**ACADEMIC SENATE MEETING SUMMARY**

**01/26/09 Room 222 3:00-5:00 p.m.**

Present:

Alex Sample, Michael Norris, Ginny Richards, Clint Ryan, Brendan Brown, Judy Bank, Erich Holtmann, Lydia Macy, Estelle Davi, Bill Fracisco, Brad Nash, Mark Lewis, Andy Ochoa, Michael Norris, Christina Goff, Colleen Ralston, Pam Perfumo, Nancy Bachmann, John Henry

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|  | **Topic/Activity** | **Summary/Actions Taken** |
| 1 | Call to Order |  |
| 2 | Public Comment |  |
| 3 | Senate Announcements & Reports | **Announcements & Reports*** John Henry was announced as the new Part-Time Occupational Education Representative.
* Nancy Bachmann was announced as the Music & Recording Arts Senator.
* Michael Norris announced that he attended the DVC Academic Senate Meeting. The Senate Presidents from all 3 campuses are attempting to attend other District Academic Senate Meetings. Michael will try to visit CCC Academic Senate Meeting sometime this semester.
* Michael announced that he is also working on the mentorship with the new Nursing and new Librarian personnel.
* Michael announced that the BSI representatives from DVC, CCC and LMC will be getting together for discussion and to exchange ideas.
* There was an announcement that Dave Wahl has re-vamped the Co-Op Education classes and program, and it is very different then it was last year. There was a suggestion that Michael ask Dave to come in and go over the program with Senators so they can take it back to their departments consequently, everyone would have a better understanding of the changes in the program.
* Michael announced that there will be a meeting this Friday for Box 2A with in regards to Barry Goldstein retiring and that position up for re-assignment as well as the new TLP position. Michael is also still discussing the TLP position with the Union.
* There was a request that the Box 2A ranking be made public and feedback to the departments who submitted proposals.

**TAG (Technology Advisory Group)*** Clint Ryan asked faculty to report any difficulty or problems with the wireless networks to either Cherry Li-Bugg or Clint Ryan. The plan is eventually to be able to print via wireless from anywhere on campus to the printer in the library.

**FSCC (Faculty Senate Coordinating Council)*** Discussed Sabbatical Leave Procedures (this topic is on the agenda for today’s meeting).
* Discussed Helen Benjamin’s 18% raise that is up for approval by the Board on Wednesday.

**DE (Distance Education Committee)*** Met today and have formed a task force to develop a strategic plan for Online Education at LMC. Tawny Beal, is the Management representative. There are, roughly, 13 representatives that will be meeting starting next week and will continue to meet a couple times a month.
* There was a report on the training provided by @One for Online Instruction on January 24th-26th. There was about 15-20 instructors who participated in the training.
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| 4,5 | Approval of previous minutesAgenda reading and approval | **Minutes approved with one correction:** Under #7-The TLP Lead Conversation in the 3rd bullet and 3rd line the phrase “highly classified position” should be changed to “high level classified position.”(13-0-0)**Agenda approved with no corrections.**(13-0-0) |
| 6 | Appointments | * There are currently no appointments.
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| 7 | Sabbatical Leave Procedure | **Changes to Human Resources Procedure-2040.01*** The strike-through words on the document are what will be taken out and/or replaced and the shaded words are what it will be replaced with and/or added. The major change would be on page 2 with the heading of “Modifications of Approved Sabbatical Leave Applications”.
* One item that needs clarification or a definition is the word “timely” which is used several times on page 2.
* The wording of “Any changes” on #3 on page 2 needs to be clarified.
* The word “substantive change” also needs to be clarified. Also, the use of double negatives needs to be rephrased.
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| 8 | Stanback Stroud Diversity Award | **Nomination(s)*** A’kilah Moore has been nominated for her work on the Umoja program.
* A suggestion is made that both lead faculty for the Umoja Program be nominated. Tess Caldwell was added to the nomination.

**Motion is made, seconded and approved to nominate Tess Caldwell and A’kilah Moore for the Stanback-Stroud Diversity Award for their leadership work as Co-Directors of the Umoja Program.** (12-0-1) |
| 9 | COORS Plan | **Problem*** We have around 770 COORS (Course Outline of Records) on file. Approximately 100-150 are inactive and are in the process of being de-activated. Approximately 650 COORS are not current and need to be updated and/or re-submitted as well as beginning Course Level Student Learning Outcomes Assessment projects.
* One of the items (most likely) on the Accreditation Report is to get all of the COORS current with the SLOs and have completed an assessment cycle prior to the next Accreditation report. Based on the results of the assessment cycle there then must be plan devised on what to do to improve learning and then implement that plan. In order to begin this process all the COORS must be up to date.
* As the Senate we need suggestions and help to devise a strategy and/or plan on how to get these done.

**Discussion*** One question was if there is a way to streamline the process and/or paperwork that goes into updating the COORS and SLOs. In response to that question the Curriculum Committee has streamlined the process quite a bit and has removed the assessment criteria.
* A suggestion is to evaluate DVC’s COORS and Curriculum process. Some faculty feel that DVC has an easier COOR and Curriculum process; however, the course level assessments may be in another document.
* Some shared their concerns about completing COORS including the amount of time involved to complete COORs, a negative perception of the process of re-writing and/or updating the COORS as well as working with the Curriculum Committee. There is an identified need to decrease the negative perception of some faculty about the COORs process and Curriculum Committee.
* A reply to these concerns is that by advertising to faculty the availability of individual coaching for COOR writing, upcoming trainings, and the changes in the process of re-writing COORS as well as recent positive faculty interactions with the Curriculum Committee.

**Suggestions and Recommendations*** The Curriculum Committee is offering the last Friday of February, March and April in the Business Lab, an activity for instructors to attend with coaches present to aid the instructors in completing their COORS.

They also are offering individual coaching and they are available anytime to assist faculty in re-writing and updating their COORS.* Curriculum Committee is also starting a Content Review Committee that will start meeting after the next CC meeting on the Thursday after every CC meeting. The COORS will go to the Content Review Committee and they will discuss the COORS with the faculty and give them more time and coaching to assist them in completing it.
* Another suggestion is to get a comprehensive list from the Office of Instruction on the priority of the COORS beginning with which ones are more out of date and need to be re-written quickly.
* One suggestion is to offer one day retreats for individual departments and a coach.
* The part-time faculty can get $250 per course to complete a COORS.
* There is a recommendation that Faculty Senate Professional Development money go to stipends for part-time faculty and coaches to re-write COORS.
* Another recommendation is that all FLEX activities from now on, until all COORS are done, be focused entirely on re-writing COORS.
* An idea is to possibly have the Department Chairs determine within their department specific faculty are responsible for updating COORS.
* Curricu-Net also offers many excellent COORS models and templates for review.

**Follow-Up*** Michael concluded with stating that he will follow-up and bring back information to the Senate on the following:

1.) He will investigate DVC’s COORS and their process as well as inquiring if he may obtain some of their COORS and a little more detail about their re-writing/updating process. He will also talk to Laurie Lema (DVC Academic Senate President) about the DVC CLSO documentation/forms 2.) He will also get more information about the $250 stipend offered for part-time faculty to re-write/update COORS 3.) He will also get the list of COORS from Office of Instruction that need to be updated or re-written. 4.) He will also obtain information as to where the 2 year rule comes from and the background on it. 5.) He will also investigate getting money from Professional Development for the retreats as well as setting aside time for that. He will also obtain information on the suggestion of FLEX activities.6.) Michael will also look into obtaining the Box 2A ranking list and see how it can be made public to LMC. |
| 10 | Adjournment |  |