I. Call to Order
President Sigrid Sexton called the meeting to order at 1:00 p.m.

II. Roll Call
Members Present: Mohammed Araeipour, Rudy Besikof, Bonnie Brinkman, Christopher Chinn, Candace Dickerson, Lee Douglas, Baruch Elimelech, Shauna Hagemann, Nigel Hancock, Kenna Hillman, Ella Hunter, Rigo Ibarra, Chris Jacobs, Tom Killian, Peter Knapp, Pamela Knights, Matt Lawrence, Kris Mudunuri, Adrian Novotny, Kevin Ryan, Winford Sartin, Elsa Saucedo, Natalia Schroeder, Sigrid Sexton, Gregory Slaughter, Dana Van Sinden, Lark Zunich

Members Absent: Diane Amelotte, Phyllis Arias, Bill Brazda, Cathy Crane, John Downey, Michael Hubbard, David Morse, Yolanda Padilla, Vincent Riojas, Wil Shaw, DeWayne Sheaffer, Christiane Woerner, Joan Zuckerman

III. Approval of Minutes
The minutes from March 20, 2009 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public Comments
No public comments.

VI. Faculty Comments
No faculty comments.

VII. Reports and Announcements
A. President's Report – Sigrid Sexton
The new Academic Senate offices are expected to open Wednesday.

B. Assistant President's Report – Shauna Hagemann
No report.

C. Secretary/Treasurer's Report – Kevin Ryan
Christopher Chinn, Rigo Ibarra, Yolanda Padilla, and Elsa Saucedo were thanked for providing refreshments at the meeting.

The Senate has a balance of $1035.91 in its treasury.

D. Curriculum Committee Report – Cathy Crane
Cathy Crane submitted the following written report.
1. **Routine Course Review 2008/09**
   There are 22 routine course review outlines to be completed by the April 30, 2009 deadline. A review is not complete until the coordinated effort with the department’s peer reviewer is concluded. Peer reviewers are waiting for faculty authors to address suggestion memos sent last fall semester. Courses that have not completed a review will be recommended for inactivation at the May Curriculum Committee meeting.

2. **Routine Course Review 2009/10**
   The Routine Course Review List was posted on the Curriculum Review website in January, stating a November 30, 2009 submission deadline. It was requested that courses slated for voluntary inactivation be processed this spring semester.

3. **Accreditation Work Update**
   Cathy Crane was appointed co chair of the Program Oversight Group with Eva Bagg, Associate Dean of Institutional Effectiveness. The group is comprised of the Curriculum Committee Chair, SLO Coordinator, Course Evaluation Subcommittee Chair, and Program Review Subcommittee Chair. The group will coordinate efforts towards accomplishing recommendations in the ACCJC warning letter.

**E. Faculty Professional Development Report – John Downey**
John Downey submitted the following written report.

1. **Flex Day**
   Participants in the March 25 Flex Day were thanked for making the event a success. According to participant evaluations a very high majority found the workshops valuable and useful for their current needs.

2. **Faculty Mentoring Program**
   The final year end event for the Faculty Mentoring Program will be held April 30 to thank veteran faculty mentors and congratulate the 2008/09 new faculty for the near completion of their first academic year.

**F. Equivalency Committee Report – Kristin Hartford**
No report.

**G. Associate Faculty Report – Ella Hunter/Vincent Riojas**
No report.

**H. Grants Advisory Committee Report**
No report.

**I. Shared Governance Planning Committees**

1. **College Planning Committee**
   Sigrid Sexton reported that the College Planning Committee discussed the SLO Tribe plan and the Course Schedule Budget Reductions Taskforce. The taskforce is charged with gathering input from academic areas and making recommendations for reducing and/or redirecting expenditures in the 1300 and 1400 adjunct and overload accounts. The recommendations should take into account aligning resources with enrollment targets, enrollment trend data, and students’ needs for meeting their educational goals, which
may include decreasing the total number of sections offered, redirecting resources to areas identified as a priority while compacting other areas in order to meet our budgetary needs. The taskforce will report to the CPC. Recommendations are expected by the end of the spring term.

2. **Budget Advisory Committee**

Winford Sartin reported that the state budget passed in February is short by $8 billion. In a state-wide special election on May 19 three measures will have significant fiscal consequences for the college. If they fail it would result in a $2-4 million cut to LBCC in 2009/10. The BAC Committee will send a memo requesting all areas to consider reducing their budget, and consequences for the District if spending is not cut.

3. **Facilities Advisory Committee**

   No report.

4. **Student Success Committee**

   The Student Success Committee will meet on Monday.

5. **Staff Equity Committee**

   Lee Douglas reported that the Staff Equity Committee discussed part-time faculty hiring. A detailed report will be presented at the next Senate meeting.

6. **Committee on Committee Memberships – Joan Zuckerman**

   No report.

7. **Registration Task Force – Nigel Hancock**

   A reminder will be emailed to all full-time and part-time faculty regarding the April 19 deadline to enter a withdrawal. Faculty should advise students to drop if necessary to avoid a bad grade.

   The Registration Task Force is reviewing a downloadable printable spreadsheet which includes a roll book. Consensus among faculty will be reached before the spreadsheet is implemented.

8. **Career and Technical Education Committee**

   No report.

**VIII. Old Business**

A. **Accreditation Update**

   Sigrid Sexton reported that the Program Review/Program Plan Implementation Taskforce held a retreat today to finalize the plan.

   August is the target for all courses to include student learning outcomes. The SLO Tribe will provide clear direction to faculty. The Senate expressed concern that the peer review process be expanded and that student learning outcomes remain the purview of the ASLO Subcommittee. This information will be forwarded to the Curriculum Committee Chair.

B. **Student Records Processes Committee**

   A motion was m/s/u (Peter Knapp / Natalia Schroeder) passed to approve the creation of a new Student Record Processes Committee to replace the
Regis registration Task Force, and that the committee be assigned the following charge and composition.

The Student Record Processes Committee is to be a standing committee of the Academic Senate. The committee will make recommendations to the senate, the curriculum committee or other appropriate senate subcommittees. The charge is as follows:

- The committee will review, monitor, and recommend changes to registration and student record processes which include student records, procedures, software systems and sequencing of processes.
- The committee will accept and periodically use feedback from faculty and students on current practices and use this feedback to recommend changes that will improve the overall process for faculty, staff, and students.
- The committee will communicate problems and coordinate solutions with student record processes.
- The committee will review and assess the effectiveness of the training and help systems provided to faculty, staff, and students, and will recommend improvements.

Faculty members:
- A member each from Mathematics, English, Science (Life or Physical), Counseling, and ESL
- 5 additional members, preferably from departments not named above, to bring the faculty committee membership to a total of 10 faculty members
- 2 of these 10 members are to be current or former department heads
- These 10 members should have experience/expertise in as many of the following areas as possible:
  1. DHR
  2. Laboratory Courses
  3. Learning Communities
  4. Combined Courses
  5. Non-Credit Courses
  6. Positive Attendance Courses
  7. Open entry/open exit courses
  8. Pre & Co-requisites
  9. From PCC and LAC Campuses
  10. Career and Technical Education
  11. Distance Learning
  12. Oversized Courses
  13. DSPS

Administrative Members:
- The Dean of Admissions & Records, or designee
- The Registrar, or designee
- ACIT Director of Application Development, or designee
- ACIT Student Business Analyst, or designee

This committee will report to:
- The Academic Senate
The Dean of Admissions & Records and a faculty member designated by the Academic Senate Executive Committee will co-chair this committee. The faculty co-chair may serve for two consecutive terms of three years each.

C. Faculty Titles
Matt Lawrence is leading a small group to consider changing faculty titles. Matt will meet with Human Resources. A proposal is being prepared to submit to the Senate.

D. Honors Academic Senate Award for Students
A group will be formed in the fall to draft criteria for the Honors Academic Senate Award. A medal and plaque are being considered. The student selected this year by Honors will be recognized at the Senate and receive a $250 award.

IX. New Business
A. Academic Senate Executive Committee
The Senate discussed the practice of Senate Executive Committee members as part of key standing committee on campus, and practices in selecting faculty members for college committees. This issue will continue to be discussed.

B. SLO Tribe Plan
Senators reviewed Recommendations to the LBCC Academic Council submitted by the SLO Tribe, and LBCC Student Learning Outcomes Assessment Blueprint, which included a timeline. The Tribe recommended the immediate establishment of an Accreditation Oversight Group to address recommendations in the ACCJC warning letter and in the Evaluation Team Report.

C. Committee Membership Nominations
No nominations.

D. Future Agenda Items
• Accreditation Update
• Committee Participation
• Faculty Titles
• Program Review/Program Planning
• SLO Tribe Plan

E. Announcements
No announcements.

X. Next Meeting
The next meeting will be held April 24, 2009, 1:00 p.m., at PCC in the Student Center.

XI. Adjournment
The meeting was adjourned at 3:00 p.m.