		Area Representative			At-Large Area Representatives	Members
KIN	X	Blanchard, Debra		X	Butros, Michael (proxy Lisa Ellis)	Adell, Tim
Science	X	Gibbs, David		X	Menser, Gary	Armstrong, Leontine
Science	X	Gibbs, Jessica				Cerreto, Richard
LA	X	Golder, Patty			**Executive Officers**	Glickstein, Lynne
PAC	X	Heaberlin, Ed		X	Davis, T., President	James, Pam
PSTC		Jones, Scott		X	Harvey, L, Past-President	Visser, Sandy
ATC	X	Malone, Patrick		X	Oliver, C., Vice-President	
C & L	X	Mayer, Peggy		X	Huiner, L., Secretary	
C & L	X	McCracken, Mike		X	Toner, S., Treasurer	
ALDH	X	Ramming, Alice				
VOC		Rubayi, Khalid			**Part-time Faculty Representative**	
ATC	X	Ruiz, Maria		X	Akers, Glenn	
ALDH	X	Speakman, Jeanine			Elsmore, Cheryl	
LA	X	Tomlin, Karen				
Ac. Com.		Young, Henry				**Guests**
						Maphumulo, Peter

Called to order at 3:32p.m.

Additions and Revisions to the Agenda

1. **Action/Information Items**
   1.1   Action: 06/06/2013 Academic Senate Minutes   (Golder, Akers)   **Y**
   1.2   Full-Time Faculty Hiring Procedures Agreement - 1st Reading (Menser, Harvey)
          Updated from original 2003 document by an ad hoc committee. Approve as 1st reading (Menser, Ellis) Will be 2nd reading in October.   **Y**
   1.3   Information: Distance Education Shared Governance Committee:
          "No Show, Last Day of Attendance, Academic Engagement" Document
   1.4   Information: Academic Senate Distance Education Committee:
          "Syllabus Template Language for Distance Education Classes"
   1.5   Information: Curriculum Committee Minutes 5/30/2013

2. **President's Report and Announcements**
   2.1   Welcome to Dr. Peter Maphumulo, Executive Vice President, Instruction and Student Services
   2.2   Voluntary In-Service Day, August 30, 2013 – Thanks to everyone for participating, resounding success. 94 faculty attended the accreditation break-out session. Hope to plan another in-service between fall and spring semester, "inquiry based learning workshop" and "syllabus development" are potential agenda items. There will be a "flipped classroom" presentation by Steve Toner at the distance education workshop in November. Send suggestions for workshops to Tracy Davis.
   2.3   Accreditation, Program Review, and SLO/PLO Assessment – October report to ACCJC, planning meeting will be held 9/6, looking at using Riverside City College's model, will have update at next senate meeting. Program Review due date for Track A is Oct. 1.
   2.4   Board of Trustees Report – Original song by Tracy Davis. Have tried to keep faculty updated via emails re: BOT meetings held during summer, sent emails, links to online videos on VVC web site, please watch them. We need more faculty to attend the BOT meetings.
   2.5   Blackboard Issues – This semester faculty lost our ability to open our classes prior to start of school. This is an academic issue, impedes our ability to serve our students, we have had the right to do this in the past. Other issues being looked at by the DEAC, forms not approved by committee, duplicate classes, discussion boards have wrong instructor.
   2.6   Book Orders – Issues with wrong editions being ordered for book store, inadequate number being ordered, creates problems for students receiving financial aid, publishing companies are asking what

is going on at the bookstore, excessive price mark-ups, send issues to Tracy Davis, problems will be discussed at ASET, contacting Robert Sewell to try to fix this.

2.7 Other – Hiring – ASET prioritized list of faculty hires based on program review annual updates, after consensus with administration the top priority is hiring Restaurant Management. FBPC committee documents noted faculty hires for psychology, sociology and fire technology (rubric based on deans' division summaries for both faculty and classified positions, as well as budget augmentation,) which was not aligned with the senate priority list, did not rely primarily on senate recommendation. Tracy to meet with administration to discuss. Hiring process for aviation full-time faculty position during summer, but candidate did not accept the job offer.

Syllabi issues: faculty submitted syllabi to dean's office, the syllabi were re-written by a classified staff member in the dean's office.

ACCJC response letter to the DOE will be sent out via email.

Letter from ACCJC in August talked about financial watch, will be sent out via email.

Jack Kent Cooke Scholarship email will be sent out, no longer requires faculty representative for student to apply, alert your students to the substantial scholarship.

3. <u>Executive Officer's Reports</u>

3.1 Past President, Lisa Harvey – Reiterate that she is no longer coordinator for assessment; send SLO/PLO assessments to Jan Espinoza. Discussion re: data missing, incorrect in TracDat, and need for faculty member to be responsible for data input.

3.2 Vice President, Claude Oliver – Report on Senate involvement on Finance, Budget & Planning Committee. How FBPC was used at College Council to support the FCMAT report: 5 recommendations from FBPC (2 were capping benefits and pay cuts) were brought to College Council, despite classified and faculty resistance. He has attended meetings as a guest for past year, questioning senate involvement on the committee, committee will review charge and select new chair; concern with concept that faculty support committee's decisions even when faculty do not agree (outnumbered in terms of faculty representation on committee,) concern with committee prioritizing the faculty hires and augmentation funds, consider faculty withdrawing from the committee. Send comments about the committee to Claude Oliver. Preliminary report to address accreditation recommendation 6 has not been shared.

3.3 Secretary, Leslie Huiner - No report.

3.4 Treasurer, Steve Toner $77 in donations today. Last year we submitted a PRAISE report for Academic Senate, have not yet received any word about augmentation funds.

3.5 Part-time Representative Report
Glenn Akers: proud to introduce adjunct faculty member Leontine Armstrong (English Department.)

4. <u>Senate Representative Reports</u>

4.1 Other
Karen Tomlin – Discussion regarding parolees in class who are not able to go online to do Internet research per Campus Police, computer use must be supervised. Graduation requirement for information competency requires online research, how does it apply to outside research assignments. Campus police should supervise computer use, not the faculty.

Ed Heaberlin – Discussion regarding student threats against faculty members.

Peggy Mayer – Comment on withdrawal form and impact on financial aid.

5. <u>Committee Reports or Special Reports</u>

5.1 Instructional Program Review Committee (IPRC) – Jessica Gibbs – Program Review: Assessment Dialog Form discussed re: recommendation 2, gives us robust dialog for the 2012 Annual Updates. Concern that programs not in attendance at in-service may not have submitted. Track A Program Review – peer review process will provide feedback – due Oct. 1, final draft due Dec. 1. Annual Updates due Dec. 1, but no peer review. Program data from IR office will be available early September. Much of report can be filled out without data.

5.2 Honors Program – Tim Adell – Building Bridges abstracts, four students are published in it. Good bunch of students will go to next conference April 1 at UCI. Sept. 27 Teaching/Learning Symposium at RCC is open to everyone, will send email out to faculty. Contract for Turnitin.com is

up for renewal, 21 teachers are using it, encourage teachers to use it (plagiarism detection program.) Discussion regarding plagiarism statistics in our classes, program available through Blackboard is not adequate.

5.3   Student Learning Outcomes and Assessment Committee (SLOAC) – David Gibbs – First meeting next week. Need to assess our methods and processes per ACCJC requirement. Data missing from SharePoint, these documents should be in both TracDat and SharePoint, they should not be removed, should be copied and pasted, not deleted. Assessment is faculty data. Will be discussed at accreditation meeting tomorrow.

5.4   Curriculum Committee – Debby Blanchard – Met in June to approve courses, next meeting is Sept 12, have many classes coming through. Prerequisites for CTE must be updated every 2 years, books updated every 5 years, transfer classes should be updated every 5 years.

5.5   Distance Education Senate Committee – Paul Tonning – First meeting next Thursday at 1pm.

5.6   Other

6.   Shared Governance Reports

6.1   Technology Committee – Ed Burg – No report.

6.2   Facilities Committee – Tom Miller – No report.

6.3   Finance, Budget & Planning Committee – Claude Oliver – Handout of budget and charts from BOT budget workshop presented by GH Javaheripour, left hand column is actual cost, reviewed revenue and expenditure comparison by fiscal year. Data taken from CCSF-311. Budget workshops are online on BOT part of web site. Another BOT budget workshop will be held next week. Concern that ACCJC may not receive correct financial data, whose responsibility is it to make sure that it is correct.

6.4   Student Success and Support Committee – Peggy Mayer – New Dean of Student Services will be Arthur Lopez. Students have been dropped from classes for non-payment of tuition.

6.5   Distance Education Shared Governance Committee – Lisa Ellis – First meeting next Wednesday at 2pm.

6.6   Other

7.   Public Comments

Communication on non-agenda items, limited to 3 minutes per person and 6 minutes per subject

8.   Adjournment

Meeting adjourned at 5:17pm.

Academic Senate 10 + 1: Curriculum - Degree/Certificate Requirements - Grade Policies - Educational Program Development - Standards for Student Preparation & Success - Governance Structures for Faculty - Accreditation - Professional Development - Program Review - Institutional Planning & Budget Development - Other Academic & Professional Matters