

ACADEMIC SENATE MEETING SUMMARY
11/17/08 Room 222 3:00-5:00 p.m.

Present:

Alex Sample, Ginny Richards, Clint Ryan, Brendan Brown, Judy Bank, Erich Holtmann, Scott Cabral, Lydia Macy, Estelle Davi, Phil Gottlieb, Brad Nash, Mark Lewis, Andy Ochoa, Michael Norris

	Topic/Activity	Summary/Actions Taken
1	Call to Order	
2	Public Comment	
3	Senate Announcements & Reports	<p>Announcements & Reports</p> <ul style="list-style-type: none"> • AT One will be conducting a training session on January 23-25, 2008 for those interested in online instruction <p>SGC (Shared Governance Council)</p> <ul style="list-style-type: none"> • President's Update mostly concerned the budget and the projected \$4million loss of funding, as well as the Cost of Living increase of 0.68% could be gone. The District has a reserve of about \$30 million will be utilized for the deficit. Based on this year's productivity (which is good) we should still be receiving the .68% Cost of Living increase. • SGC talked about a potential retreat for the council "Vision for Planning". • SGC also discussed the R.A.P. (Resource Allocation Process) process and evaluation. <p>TAG (Technical Advisory Group)</p> <ul style="list-style-type: none"> • Discussed LMC possible obtaining anti-plagiarism software. The anti-plagiarism software includes comparisons to in-class written work to take-home written work. Some instructors are finding that using internet searching is not enough to catch plagiarism in written work. Google and other internet search engines are helpful in some disciplines but not in all assignments. One suggestion was to give more subjective assignments. A lot of the problem comes from students paying someone to write their papers for them. Another idea was to make a public example in class if catching someone (not the specific person) cheating on an assignment. Cherry would like to get an idea of how many instructors would utilize anti-plagiarism software in order to decide if they will purchase it for LMC. • There has been a problem recently with band-width on computers impacting downloading. A new \$140,000 upgrade has been installed to allow more band-width. Band-width problems are resulting from students and staff downloading large files such as music and videos. IT will now be able to see who and what is being downloaded. IT may possibly looking into limiting band

width on certain computers and certain sites.

DGC (District Governance Council)

- Looked at the plan for creating the new District Strategic Plan. They will be paying an outside company called MIG \$50,000 to compose the strategic plan. Faculty reps questioned the expenditure of \$50,000 for a consultant at a time we are looking at budget cuts from the state. The hope is for the District Plan to align with the colleges' plans.
- Helen Benjamin went over the Accreditation review of the district and pointed out allocation formulas as one of their citations and delineation of roles.
- Gene Huff gave a timeline for Classified staffing hiring. If all goes smoothly, classified hiring will be up-to-date by Christmas.

Consultation Committee

- Discussed the Hours TBA /Lab Hours by Arrangement. The hope is to get the required changes in place during the spring 2009.
- Grade Grievance Question regarding procedures. Currently, DVC and CCC the college level group or President's Designee/Committee makes a recommendation to the President about their decision. At LMC, the Grade Grievance Committee makes a decision and any appeal of the Grade Grievance Committee's decision goes to the Board and the President is not included in the process. There have been a couple of cases where the Grade Grievance Committee's decision is going to the Board and when the Board asks Peter Garcia for his opinion of the appeal, which can be awkward. The district has a preference for consistent procedures throughout the District. The small change would be that the Grade Appeal Committee would make a recommendation to the President about what should happen. Michael would like to get some feedback from the Senate on what their opinion is on this change.
 - Some Senators opposed changing the current process. One reason is that the President is not present during the initial hearing so he would not have all the information presented leading to the decision.
 - Michael stated he would check to see whether the Grade Grievance Committee actually changes the grade of the student if that is the recommendation of the Committee. If one the four situations (misconduct, prejudice, mistake, or fraud) has occurred in the case then the Grade Grievance Committee will overturn the grade and assign a new grade.
 - Another question raised was the criteria is that

		<p>the Grade Grievance Committee utilizes when reviewing cases.</p> <ul style="list-style-type: none"> ○ Michael will take the discussion and issues raised back to consultation and will report back. <p>Curriculum Committee</p> <ul style="list-style-type: none"> • Issue regarding Ethical Inquiry and Multi-Cultural Ethnic Studies requirement for the Associate Degree was raised in GE and Curriculum Committees. History: two other committees were formed for each Ethical Inquiry and Multi-Cultural Ethnic Studies; however, these groups have been largely inactive in the recent years. The concern arose from a new course addition to the Associate Degree requirements without consulting related discipline faculty prior to the addition. • Some feel that the Ethical Inquiry and the Multi-Cultural & Ethnic Studies committees need to remain separate from the GE Committee. • In 1998 Academic Senate voted to expand the GE Committee and to encourage curriculum development of additional courses for students to select to meet Associate Degree requirements. • The Curriculum Committee has the power to review the expansion of the GE Committee. <p>State Senate Plenary Resolutions (see Handout)</p> <ul style="list-style-type: none"> • The two main resolutions that might be of interest are Academic Dishonesty and the To be Announced Hours by Arrangement. Please review the handout and forward questions to Michael or the Senate Council.
4,5	Approval of previous minutes Agenda reading and approval	<p>Minutes approved with correction: Change is to “Lab Hours by Arrangement: Presentation by Richard Livingston”, the first bullet will be changed to read “The Brentwood Center does have a Math Lab but other than that the Center does not have a lab for the lab hours by arrangement.” (12-0-0)</p> <p>Agenda approved with corrections: Lori Huffman cannot be here today so Distance Education will be postponed to the next senate meeting. The TLP Lead Conversation item is changed to a discussion item. The Professional Development Plan item is changed to a discussion item. The COORS Plan item is changed to a discussion item. (12-0-0)</p> <p>Other Changes</p> <p>Brendan Brown asked that in the future if senators could be made aware of action items on the agenda 2 weeks before the meetings so they may have an opportunity to take it their constituents for input. Michael then announced that for the December 1st meeting the TLP Lead Conversion will most likely be an action item.</p>
7	Hayward Award (see Handout)	<p>Nomination</p> <ul style="list-style-type: none"> • Jennifer Saito was nominated for the Hayward Award. • A concern was raised that the nomination received was

		<p>not as well written as might be hoped (more specific explanations of nominee's accomplishments rather than generalities).</p> <ul style="list-style-type: none"> • Jennifer Saito is approved as the Hayward Award nominee. (10-1-1)
8	<p>TLP Lead Conversation continued (Nancy Ybarra)</p>	<p>History (see prior Handouts given)</p> <ul style="list-style-type: none"> • Nancy Ybarra will be leaving her role as the TLP/SLO Coordinator in May 2009. The SLO/TLP Coordinator is responsible for providing consultation, support and expertise to the faculty leadership in the Big 5 areas (Developmental Ed., Occupational Ed., Student Services, General Ed., Library & Learning Support). LMC has compensated faculty leadership coordinating the SLO effort in all 5 of those areas and we need someone to continue to provide consultation, support and expertise to the faculty leadership in those areas. Currently serving as leads for Distance Ed are Michael Norris and Joellen Hiltbrand; for General Ed, Ken Alexander, in Occupational Ed, Pam Perfumo and Debbie Wilson; in Library Support Services Christina Goff and currently do not have a faculty lead in Student Services. Not only must this person coordinate in assessment activities in the Big 5 areas and also at three different levels (course level, program level and institutional level). • Upcoming changes impacting this position include Data Tracking Systems for colleges such as Curricunet and other systems where data from assessment is entered at the course level and then extracted. On page 16 of the handout, there is a good list of various job responsibilities for this SLO/TLP Coordinator and Nancy and others feel that it should not be a rotating position due to the expertise required. Nancy also feels that the individual who is selected for this position should have an educational background, research expertise and advisory experience. Management is considering making this position a management position. But, this position seems to be more faculty focused and less focusing on management issues. A possible suggestion is to make the SLO/TLP coordinator a Full-Time faculty member which could impact Box 2A position. • Reporting relationships need to be clear and by whom they are evaluated. This position is an unfunded mandate from Accreditation (WASC). Another suggestion is that the position be a full-time faculty position with a classified support position for data entry and office responsibilities. • Michael asked that the Senate review the job description provided on page 16 and give feedback for the next Senate meeting. It should be added that this is

		<p>a support and coordination position which doesn't determine assessment projects in programs or courses.</p>
<p>9</p>	<p>Professional Development Plan (Ruth Goodin)</p>	<p>History & Mission</p> <ul style="list-style-type: none"> • There has been a Professional Development committee who has been meeting since April that is made up of Classified Staff, Faculty and Management. The faculty members are Nancy Ybarra, Jeanine Stein, Clint Ryan, and Erlinda Jones. Clint will give a report to the Senate in 2 weeks. • The mission of Professional Development is to enhance teaching and learning for all members of the campus community. The committee feels it is very important that Professional Development is accessible to all meaning full time and adjunct faculty as well as, full time and part time Classified Staff and Managers. <p>Plan</p> <ul style="list-style-type: none"> • The committee recently discussed the Professional Development Outcomes and most recently reviewed the College Wide Goals from the Educational Master Plan and Strategic Priorities. They found recurring themes and tried to write them up in the same style as SLOs. They did find several major strands: effective use of technology, research based and frameworks, creating and sustaining learning and working environments, culture of inquiry and lifelong learning. • Modes of Professional Development would include classes, workshops, conferences, training, orientation for new faculty and staff and Flex would also be included. One of the Accreditation recommendations was that there be more technical training and so they are looking at hiring a Technical Training and Development Coordinator and they are currently looking at where this position would fall (i.e. TAG, Professional Development). They are also looking to hire a Professional Development Coordinator who would establish programs, design and implement Flex, oversee budget, investigate for credit opportunities, stays current on the Professional Development Best Practices, also Title V requirements, handles paperwork, maintains professional development website. This is a proposed full-time position. They are also looking at hiring a person(s) for a position called the Chief Learning Officer, which could be project based (on the needs of the college). This person(s) could help lead internships, assist in assessment projects with faculty, staff, managers and TLP. • At the District level, it is likely that LMC would be the next site to be allocated monies for new manager(s) in the future. • The timeline for these projects is fall 2009. Ruth

		Goodin will return to the senate for additional feedback and updates in the future.
10	Adjournment	