

Los Medanos College

**Minutes of the Academic Senate**

Date: Monday, March 14, 2011

Time: 3:00 p.m. – 5:00 p.m.

Location: CC2-223

**Members Present:** Robin Aliotti, Nancy Bachmann, Scott Cabral, Estelle Davi, Phil Gottlieb, Bill Fracisco, Erich Holtmann, Mark Lewis, Cathy McCaughey, Cindy McGrath, Michael Norris, Pamela Perfumo, Colleen Ralston, Ginny Richards, Clint Ryan, Alex Sample, Sara Toruño-Conley, Janice Townsend, Kimberly Wentworth and Lois Yamakoshi.

**Members Absent:** Lydia Macy

**Guests:** Ana Gutierrez

Item	Topic
<b><u>1.</u></b>	<b><u>Call to Order (M. Norris):</u></b>  The meeting was called to order at: 3:07 p.m.
<b><u>2.</u></b>	<b><u>Public Comment (M. Norris):</u></b> <ul style="list-style-type: none"><li>• M. Norris read a letter that was anonymously sent to the Academic Senate regarding the budget cuts and how it is negatively affecting students.<ul style="list-style-type: none"><li>○ The Senate suggested that M. Norris write a letter to the editor (LMC Experience) or have the Experience do a story on the budget situation and how it relates to LMC.</li></ul></li></ul>
<b><u>3.</u></b>	<b><u>Senate Announcements and Reports (M. Norris):</u></b> <ul style="list-style-type: none"><li>• <b><u>GE (S. Cabral):</u></b><ul style="list-style-type: none"><li>○ Met on 3/11/11 and planned GE Seminar 2, which will be on 3/21/11. The plan so far is to have self-reflections and discussion around culturally relevant pedagogy. At the seminar, faculty possibly may also get started on planning to implement a learning improvement plan, which they hopefully will do this semester.</li></ul></li><li>• <b><u>TLP (C. McGrath):</u></b><ul style="list-style-type: none"><li>○ TLP will meet again on Tuesday, March 15, 2:30 – 4:00 in Core 420. The meeting is open to everyone.</li><li>○ Reminder: Departments who have not yet invited Cindy McGrath to a meeting to share ideas, feedback, and concerns about assessment should do so ASAP. We are currently working on a proposal to streamline assessment and we want as</li></ul></li></ul>

	<p>much input from as many avenues as possible.</p> <ul style="list-style-type: none"> <li>○ All faculty will be emailed a link to an assessment survey soon. The survey is to gather data to both inform our assessment model revision and to meet accreditation requirements to assess our current assessment model. We need everyone to respond thoughtfully.</li> <li>● <u>Consultation Meeting (M. Norris):</u> <ul style="list-style-type: none"> <li>○ There was clarification on a few small wording changes in the study abroad procedure and policy. Talked about the previous week's achievement gap meeting and the fact that an instructional group (Laurie Lema, Jeff Michels, Terence Elliot, Lisa Orta, Wayne Organ and M. Norris) will be working on packaging a proposal to Helen and Chancellor's cabinet for implementation in Fall 2011. The proposal may be used district wide to move toward closing the achievement gap. Our first small committee meeting is on this coming Wednesday and we have until April 29<sup>th</sup> to present the proposal. Be aware that a number of the brainstorming ideas held at the full group Achievement gap meeting last Friday revolved around some kind of faculty connection with students (advising, mentoring, open office hours, etc.) outside of the classroom.</li> </ul> </li> <li>● <u>Curriculum (J. Townsend):</u> <ul style="list-style-type: none"> <li>○ Made minor changes to and passed the COORs. Discussed trying to group together all of the courses in the TOPs code 4900 in the catalog and schedule of class. Those courses would be the ACE, AVID, Counseling courses and one Umoja Summer Bridge course. We think this will make it easier for students to find the courses. In the process we are trying to come up with a common course area to call the courses as none of them are really in the right category. ACE is not Human Services, for example, those are courses for people wanting to work in the Human Services field such as a drug treatment center, or county mental health, etc. We are in dialogue with the faculty who teach those courses and the counseling department for their feedback and ideas. We talked about the Student Government courses moving to their own category called Leadership and Community Involvement (LACI). Those also are not Human Service courses.</li> </ul> </li> </ul>
<u>4.</u>	<p><b><u>Approval of Previous Minutes (M. Norris):</u></b></p> <ul style="list-style-type: none"> <li>● The minutes were approved.</li> </ul>
<u>5.</u>	<p><b><u>Agenda Reading and Approval (M. Norris):</u></b></p> <ul style="list-style-type: none"> <li>● The agenda was approved.</li> </ul>
	<p><b>AGENDA ITEMS -----</b></p>

**6.**

**AA degree requirement task force (C. Ryan):**

- G. Richards provided a handout on Title 5 Codes.
- Comments:
  - G. Richards will send out the table.
  - LMC used to be very much in-line with Title 5 by having a class from each area.
- The Senate should start with the minimum State requirement and then include additions.
- M. Lewis provided a proposed schedule for Senate consideration of AA revisions
- Proposed order of action.
  - How many tracks?
  - Extra Boxes?
  - Box D
  - Box A
  - Box B
  - Box C
  - Box (Wellness, Comp. Sci/Information, Ethical Inquiry, Ethnic Studies, Other)
- Comments/Suggestions:
  - The Senate needs time to define Natural Sciences, Social/Behavioral Sciences.
  - A, B, C first then D at the end consider boxes for Physical Education
  - Study what boxes other colleges have (add-ons). What's happening at our sister colleges?
  - Discussion of area definitions should be scheduled so representatives for specific areas are present. Maybe it could be a forum?
  - Frontload what other literacy should be available.
  - The revisions could be done by the two departments that are not tied down to load (counseling and the library).
  - The Senate should make sure there are a number of courses because students change their minds (3 tracks?).
  - The Senate's AA Degree Requirement meetings don't exclude counseling and librarians input or proposals for changes.
  - We need a discussion on the extra boxes.
- Motion (P. Perfumo): The Senate requests the Counseling Department submit proposal for redesigning the GE requirements.
  - Second (L. Yamakoshi):
  - Vote: 0 – 12 (S. Cabral, N. Bachmann, C. Ryan, E. Davi, A. Sample, P. Perfumo, E. Holtmann, M. Lewis, G. Richards, K. Wentworth, C. Ralston and R. Aliotti) – 6 (C. McGrath, L. Yamakoshi, P. Gottlieb, B. Fracisco, C. McCaughey and S.Toruño-Conley).
- Comments/Suggestions:
  - It is too soon to bring forth proposals.
  - We need to decide how many tracks we're going to have.
  - Suggested that Senators take Box D-A and Extra Boxes back to departments for discussion.

	<ul style="list-style-type: none"> <li>○ We need to consider: Decision making meetings versus Discussion meetings</li> <li>○ Suggest a bottom-up approach</li> <li>○ The Senate needs to figure out how many requirements currently exist for the AA Degree before adding too many other boxes.</li> <li>○ We should look at Title 5 first.</li> <li>○ Discuss the structure: More detailed minutes, Administrative procedure and structure.</li> <li>○ How do we integrate the GE committee and GE plan into the group? We need an integral plan.</li> <li>○ We should have a conversation on the unit cap of the Associates. After Box A-D we should have this conversation then have the extra boxes conversation.</li> <li>● Motion: The Senate takes a bottoms-up approach in-line with Title 5. <ul style="list-style-type: none"> <li>○ Second: P. Perfumo</li> <li>○ Vote: 18-0-0</li> </ul> </li> <li>● Motion: The next AA Degree Agenda covers communications between the Senate and faculty-at-large. <ul style="list-style-type: none"> <li>○ Suggests that the meetings are longer than 30 minutes.</li> <li>○ Box C: Number of units.</li> </ul> </li> </ul>
<b><u>7.</u></b>	<p><b><u>Sustainability, Danielle Liubicich (C. Ryan):</u></b></p> <ul style="list-style-type: none"> <li>● Danielle Liubicich was approved as the third faculty rep for the Sustainability Committee.</li> </ul>
<b><u>8.</u></b>	<p><b><u>What to do with one-time Senate funds? (G. Richards):</u></b></p> <ul style="list-style-type: none"> <li>● Approximately \$10,000 for this year that must be spent until June 30<sup>th</sup>.</li> <li>● Comments/Suggestions: <ul style="list-style-type: none"> <li>○ PDAC: Send faculty to more conferences.</li> <li>○ Help fund the debate team.</li> <li>○ Replace printers in departments.</li> <li>○ Divide remaining funds equally to departments (application process).</li> <li>○ Contribute to the general fund to prevent layoffs.</li> </ul> </li> <li>● G. Richards will find out if journal entries to allocate funds for the next fiscal year. <ul style="list-style-type: none"> <li>○ Stipends for Senators.</li> <li>○ Give it to RAP to fund some things that were not funded by RAP.</li> <li>○ Professional Development: Teaching Communities</li> <li>○ Donate to Library for textbooks on reserve.</li> <li>○ Matriculation donation</li> <li>○ Purchase print cards for faculty/department use.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• M. Norris will create a list of ideas. Please share them with constituencies. <ul style="list-style-type: none"> <li>○ Ballot/Ranking of the ideas.</li> </ul> </li> </ul>
<b><u>9.</u></b>	<p><b><u>Assessment/TLP/ISLOs (C. McGrath):</u></b></p> <ul style="list-style-type: none"> <li>• C. McGrath presented the second part of the 5-Year CSLO Assessment/COOR Update Plan (handout).</li> <li>• <u>Comments/Suggestions:</u> <ul style="list-style-type: none"> <li>○ Clarification: The new model does away with choosing three for all CSLOs.</li> <li>○ GE CSLO: TLP decided one level of ISLOs and that is GE.</li> <li>○ The Science department liked separating the GE SLOs.</li> <li>○ Reading &amp; Writing (in terms of assessment) is Critical Reading and Writing.</li> </ul> </li> <li>• <u>Next Steps:</u> <ul style="list-style-type: none"> <li>○ Faculty Survey: Gather more information on current assessment model and what faculty/departments want to see.</li> <li>○ Would like anonymous set of feedback.</li> <li>○ Accreditation and SGC are asking for Assessment Model Survey next week. Please take the time out to do the survey (it takes approximately 20-30 minutes to complete).</li> </ul> </li> </ul>
<b><u>10.</u></b>	<p><b><u>Changing wait list default number (M. Norris):</u></b></p> <ul style="list-style-type: none"> <li>• Tabled.</li> </ul>
<b><u>11.</u></b>	<p><b><u>Uniform Employment Selection Guide/Appendices A &amp; B (M. Norris):</u></b></p> <ul style="list-style-type: none"> <li>• Tabled.</li> </ul>