Present:
Christina Goff, Michael Norris, Ginny Richards, Clint Ryan, Alex Sample, Mark Lewis, Brendan Brown, Brad Nash, Pam Perfumo, Judy Bank, Mara Landers, Scott Cabral, Andy Ochoa, Casey Cann, Bill Fracisco, Estelle Davi, Phil Gottlieb, Lori Biles, Clayton Smith, John Henry

Guests: Lindy Wille, Elaine Davis, Bob Estrada, Jerry Davis, Denise Speer, Janice Townsend

	Topic/Activity	Summary/Actions Taken
1	Call to Order	
2	Public Comment	
3	Senate Announcements & Reports	• Curriculum Committee needs an Occ Ed representative. **DGC (District Governance Council)** • Still working on the Mission Statement. **FSCC (Faculty Senate Coordinating Council)** • Discussed the proposed AA Board Requirements change forwarded from DVC. (See item 8) **GE (General Education) Committee** • Ken Alexander is stepping down as GE Coordinator at the end of Fall 2009. A new GE Coordinator is needed to begin January 2010. • The Ethical Inquiry Faculty will be meeting to determine if they need a representative on the GE Committee. Then the GE Committee would decide as to whether a class goes into the Ethical Inquiry box for the AA/AS Degree. **SGC (Shared Governance Council)** • The sub-committees (IDEA, Block Scheduling and Planning) gave reports. Mojdeh gave an IT update.
4,5	Approval of previous minutes Agenda reading and approval	**Minutes approved with two corrections:** On the top of page three continuing from the last bullet on the previous page. In the sentence, <u>An IRB reviews and approves surveys and/or human research studies…</u> delete "surveys and/or". In item 9 under the second bullet in the sentence <u>…adopt these changes and keep them the way they are.</u> Delete "them" and replace it with "AA requirements the way they are". (14-0-0) **Agenda approved with one correction:** Move item 11(LMCAS-Donation for Textbook Reserve and Rental) up to item 6. Move item 13 (New Distance Education Position Paper) up to item 12. (14-0-0)
6	LMCAS – Donation for Textbook Reserve and Rental – Elaine Davis	**Introduction** • Elaine Davis, LMCAS President, to request faculty assistance increasing textbook reserve in the library. The LMCAS donates about $5000 annually to purchase texts on reserve in the library. About 90% of the LMC

		student population receives some form of financial assistance. The demand for textbook reserve is increasing annually. • LMCAS is requesting assistance from the LMC Foundation and investigating a rental/borrowing program. Due to the economy Foundation funding is down significantly. Faculty may complete a Payroll Deduction option for Friends of the Library which will benefit textbook reserve for $10/month. If you would like to make a one-time donation please contact Lindy. Faculty can donate textbooks directly to the Library as well. **Suggestions** • One suggestion was for the Library to purchase good condition used books from the Bookstore for the textbook reserve to make the most efficient use of funds. • If Instructors can notify the Library as soon as possible what textbooks they would like to put on reserve in the Library that greatly appreciated and facilitate purchasing good used texts if available.
7	Appointments Curriculum Committee Representative and Chair Election	**Curriculum Committee Representative and Chair** • Janice Townsend is the one nomination for Curriculum Committee Chair. • Karen Nakaji has been nominated to be Curriculum Committee Representative for the English Department. • Dave Zimny has been nominated to replace A'kilah Moore as Curriculum Committee representative for Liberal Arts. **Motion is moved, seconded and approved to appoint Janice Townsend as the Curriculum Committee Chair.** (12-0-2) **Motion is moved, seconded and approved to appoint Karen Nakaji as Curriculum Committee Representative for the English Department.** (13-0-1) **Motion is moved, seconded and approved to appoint Dave Zimny to replace A'kilah Moore as Curriculum Committee Representative for Liberal Arts.** (12-1-1) **TAG (Technical Advisory Group) Representative** • Michael Zilber has been nominated to replace Tue Rust for TAG Representative. **Motion is moved, seconded and approved to appoint Michael Zilber as the replacement for Tue Rust for TAG Representative.** (12-0-2)
8	Proposed AA Board Requirements change – Final Vote	**Updates and Changes** • At the last FSCC meeting, DVC forwarded a proposed change to the board requirements for the AA. DVC may be willing to have the AA Board Requirements change only be applied to the Transfer Track and not

		be applied to the Non-Transfer AA Degree Track. • If the Board policies disappear the requirements that each individual colleges have can remain in place, unless each college chooses to adopt these changes. **Comments** • Many faculty members spoke passionately about the history behind the board requirements, benefits of taking the board requirement courses, cuts to K-12 courses and programs students can access at LMC, physical benefits of coursework. • Concern: changing requirements for one AA path but not another it doesn't make sense. A reply could be transferring students are not primarily concerned with getting an AA degree before their transfer. In order for them to transfer they do not necessarily need the three Board Requirement classes. • Concern: if the request from DVC to remove the Board Requirements is approved by the Board and LMC leaves the requirements in place, we could lose students because we have more requirements than DVC or LMC may generate less awarded AA degrees. **Vote** • Vote to approve the waiver of the Board Requirements as they are now for all AA degrees. **LMC Academic Senate voted to not approve the waiver of the Board Requirements as they are now for all AA degrees.** (0-15-2) • Vote to approve the waiver of the Board Requirements for the AA Transfer Path only. **LMC Academic Senate voted to not approve the waiver of the Board Requirements for the AA Transfer Path only.** (0-10-7)
9	Professional Development -Ruth Goodin	**History and Review** • Professional Development Task Force includes representatives from Classified Staff, Faculty and Management. • In Fall 2007 the SGC disbanded CSOD and in its place SGC authorized a Professional Development Task Force. The role of this new task force was to develop a coordinated Professional Development program. The Task Force began with focus group discussions reviewed other college Professional Development structures, and looked at the Accreditation standards. One of the recommendations from our last Accreditation visit was regarding Professional Development. Then the task force developed a mission and recommendations on values, guidelines and outcomes. They also created recommendations for organizational structure. • The task force found several examples of professional development on campus however, there was no

cohesive and comprehensive Professional Development model.

Mission, Value and Guidelines
- The mission is still a draft: "The purpose of LMC's Professional Development Program is to strengthen and support a dynamic learning environment that promotes and enhances the personal, professional and organizational development for all staff".
- "Professional Development opportunities at LMC are supported, accessible and encouraged for all staff including Full and Part Time Faculty, Classified Staff and Managers". The task force felt that it was a really strong value that Professional Development be supported and encouraged for all faculty and staff.
- There will be monies available for the Professional Development program. There is money through RAP and grants. There are various trainings, workshops, different classifications, etc. There are different kinds and categories of Professional Development. The Task Force formulated guidelines:
  - a.) We would support programs that align with the College Goals and outcomes of our Educational Master Plan and with a Professional Development Outcome.
  - b.) We will support the needs of faculty and staff as expressed in Program Review, Unit Planning and identified through institutional program or course level assessments.
  - c.) Integrate evaluation and assessment into their design.

Comments and Questions
- Concern: some goals are not easily assessed. For example, an instructor takes a trip to another country and in order for them to receive funds for the trip they would have to show the Professional Development Group and/or submit a RAP stating the purpose of the trip, benefit the success of the students, etc. Question: how do you assess the learning of an instructor? For example, the instructor could go to a conference, participate & listen to workshops, they return learning something new. How do you assess that?
- Ruth responded that she would take these questions to the task force for further explanation.

Professional Development Strategic Plan
- There is an Advisory Committee within the SGC (Shared Governance Committee) that is creating a three year Professional Development Strategic Plan.
  - a.) Recommend Resource Allocations for Professional Development Programs to the SGC.
  - b.) Monitor Professional Program budget and develop and maintain Professional Development

		policies, guidelines and procedures. c.) Overall effectiveness of the Professional Development Program and make recommendations for improvement.
		Organizational Structure of Professional Development • The task force is looking into a Professional Development Center on the second floor of the Library. • There will be a Technical Training and Development Coordinator that will be a classified full-time position that will work with faculty and staff on how to utilize technology in the classroom and at their desktops. • There will also be a Professional Development Coordinator which will be a classified position. This person will be in charge of all the coordinating, the website, if instructors want to go to a conference they would see this individual. • There will also be Professional Development Facilitators which will be rotating dependent on what department or project is proceeding. This position would be optimal for faculty who would like to use their creative skills and be involved in a particular project of Professional Development but only temporarily, until the project is finished. • The question as to where Professional Development fits in the LMC organization still has yet to be determined. We are applying for a Title V, five year co-op grant with CSUEB. We are looking at a teacher pipeline and a Science, Technology Engineering, Mathematics (STEM) pipeline. The STEM pipeline is looking at being centered on our MESA program with other program being geared toward it. The teacher pipeline would be the Living Learning Center. There has been a lot of work done on this program and currently we are working with CSUEB, other area schools and the City of Pittsburg. We are applying in the grant for a Teaching and Learning Center that would be able to support both of these pipelines. The Professional Development Coordinators and Facilitators would report directly to the manager of the Teaching and Learning Center. **Follow-Up** • Due to some technical difficulties Ruth was unable to show the Senate the Professional Development Outcomes. She stated that she will e-mail them to the Academic Senate.
10	New Distance Education Position Paper (see Handout)	**History and Review** • The Curriculum Committee and the Distance Education Committee have been collaborating to create a review process called the Process for Completely or Partially Online Course Approval(page 2 of Handout). The recommendation is to have this process be parallel to the process at the General Education Committee. In

		other words, whereas COORs go through the G.E. Committee for a faculty vote to recommend it to the C.C. for approval, the Online Supplement would go through the same process except with the D.E. Committee. • Janice Townsend stated there is some urgency to getting this portion of the D.E. Position Paper approved today due to the fact that there is an abundance of courses with online supplements that need to be approved at the beginning of the semester. If this is approved today then all those courses with online supplements can be ready for approval before the first C.C. meeting in Fall 2009. **Suggestions, Proposed Changes and Comments** • On page 1 of the handout under definitions Clayton Smith stated that he would need more suggestion or explanation from the C.C. on how to change the word "Hybrid". Clayton stated the purpose of the hybrid is to give better understanding to students when they see the schedule of classes. The word hybrid would mean any class that meets in person and on campus for less than 100% but more than ~~51%~~ 0% of the time. • On page 2 of the handout under "Process for Completely or Partially Online Course Approval" under #2 there is a suggested change to the wording in the first sentence, second line after "partially online". Change "will work with these assistants" to "should work…" **This item has been tabled until the LMC Academic Senate meets again in the Fall 2009 semester. The will of the Senate is a proposal that impacts all department should be discussed with their constituency prior to a Senate vote.**
11	Adjournment	