskets around campus with food bank information nearby
 - Food bank open house with encouragement of all college staff and faculty attendance for learning purposes
 - Updating the name of the food bank
 - Providing Flyers about local free meals with a schedule of their availability
 - Provide a resource card with websites and apps where food items can be plugged in and recipes will be provided
 - Provide a brochure about creating a food budget
 - Collaboration with Nutrition For Chefs course to create two entrée recipes: One using only food from the food bank and one using food from the food bank plus five other lost cost ingredients; these recipes will be provided at the food bank
- Suggestions during meeting
 - Lockers or something similar where students could store the food they have picked up until they are ready to leave
 - Online forms where a student can make food choices from available items and then picks up later
 - Offer incentives such as free tickets to CC games when food is picked up from food bank

Conclusions:

Informational discussion item with the desire for faculty to also spread the word to their students and help seek funding from various resources

Adjournment: 3:30pm

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