

# Academic Senate Council Minutes

Tuesday, March 29, 2011 -- 2:30-4:00 p.m. in **Admin 138**

STANDING MEMBERS						Guests
POSITION	NAME	PRESENT	POSITION	NAME	PRESENT	Welcome! Please sign in.
ASC Pres	Riley Dwyer	X	Visual & Applied Arts	Cynthia Minet	X	
ASC V.P.	Rex Edwards	X	Health Sciences	Dalila Sankaran	X	
ASC Secretary	Lisa Putnam	X	History/Institutions	Patty Colman	X	
ASC Treasurer	Nenagh Brown	X	Library	Mary LaBarge		
ACCESS	Melanie Masters	X	Life Sciences	Andrew Kinkella		
Athletics	Howard Davis		Mathematics	Phil Abramoff	X	
Behavioral Sciences	Linda McDill	X	Modern Languages	Raquel Olivera		
Business	Stephanie Branca Alt: Reet Sumal	X	Digital Media Arts	Joanna Miller	X	
Chemistry/ Earth Sciences	Deanna Franke	X	Music/ Dance	James Song	X	
Counseling	Chuck Brinkman	X	Health Education/Kinesiology	Jeff Kreil	X	
Computer Info Systems	Mary Mills	X	Physics/ Astronomy	Clint Harper		
Computer Sci/ CNSE	Vish Viswanath	X	Student Health Center	Sharon Manakas	X	
English/ ESL	Kathryn Adams	X	Theater Arts/ Communications	John Loprieno		
EATM	Cindy Wilson		<i>Student Liaison</i>	Ebony Taylor Jeremy		

## Quick Recap:

Topic	Discussion/Comments	Action
Faculty Travel Funds Process	Review of Faculty Travel Funds Pooling process. All full-time faculty will be asked to either opt-in OR opt-out.	
Decision-Making/Governance Structure	Discussion on how to develop a stronger link between standing committees and Academic Senate. More discussion will take place at next meeting.	
Faculty Prioritization Budget Considerations	We recommend that our prioritization list stands as created; any unavoidable cuts are to be taken from the bottom.	Motion carries.

## 2:30 pm—Call to Order

### I. Public Comments

MC2 reviewed the new Advisory Committee Minutes Template, the proposed CTE Sequence Identification form and a summary of MIS reporting of CTE programs. The CTE Sequence Identification form will be housed in the Program Plan template (giving it a place to “reside”) but the information gathered on this form will NOT be used in the resource allocation process. The Perkins grant funding applications will be sent out later in the week and are due on 4/14 for eligible programs only. The workshop is 4/8 at 1pm.

### II. Approval of Minutes:

3/1 Approved as presented.

### III. Officers’ Reports

#### a. Treasurer.

-- Bricks have arrived. The foundation has paid their portion (20 bricks). They will set aside \$500 per year to be used for the annual purchase of new bricks. John Sinutko has a plan to place the bricks temporarily in the current location of the existing bricks. He will be meeting with Nenagh soon.

-- Scholarships: 12 nominations have been submitted by faculty. The process is going very smoothly.

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-- The Brunch: Thursday, May 12 at 12:30 to 2:30 – it is more a LUNCH than a brunch. The cost will be \$12 per person. The change in final exam times made it necessary to adjust the time of this event.

- b. Secretary: No report.
- c. Vice President: DFC has closed and the process begins.
- d. President  
General Report: New Trustees came to MC for an orientation.  
*DCHR:*  
*DCAS:*  
*DCSL:*  
*DTRW:*  
*Consultation Council:* Meeting is coming up and it is expected that it, and the Board meeting, will be long and difficult. Budget is going to be extremely difficult; it is not expected that the tax extensions will make it to the ballot.

## IV. Committee Reports

- a. EdCAP: No report.
- b. Facilities CAP:
  - Health Science building: equipment move-in April 1<sup>st</sup>
  - EATM has suffered another month delay
  - Fountain Hall entrance plans are underway
  - Roofing renovations on 21 roofs, starting May 18<sup>th</sup>
  - The FRAWG group is finishing their lists of project. Prioritization (major and medium projects list) will take place in the April 20 meeting. Minor projects will be listed by critical needs.
- c. Faculty Development: See below.
- d. Senate Subcommittees & Liaisons (Associated Students):
- e. Fiscal: Disseminated information regarding Classified Prioritization and hiring. Riley reviewed how the budget allocation model works, which appeared to be new information to many of the attendees. Riley will continue to review this model with the group.
- f. Curriculum:  
Two SB1440 degrees are going to the Board in April. The Alternative Delivery subcommittee discussed the accessibility regulations require captioning of all audio, along with the image. College of the Canyons has a grant that will allow them to close caption other college's materials.
- g. TechCAP:

## V. Unfinished Business

- a. Registration Priorities
- b. Accreditation Report
- c. Board Objectives

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- d. Year End Awards
- e. Repeat Policy
- f. Elections Committee
- g. Early Alert Letter: The Academic Senate has interest in making the Early Alert process more available (flexibility), rather than in adjusting the letter. This system is not available to late-start classes and has a limited window of availability for full semester courses. Riley will take this to DCSL.
- h. FERPA Administrative Procedure 5040: Only students have the right to access information, including students under the age of 18. Once a student any age attends the institution, all rights to the release of their information only belong to the student. This will be going to DCSL.

## VI. New Business

- a. Faculty Travel Funds Process: Handouts: Opt-in/Opt-out form, Letter, and Draft Proposal Form. Beginning Fall, all full-time faculty will need to opt-in/opt-out so that Faculty Development can know who wants to do what. The proposals submitted will be reviewed by Faculty Development for validity of travel and then it will be a first-come, first-serve.

\*\*\*\* If we approve a process THIS YEAR, then any funds not used THIS YEAR will ROLL-OVER to next year's funds. This will allow the Faculty Development committee to work on the process next year with a little bit of flexibility to refine the process with the funds.

- b. Enrollment Management Draft
- c. Decision-making/Governance Structure doc: One of our ACCJC recommendations is in regard to our current Making Decisions document and structure. We are currently missing a solid link between our standing committees and our Senate. It currently just states that the Academic Senate delegates authority to the standing committees and that the committees report to the President of the College. A proposal has been made to create a "President's Council" that allows the Acad Senate President, the Classified Senate President, the Vice Presidents and the President to meet regularly. To have this achieved, the Academic Senate has been asked to possibly include the Standing Committee co-chairs sit on the executive committee of the Acad Senate, strengthening the bond between the Senate and the committees (or have them as ex-officio). We are asking for a feedback loop from the committees prior to taking recommendations to the College President – the recommendations will have been vetted through Academic Senate.

Possible thoughts:

- Committee Co-chairs act as ex-officio members (similar to what they do now)
- Committee Co-chairs be voting members of the Acad Senate
- Committee Co-chairs as part of the Executive Council of the Senate

This will also address one of the goals of the Acad Senate for this year (to strengthen these relationships). Please bring thoughts to our meeting next week.

- d. Ethics AP
- e. Gen Ed Outcomes (placeholder)
- f. Spring Plenary Resolutions/Voting

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## **VII. New Concerns**

- a. Faculty Prioritization Budget Considerations: DCAS meeting reviewed the Budget Assumptions; these will be going to the Board soon. One of the assumptions will be that there will be a reduction in work-force. Another assumption, the first 5% cuts will come from reserves, and then 2% from college, and then if necessary, another 2% from the reserve. A 7% cut is expected.

Faculty Obligation Numbers at the state has been suspended.

We have 10 (2 are Nursing positions from last year) faculty positions that are in process of hiring right now. If the budget continues to follow the grim line of what we expect, we can expect to have to cut our hiring by 5 positions. We identified the faculty needs back in October, and the information we now have is different than the information then. The MC President would like our input as to how she should proceed –

**Motion: We recommend that our prioritization list stands as created; any unavoidable cuts are to be taken from the bottom. Motion carries.**

The top eight positions: Biology (Anatomy) Chemistry, Theatre Arts, Counselor, English, Math, Engineering, Business (Accounting).

## **VIII. Announcements:**

- a. Hands Across California, April 17, 2011
- b. GEO: Y'All Come: 2:30 pm, April 6<sup>th</sup>. CCCR A&B