Minutes (unapproved)
Academic Senate Meeting
May 1, 2008


I. Confirmation of the Agenda: A motion to confirm the agenda was made, seconded, and carried.

II. Consent Agenda: A motion to approve the consent agenda was made, seconded, and carried.
   A. Approval of Minutes
   B. Curriculum & Instruction Report – April 17, 2008
   C. Student Preparation & Success Report – April 17, 2008
   D. Appointments- Susan Wright, C&I

III. Public Comment

IV. Guest: ASPIRE/UMOJA: Antoine Thomas, Wanda Fulbright-Dennis: A. Thomas and W. Fulbright-Dennis explained the UMOJA program and distributed an Executive Summary of the program. They are seeking Senate support for this program.

V. Officer Reports
   A. President
      1. Replacement Positions: Replacement positions for late retirees were approved in AMAC for Nursing, Math, and English.
      2. Commencement Planning: The Senate President attended a meeting for commencement planning. The positives and negatives of last year’s ceremony were reviewed. Faculty were asked to be careful when departing the field since some faculty attempted to leave through the gate that was sectioned off for fireworks. The readers and the faculty leadership should plan on attending the rehearsal on June 13 at 10:30AM.
      3. Banner Update: Little programming for ICCIS will be allowed since we are moving into Banner. Focus groups have begun for the Luminous Portal. We will go “live” with the portal in October 2008. Training sessions will begin in summer and early fall. The student portal will go “live” January 2009. We will be testing student registration this summer. The district will hold a workshop on class scheduling with the objective of maximizing FTES yield from all educational offerings. The district is examining the opportunity to purchase a “Turnitin.com” license.
4. BSI Training: June 3-4: The Basic Skills Initiative (BSI) regional meeting (third phase) will be held on June 3rd and 4th at Chaffey College. During this meeting, faculty, staff and administrators will be trained on institutional, counseling and pedagogical methods. It is highly recommended that 10 representatives from our college attend. The team should be comprised of the following: CIO/CSSO, Academic Senate President, Faculty (one from Mathematics, English, Reading, Writing, and ESL, and two from Career Technical Education), Counseling Faculty, the Basic Skills Coordinator or Curriculum Chair, and the SLO Coordinator.

5. International Education Report: The attached report was presented to the Executive Board in response to follow-up questions to the Coordinator of the International Education program.

B. Vice President: No report.

VI. Legislative Liaison: No report.

VII. Faculty Association

A. Beijing Opera Student Benefit Performance: Trustee Hall and Walnut City Councilmember Mary Su have asked for the Association’s assistance in promoting the Beijing Opera Student Performance Benefit Performances on May 9, 10, and 11th. Although the tickets for the performances will be free, the College hopes that attendees will contribute to the Mt. SAC Foundation.

B. CCA Spring Conference and W.H.O. Awards: The CCA Spring Conference and W.H.O. awards were a great success. The Association would like to thank Joan Sholars, the conference chair, for putting on such a well organized event. Congratulations again to Paul Sharpe and Carolyn Inmon for their outstanding dedication to the Faculty Association and the Community College Association.

C. Retirement/Tenure Tea: The Faculty Association hosted retirement/tenure tea is scheduled for Tuesday, May 20th from 12-2 p.m. in the Faculty Association Conference Room (building 23 room 115). The Association will be honoring Faculty Association members who are retiring and those who recently received tenure. Over 24 individuals will be recognized. Invitations will be placed in faculty mailboxes this week. Please RSVP at 4531. Lunch will be served.

D. Faculty Association Scholarships: Faculty Association scholarship applications are due Tuesday, May 6th. Both Academic and Extracurricular Scholarships are available. Please encourage your students to apply if you haven’t already done so. The FA Scholarship Awards Ceremony will be held on Saturday, June 7th at 3 p.m. in Founders Hall.

VIII. Associated Students

IX. Council/Committee Reports

A. Curriculum Report

1. EDUCATIONAL DESIGN COMMITTEE: Consent: New course approvals for 2009-10 Catalog:

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<tr>
<th>Course Code</th>
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<tr>
<td>R-TV 34</td>
<td>On-Camera Performance&lt;br&gt;On-camera techniques used in news and sports anchoring and reporting including make-up, hair, wardrobe and overall presentation. (Advisory Minutes, 22 August 2006)</td>
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<tr>
<td>R-TV 33</td>
<td>Radio Show Producer Techniques and Procedures&lt;br&gt;Covers the behind-the-scenes aspects of producing a radio show, with special emphasis on generating ideas for specific audiences, identifying and booking guests and preparing interviews for broadcast. (Advisory Minutes, 23 August 2007)</td>
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Information: EDC’s Purpose and Function statement was reviewed and no changes were recommended.

Correction to 3 March 2008 statement in Academic Senate report concerning Risk Management’s role in the working condition narratives in the College Catalog for Health Programs. The following is the corrected information. Risk Management only made a recommendation concerning latex exposure. Narrative changes that mirrored the
nursing statement for Physical Demands/Working Environments were recommended by Health Program directors in situations in which “their students were facing identical conditions and demands as nursing students.”

2. **EDUCATIONAL DESIGN GENERAL EDUCATION SUB-COMMITTEE:** *Information:* The sub-committee met and reviewed all submitted courses.

3. **CURRICULUM & INSTRUCTION COUNCIL:** *Action (first reading):* AP 4231 Security of Grade Records (a handout was distributed); AP 4225 Course Repetition (a handout was distributed). *Information:* Requested clarification: AP 4300 Field Trips and Excursions covers class meetings at off-campus sites. “There may also be occasions for an ‘off-campus meeting’ where students are instructed to meet at a designated location.” (p. 1, 4th paragraph).

4. **DISTANCE LEARNING COMMITTEE:** *Information:* Distance Learning is developing a strategic plan. Overview will be presented at a future Academic Senate meeting. There are continued problems with BlackBoard as of 8 April.

5. **COMMUNITY EDUCATION:** No Report.

6. **STUDENT LEARNING OUTCOMES COMMITTEE:** *Action (first reading):* Student Learning Outcomes’ purpose and function statement (a handout was distributed).

7. **GENERAL EDUCATION OUTCOMES COMMITTEE:** *Action (first reading):* Proposed topical areas for General Education Outcomes (a handout was distributed).

**B. Student Preparation & Success Report**

1. **ACTION:** Purpose and Function Statement: The Council revised its purpose and function statement. The Council recommends adding another faculty member as well as the Dean of Enrollment Management (a handout was distributed).

2. **INFORMATION:** Goals: The Council reviewed its stated goals and will have the status reported out by the May 23 deadline. **Textbook Task Force:** The Council would like to create a textbook taskforce (a handout was distributed). Please contact the Senate President if interested. **Assigning F’s for Plagiarism:** D. Foster presented legal opinion regarding assigning a course grade of ‘F’ for instances of plagiarism (a handout was distributed). **Student Equity Committee:** E. Woolery reported that the committee is working on revisions to the Student Equity Plan.

**X. Action**

A. **Senate Executive Board Elections:** A motion was made to vote for the following offices by acclamation: President: Michelle Grimes-Hillman, Vice-President: John Vitullo, Secretary: Kristina Allende, 2-2 year term Directors: Joan Sholars and Vicki Greco, and 1-1 year term Director: Michael Sanetrick. The motion was seconded and carried. Then, a vote was taken to approve the slate of candidates. The motion was seconded and carried. President Grimes-Hillman noted that we now have a non-credit faculty member serving on the Executive Board. The Senate applauded this.

B. **Early College High School Coordinator:** A motion to approve this proposal was made and seconded. Discussion ensued. A question was asked about the status of this program, as there have been problems with it in the past. President Grimes-Hillman reported that Mt. SAC administrators are meeting with P.U.S.D. administrators to work to improve this program. Vice-President Vitullo commented that he met with the counselor assigned to this program to get input on the proposal. A concern was expressed that this program is housed in Student Services and that there is little to no faculty input in this program. The Physics Department expressed concerns that we are pulling instructors out of our classrooms and this is an issue. This was re-articulated by the CIS program. A question was asked regarding what the part of the rationale that says faculty will be trained means. Vice-President Vitullo clarified that faculty will be trained so that they are prepared for the high school experience. A question about the duty to coordinate with the counselor was asked. Vice-President Vitullo clarified that the counselor is a Mt. SAC counselor. A comment was made that support of this position will be our way to have a faculty voice in this program. Another comment was made that we have no statistics that document the success of this program, and it was added that there
isn’t enough evidence because we cannot yet do a longitudinal study. A response was that we need to review studies and not be the ones who are studied, as this is outside of our field of expertise. Added was that this came from Bill Gates as “just his theory”. Another comment was that this program will probably be continued with funding from somewhere, and we need faculty to have a voice in it. A response was that faculty was a voice that was left out in the beginning, and we need to perhaps take a hiatus and restructure the program. Added was that we need to do this correctly, and this gets our foot in the door to start doing this. Vice-President Vitullo responded by saying that research shows this type of program is successful if it is done correctly—with the students coming here and not our professors going to the high school and teaching classes of 30 high schoolers. A final question was asked about how this will be funded since the proposal states it is funded by the grant and the grant money has run out. President Grimes-Hillman answered that she will need to get direction from the Senate on how to approach this issue if this position does pass and there is no money to fund it. A faculty member who has taught in the program commented that she taught for one semester and she supports the program; however, one big problem was the lack of cultural understanding between the college and the high school environment. There was a question about how, if faculty does not support this, how can administration just take over and make an action outside of the faculty body. A motion to set this issue aside to the next full Senate meeting was made, seconded, and carried.

C. AP 5530: Student Rights & Grievances: A motion to approve this AP was made and seconded. Discussion ensued. A comment was made that this AP is more in line with the process that is in support of the faculty. A vote was taken. The motion carried.

D. AP5013: Military Withdrawal: A motion to approve this AP was made and seconded. Discussion ensued. A question of clarification was asked about what an “F/W” grade is. President Grimes-Hillman said this is a result of a change in Title 5 language. A vote was taken. The motion carried.

E. AP 4105: Distance Education: A motion to approve this AP was made, seconded, and carried.

XI. Discussion

A. General Education Outcomes: See C&I report.

B. SLO Purpose and Function Statements: See C&I report.


D. AP4225: Course Repetition: See C&I report. Suggestions were made to revise some language of this AP. Suggestions will be forwarded to President Grimes-Hillman.

E. SP&S Purpose & Function Statements-Revision: See SP&S report.

XII. Information/Announcements

XIII. Adjournment