

ACADEMIC SENATE MEETING SUMMARY
10/13/08 Room 222 3:00-5:00 p.m.

Present:

Colleen Ralston, Mark Lewis, Brendan Brown, Ginny Richards, Brad Nash, Pam Perfumo, Estelle Davi, Christina Goff, Scott Cabral, Erich Holtmann, Lydia Macy, Judy Bank, Alex Sample, Phil Gottlieb, Laurie Huffman, Cindy McGrath, Michael Norris

	Topic/Activity	Summary/Actions Taken
1	Call to Order	
2	Public Comment	<ul style="list-style-type: none"> ▪ Michael Norris announced that Pam Castro has received a job in Southern California so she will no longer be representing the Liberal Arts Part-time Faculty.
3	Senate Announcements & Reports	<p>Announcements & Reports</p> <ul style="list-style-type: none"> • LMCAS are sponsoring a Pumpkin Carving Contest and need volunteer judges. • Lab hours by arrangement topic will be brought to the Department Chair Meeting. The state will be requiring an instructor present during lab hours by arrangement. For example, the Math department has times when a Math coordinator and a tutor are present in the Math Lab, outside of those times there will not be anyone present. The student cannot count lab hours if there is no instructor present. LMC receives money from the state for the lab hours by arrangement. Senators asked many questions regarding lab hours by arrangement. The Senate will invite Richard Livingston to come to an Academic Senate meeting and discuss this topic and answer a lot of these questions and concerns. <p>SGC (Shared Governance Committee)</p> <ul style="list-style-type: none"> • SGC met on 10/8/08 and the President gave a short report that focused on the state-wide revenue shortfalls. Prior to the meeting he sent out a memo showing that the collections for revenue for the State of California are about \$1.1 billion below projections for the month of September. • The SGC approved the draft committee charges for the TAG Distance Education Planning and Professional Development. • Richard Livingston gave an Accreditation update just encouraging all to participate in the process. • Block scheduling. A task force will be formed to look into implementation of block scheduling including concerns, facilities, and research. • Peter Garcia made an announcement regarding Manager Evaluations and urged faculty to please complete them. <p>DGC (District Governance Council)</p> <ul style="list-style-type: none"> • Has not met. <p>FSCC (Faculty Senate Coordinating Council)</p> <ul style="list-style-type: none"> • Need for full-time faculty hires. A joint proposal will be

presented to the Board by the UF and FSCC Presidents on how to get more full-time hires. One option is to develop a strategic plan for increasing faculty hires over the long term. We have an opportunity to take the growth money from this year's enrollment and apply it to hiring more full-time hires. We have several areas in dire need of faculty hires: for example, Brentwood has a dramatic increase in students, 2 grant-funded programs that will end without instructors, and English has a large number of sections without a designated instructor for spring. LMC will strongly advocate for getting additional hires individuals from the District Box 2A allocation pool as LMC is experiencing the greatest growth in the district and has the lowest FT/PT ratio. Box 2A meeting is 10/27/08 @ 9am.

- Chancellor Helen Benjamin wants to come and address the faculty at-large. We have booked Helen for 10/27/08 so Michael asks the Senate if we could cancel the 10/20/08 A.S. meeting and make the meeting with Helen on 10/27/08 with the faculty at-large, classified, and managers our A.S. meeting as well. This meeting is a question and answer session for Helen and all participants at the meeting. If you should have any questions please e-mail them to Michael Norris ahead of time so he can forward it to Helen so she can better be prepared to answer the question(s). Michael will forward an invitation to Helen and the faculty to attend on 10/27/08. The Academic Senate meeting scheduled for 10/20/08 is cancelled.

CC (Curriculum Committee)

- The AP Coursework is complete and will go to a vote at the next meeting.
- There was a discussion on a better process for how to deactivate courses that are no longer being taught. CC will be making a proposal and bring it to the Academic Senate for approval on that process once it is developed.
- Richard Livingston asked to come and talk to the CC regarding course outlines that include lab hours by arrangement. The goal is to make sure the guidelines are addressed and followed before the CC approves a course outline with lab hours by arrangement per the State Chancellor's mandate.
- Kiran has asked that the CC talk about proficiencies in regards to certificates of achievement. There is some discussion pertaining to EETEC and PTEC wanting higher levels of proficiencies. If the discussion leads beyond those 2 programs it will be brought back to the Senate for an update and discussion.
- Curricu-Net will be in use soon--possibly in the Fall. Curricu-Net is a software that will make completing course outlines much easier.

4,5	Approval of previous minutes Agenda reading and approval	<p>Minutes approved with no correction (15-0-0)</p> <p>Agenda approved with corrections: Amend the agenda to show that the topic of “Embedded Units” is postponed- Jeff Michel is not here and stated to Michael that there is no rush now to address it. The presentation from Ruth Goodin will also be postponed because she was unable to attend today. The topics of “Senate Appointments” and the “Senate Survey” will also be postponed because Clint Ryan was unable to attend today’s meeting. (15-0-0)</p>
6	Distance Education: Laurie Huffman (see Handouts)	<ul style="list-style-type: none"> • Laurie Huffman distributed the Distance Education Policy. The Blackboard Handbook and Distance Education Best Practices Guide can both be found online on the LMC Intranet. The Distance Education committee is requesting Senate feedback for Distance Education Policy and Distance Education Best Practices Guide. Feedback can be sent to Laurie Huffman via e-mail with any suggestions/revisions. Any suggestions/revisions would be taken back to the Distance Ed. committee for advisement and/or approval. The D.E. Committee is trying to move forward with some clear policies and guidelines. <ul style="list-style-type: none"> ○ The total net enrollment in the online sector at LMC is 25,063. There are 6,000 enrollments in Blackboard classrooms. Nearly 25% of all enrollments are somehow directly connected to the Blackboard course management system. There currently 750 LMC online sections and there are 195 Blackboard sections. On the first day of classes the Blackboard course management system entered 30,000 page views. ○ Blackboard is a course management system that allows instructors to design courses that can be delivered via the internet. The proposed District Portal and Blackboard are different systems. The District Portal is a management system for students but Blackboard is more of an instructional medium. • Best Practices Guide includes responsibilities in training for instructors prior to teaching a course online. There is also professional development and assistance available to instructors wanting to teach online. Training programs coming in January Flex and a mentorship program are planned. • One of the concerns from administration was online instructors also participate in the LMC community such as committees, etc.. The concerns regarding course load for online courses is being addressed at the District level and is considered a contractual issue therefore, not addressed in either the Distance Education policy or the Best Practices documents. <ul style="list-style-type: none"> ○ Concern: is this a UF contractual concern? It is

		<p>an academic and professional matter for the Senate.</p> <ul style="list-style-type: none"> ○ Concerns regarding Online Instruction Qualifications in the Distance Education policy document. The Online Instruction Qualifications specifically address the LMC Blackboard system and attending training with Clayton Smith, the Blackboard administrator at LMC. Also, the expectation is that an instructor teaching an online course should have completed some online training. ● Senate suggestion: to put back in the definitions of technical terms in the Distance Education policy for clarity. ● Concern: responding to e-mails. The volume of emails received by online instructors from students requesting course adds is extremely high. Online instructors are finding it difficult to respond the high volume of emails within one business day, especially during the summer when many instructors are not scheduled to work. ● Laurie will return to the Academic Senate for their collective input and a vote on these documents.
7	Disciplines List	<ul style="list-style-type: none"> ● Every 2 years the Disciplines List comes up for review through the State Academic Senate. This fall is when the Senate Plenary Session goes through any changes to the Disciplines List. ● The Math Department to add to the Math Disciplines List a Masters in Statistics. Therefore, if you have a Masters in Statistics you are able to teach Math courses. There were some concerns within the Math department that if you have a Masters in Statistics does that mean you covered the kind of math material required to teach community college math. After some investigation, if you took a Masters in Statistics you would have had to go through Calculus and some Advanced Calculus along with the Statistics requirements. The LMC Pittsburg campus Math department recommends the change. ● Pending any concern or disapproval from the Brentwood campus, a motion is made, seconded and passed that whatever the Math department collectively (Pittsburg and Brentwood campuses) decide, the Academic Senate will agree with.
8	Draft of District Strategic Plan (see Handout)	<ul style="list-style-type: none"> ● The current District Strategic Plan in place goes through 2008. ● The main focus is to look at pages 4-6 of the Handout and start with Goals. The idea is to briefly look over them and recommend any changes, if any. <p>Recommended Revisions</p> <ul style="list-style-type: none"> ● Michael will check into the term “College Matters” and bring information and/or definition of the term back to

		<p>the Senate.</p> <ul style="list-style-type: none"> • It is suggested that it be added to either Goal #1, 2.4 or 2.5 a statement recommending “good use be made of newly developed programs according to the demand and relevancy of the current and prospective students’ educational needs in the surrounding area(s).” • In #5 it is suggested that it should be more explicit to achieve the “right-size” for our HR, Management, Faculty, Classified, etc. It should also be added “to properly utilize current data, research and surveys in strategic planning” • In 6.3 there needs to be a proper definition of “cultural competency”. The new wording needs to convey that in any decision made regarding your course you take into account other cultural responsibilities and perspectives of the students. Some suggestions are to change the word “competency” to another word such as: relevancy, sensitivity, understanding, wide perspective, tolerance, etc. • There needs to be some form of measurement of goals that are achieved written somewhere into the draft.
11	Adjournment	