



## ACADEMIC COUNCIL MEETING

April 3, 2014  
2:30 pm  
T-1046

### SUMMARY MEETING NOTES

President's Executive Committee		Academic Senate Executive Committee	
✓	Marilyn Brock	A	Lorraine Blouin
✓	Lou Anne Bynum	✓	John Downey
A	Rose DelGaudio	✓	Shauna Hagemann
A	Ann-Marie Gabel	A	Kenna Hillman
✓	Eloy Oakley	✓	Karen Kane
A	Greg Peterson	A	Charlotte Joseph
✓	Eva Bagg	✓	Jorge Ochoa
		✓	David Morse
		✓	Dana Van Sinden

Summary Notes: M'Shelle Reece

#### 1. Call to Order

The meeting was called to order at 2:30 pm.

#### 1. Approval of Minutes

- The March 6, 2014 meeting summary notes were approved with one correction.

#### 2. Administrative Policies and Regulations 4025 & 4029

- Academic Senate President Van Sinden explained that she was misinformed that these policy and regulations needed to come before Academic Council. Upon more research on the process, she determined that these policies and regulations should go before the President Leadership Council instead. She will forward the policies and regulations to President Leadership Council once they have gone through the outlined process in Regulation 4005.10.

- Senate President Van Sinden reported that she believed that the new Policy and Regulation 4025 on Philosophy and Criteria for General Education was created to address an accreditation standard. Dr. Bagg stated that the accreditation standard related to this was covered within our college catalog.

### 3. Committee Handbook Discussion

- Academic Council members agreed to the creation of a committee handbook this semester as a much needed reference and training resource.
- Due to the magnitude of the task, it was decided the work will be broken down into phases.
- Dr. Bagg volunteered to bring back to the next meeting a sample table of contents for the handbook and a list of current committees with related information available for review.
- Following review, the Council will begin to draft the handbook content into a usable format.
- A recommendation was made that standing committees should be reviewed on an ongoing scheduled basis.
- Council members discussed the following purposes and content for the handbook:

<u>Purpose</u>	<u>Content</u>
<ul style="list-style-type: none"> <li>• Resource manual for new and existing faculty/staff</li> <li>• Clarity of rights and responsibilities</li> <li>• Clarity of expectations of service</li> <li>• Recruitment tool</li> <li>• Help maintain institutional memory</li> </ul>	<ul style="list-style-type: none"> <li>• Generalized procedures</li> <li>• Role of the committee</li> <li>• Charge</li> <li>• Composition and appointees</li> <li>• Meeting schedule / time commitment</li> <li>• Definitions</li> <li>• Deadlines</li> <li>• Committee reporting structure</li> </ul>

### 4. Administrative Reorganization

- Addressing questions from the April meeting, Vice President Brock met with Charlotte Joseph and answered her questions related to the background on job descriptions for Director of Academic Services and Association Dean Student Success.
- Executive Vice President Bynum distributed a handout depicting the history of reorganized administrator positions for fiscal years 2012-13, 2013-14 and 2014-15 under the areas of Academic Services, Student Success, and Institutional Effectiveness. She

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gave a brief overview of position changes along with costs and savings related to reorganizations during this timeframe.

- Addressing another request from the April meeting, Vice President Brock distributed a more detailed organization chart for the areas of Academic Services and Institutional Effectiveness/Student Success including footnotes for eliminated and newly created positions and costs associated with these positions.
- She clarified that the college success centers and supplemental learning assistants will be housed under the Associate Dean of Student Success which reports to Dr. Bagg, the Dean of Institutional Effectiveness and Student Success.
- The position of the Director of Academic Services will now be more research oriented, overseeing scheduling, catalog, data warehouse, etc.
- Dotted line reporting was also added to clarify the reporting relation of instructional specialists with appropriate department heads.
- At the Senate's request, Dr. Bagg will work to make additional footnotes to clarify curricular relation to departments.
- A correction was requested to add missing connecting line on Academic Services Chart from Associate Vice President PCC.

## 5. Miscellaneous

- Jorge Ochoa requested the new organizational chart for the Career Technical Education (CTE) Schools.
- Some personnel issues were still being worked out at the end of last semester, but President Oakley asked Vice President Brock to send out the finalized chart.
- To finish off the year, it was requested that previous workgroups (communication, trust and respect, and planning) meet to finalize and bring back a yearend report at the next meeting.
- May 1 meeting rescheduled to May 6 from 3-5 pm.

## Adjournment

The meeting adjourned at 3:50 pm.