**ACADEMIC SENATE MEETING SUMMARY**

**03/23/09 Room 222 3:00-5:00 p.m.**

Present:

Christina Goff, Alex Sample, Michael Norris, Ginny Richards, Clint Ryan, Mark Lewis, Lois Yamakoshi, Brad Nash, Pam Perfumo, Janice Townsend, Mara Landers, Nancy Bachmann, Cathy McCaughey, Colleen Ralston, Scott Cabral, Andy Ochoa, John Henry, Lydia Macy, Estelle Davi, Phil Gottlieb

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|  | **Topic/Activity** | **Summary/Actions Taken** |
| 1 | Call to Order |  |
| 2 | Public Comment |  |
| 3 | Senate Announcements & Reports | * The three Academic Senate Presidents discussed the proposed change in Senate allocations to a block of $100,000 with Gene Huff. Gene said the $100,000 was a suggested number not based on review of previous budgets. The Senate Presidents will be working towards increasing this allocation to meet actual Senate budgets.
* Concern: has the district developed a May Revise contingency plan? Michael stated that the contingency plan would be to use the reserve funds to offset any take-back amount.
* Question: where does the reserve fund come from? Michael answered that some of it could possibly be the interest from bond money but a majority of it has been rollover money from previous years.

**DGC (District Governance Council)*** Most of the discussion was regarding the upcoming Board meeting.
* The District Budget is still relatively fluid. As it stands right now we are at a $2 million take-back, which has shrunk from $9 million. There are other factors that may increase the take-back amount such as: the May revise, the election and more debt may have been found by the State of California.

**Curriculum Committee*** Humberto Sale came and spoke to the Curriculum Committee again. He will further research students concurrently enrolled in English 100 and English 3, Phil 2, and/or Humst 3 if there is a large enough sample size of students. The study is a prerequisite validation of English 100 prior to enrolling in English 3, Phil 2 and Humst 3.
* Humberto also reported on the Disproportionment Study that was done in 2001 and is currently out of date and needs to be updated. Curriculum Committee is currently requesting that the Matriculation Committee commission this study. Lois explained that in 2001 a Disproportionment Impact study was completed to measure if there is a disproportionate impact of the assessment test results related to ethnic minorities. This study has not been updated since 2001 and these impacts need to be reassessed to see what, if any, disproportion impact still needs to be included in the assessment and placement of minority students.
* Janice will bring the revised 900 COOR to an upcoming Senate meeting.
* Janice also announced that Kiran Kamath was put in charge of a task force that is formed to design a plan for completion of the COORs.
* Janice also wanted to commend Colleen Ralston on successfully completing 6 COORs at the Camp Course Outline on Friday.

**GE (General Education Committee)*** The second Staff Development Workshop on reading is coming up next Monday, and it is required for GE faculty.
* Years ago it was decided that the GE Committee would be in charge of all the requirements for graduation, not just the general education requirements. Presently the GE Committee is looking into assuring that there is representation on the committee from all departments included in graduation requirements. Academic Senate must approve this before GE continues. Michael Norris stated that he will look into this and meet with Richard regarding this matter and will bring the results back to the Senate.

**TAG (Technical Advisory Group)*** Concern: a lack of centralization of software including site licenses was discussed. Individual labs own some software and IT owns some software. If a license expires or someone illegally installs software the IT Department would be reprimanded for it. The IT Department would like to know what software has been purchased, by whom and for what computers. They are looking into devising a form for personnel/faculty to complete and submit to the IT Department with all the requested software information. Some instructional labs are asking if they can have their own lab coordinators that are in charge of their own software. Clint stated that he will take this request to TAG and report back to the Senate with their response.

**SGC (Shared Governance Council)*** At the next SGC meeting Peter Garcia will be speaking about the recommendations from SGC.
* A list of the RAP proposals that have been approved should be coming out sometime in April.
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| 4,5 | Approval of previous minutesAgenda reading and approval | **Minutes approved with no corrections:** (17-0-0)**Agenda approved with no corrections:**  (17-0-0) |
| 6 | Appointments | **Graduation Committee Appointments*** Two faculty positions are open. Kwadwo Poku and Clint Ryan have volunteered to be on this committee. **Academic Senate approves the appointments of Kwadwo Poku and Clint Ryan to the Graduation Committee.** ( 17-0-0)

**Planning Committee Appointment*** Karl Debro, a Full-Time non-tenured faculty member, has requested to be appointed to this committee. **Academic Senate approves the appointment of Karl Debro to the Planning Committee.** (17-0-0)

**Scholarship Committee Appointments*** There are two opening on the committee. Frances Moy and Clint Ryan stated they would be on the committee if there were no other candidates willing to do so. Lucy Snow stated that she might be able to be on the committee. **Academic Senate approves the appointments of Lucy Snow and Frances Moy with Clint Ryan as an alternate to the Scholarship Committee.** (17-0-0)

**Shared Governance Council Appointments*** There is an opening on SGC. A question about whether the vacancy for Fall 2009 for Brad Nash must be filled by a faculty member in the Occupational Education Department. According to the SGC Position Paper the three appointments from the Academic Senate must be senators. Pam Perfumo stated that she will bring the open SGC appointment to the Occupational Education Committee and ask if anyone on that committee would like to be on SGC. Michael also stated that he will e-mail all members of the Academic Senate the documentation of the SGC reps and constituencies.
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| 7 | Teacher of the Year (see Handouts) | **Nominations*** Since there was so many initial submissions, additional nomination information about the nominee’s professional development, awards and honors, teaching philosophy and community and school involvement was requested.
* Durwynne Hsieh (Biology), Cathy McCaughey (Nursing), Ken Alexander (Art) and Jennifer Saito (Math/Humst/ Honors) have all been nominated.

**Academic Senate approves the nomination for Durwynne Hsieh for the Teacher of the Year award.****Nomination for Teacher of the Year are as follows: Durwynne Hsieh received a majority; Cathy McCaughey, Ken Alexander, and Jennifer Saito, while worthy candidates, received less votes.** |
| 8 | CC Rep Stipends & Senate Budget Report –Janice Townsend & Virginia Richards | **Senate Budget Report- Ginny Richards*** Ginny stated that previously we have started out with a $15,000 base from the District for Senate operations with an additional allocation based on FTEs. Our latest FTEs allocation was $7,525. Our beginning balance for the Senate this year would have been $22, 525. Under the new system each of the three colleges receiving a flat base and an allocation based on the FTEs. Out of the Senate budget we pay for Senators’ stipends which is $6,000/year (if all of the senator positions are filled). The Academic Senate Secretary (Ginny Richards) receives $5,000/year. BethAnn Robertson, the Administrative Senate Secretary receives $6,500/year. For the summer the Senate President receives a $5,000 honorarium (from the District, not the Senate budget). So far this year the Senate has paid $620 for part-time faculty committee work (part-time faculty must be appointed by the Senate and report back to the Senate). The Senate also pays for conferences such as the Curriculum Committee Institute, Accreditation Institute, State Senate Institutes. Last year the Senate paid $2,100 for conferences. For supplies including the refreshments for Senate meetings and copying the total for the year is $2,300. The Senate also donates $1,000 to the Retirees’ Celebration and Appreciation Lunch. This budget does not include payment for the Curriculum Committee Coaches. Beginning next year the coaches will be funded from a different source.
* A suggestion was made regarding Full-Time senators possibly giving up their $100 stipends for Curriculum Committee members but, keep the $500 stipends for the Part-Time Senators. Another suggestion was made to forfeit stipends to all full-time faculty on any committees but continue stipends for part-time faculty.

**A motion was moved, seconded and approved to discontinue the $100 Full-Time Faculty Senator stipends beginning with the Fall 2009 semester.** (12-1-3)* Some suggestions were made regarding the money for the Fall 2009 semester that will be additional due to the withdrawal of the Full-Time Senator stipends. Michael Norris stated that he would look into scholarships and possible funds started for students. Some senators stated that this idea was investigated in the past and the Senate was told that this money is for Academic Senate expenses only, it is not meant for students.
* Another suggestion was made for the Academic Senate to sponsor a barbeque after graduation for the faculty, including some fun activities.

**A motion was moved, seconded and was not approved to forfeit the Full-Time Senator $100 stipends for the Spring 2009 semester and instead pay faculty serving on the Curriculum Committee.** (4-4-6 )* A suggestion was made to pay the faculty serving on the Curriculum Committee a one-time stipend for the Spring 2009 semester (in addition to the last Full-Time Senator $100 stipend being paid in the Spring 2009 semester).

**A motion was moved, seconded and approved for the Academic Senate to pay faculty serving on the Curriculum Committee a one-time only $100 stipend for the Spring 2009 semester.** (7-1-4) |
| 9 | Adjournment |  |