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

II. **Roll Call**
**Members Present:** Diane Amelotte, Mohammed Araeipour, Phyllis Arias, Rudy Besikof, Bill Brazda, Bonnie Brinkman, Christopher Chinn, Cathy Crane, Candace Dickerson, Lee Douglas, John Downey, Baruch Elimelech, Shauna Hagemann, Nigel Hancock, Phillip Huerta, Ella Hunter, Tom Killian, Peter Knapp, Pamela Knights, Yolanda Padilla, Kevin Ryan, Winford Sartin, Elsa Saucedo, Sigrid Sexton, Gregory Slaughter, Dana Van Sinden, Christiane Woerner, Joan Zuckerman, Lark Zunich

**Guests:** Kellee Green, Michael Hubbard

**Members Excused:** Lorraine Blouin, Kenna Hillman, Chris Jacobs, Kris Mudunuri, Vincent Riojas, Wil Shaw, Steven Wallech

**Members Absent:** Natalia Schroeder, DeWayne Sheaffer

III. **Approval of Minutes**
The minutes from August 29, 2008 were approved.

IV. **Approval of Agenda**
The agenda was approved.

V. **Public Comments**
No public comments.

VI. **Faculty Comments**
Gregory Slaughter spoke on behalf of Pat Hicks, an ASB employee whose position was shifted to a district position. The senate expressed their appreciation for her work.

VII. **Reports and Announcements**
A. **President’s Report – Sigrid Sexton**
   1. **Academic Senate Guidelines**
      Sigrid Sexton asked senators to review *LBCC Academic Senate Procedure Guidelines*. The guidelines follow Robert’s Rules of Order; however, are tailored for the senate. The guidelines will be discussed at the retreat.
2. **Future Guests**

Eloy Oakley, Superintendent-President, has requested to address the senate at an upcoming meeting. Ann-Marie Gable, Vice President/Assistant Superintendent of Administrative Services, and Joyce Black, Consultant, will give a facilities update at the next meeting.

3. **Condolesences**

Flowers were sent to Vincent Riojas whose life partner passed away.

**B. Assistant President's Report – Shauna Hagemann**

1. **Tenure Review Committees**

All tenure committees are complete except for one in Counseling, which is expected to be completed by the end of the month.

2. **Election-Committee on Committee Memberships**

The Academic Senate elected Ella Hunter as a member of the Committee on Committee Memberships.

3. **Election-Hiring Committee for Dean of Financial Aid**

The Academic Senate elected Natalia Schroeder to sit on the Hiring Committee for the Dean of Financial Aid.

**C. Secretary/Treasurer's Report – Kevin Ryan**

Winford Sartin, Rudy Besikof, and Greg Slaughter were thanked for helping Kevin Ryan provide refreshments at the meeting.

Senators were asked to sign up to provide refreshments during the year, and to pay yearly dues of $20.

The senate has a balance of $1,302.93 in its treasury.

**D. Curriculum Committee Report – Cathy Crane**

1. **ASB Leadership Workshops**

Cathy Crane will attend the meetings discussing the leadership workshops/classes for ASB student leaders, and will continue the discussion with the Dean of Student Affairs regarding faculty participation and the Curriculum Committee process.

2. **Title 5 Change**

Cathy Crane will meet with Ross Miyashiro, Dean of Admissions and Records, to discuss how students would be notified regarding the Title 5 change that limits the number of enrollments in the same course, with withdrawal counting as an enrollment. No action has been taken to date.

**E. Faculty Professional Development Report – John Downey**

The next Flex Day will be held on October 30. Faculty planning to conduct workshops must submit the Presenter Proposal Form by September 26.

New faculty will be introduced to the Board of Trustees on September 23.

**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
   The College Planning Committee is reviewing the Distance Learning Plan and will discuss a plan and priority list with the Technology Planning Task Force. The committee anticipates that the system for Program Plans and Program Review will be selected in the near future.

2. Budget Advisory Committee
   Winford Sartin reported that the state budget has still not been approved. The proposed adopted budget will be submitted to the Board of Trustees on September 23.

J. Committee on Committee Memberships – Joan Zuckerman
No report.

K. Registration Task Force – Nigel Hancock
1. Course Repetition
   At the Registration Task Force meeting Ross Miyashiro, Dean of Admissions and Records, explained new state rules regarding course repetition. Many scenarios exist, which cannot be implemented in PeopleSoft—students must apply in person at Admissions and Records.

2. No Shows
   Concern was expressed regarding students being recorded as withdrawing when they were actually No Shows. Sigrid Sexton will discuss this issue with administration. Additionally, the Task Force discovered that Request for Change of Grade forms submitted by faculty involving No Shows have been held in abeyance by Admissions and Records over a period of more than a year. The changes have not been processed and faculty submitting the changes have not been informed.

L. Student Success Plan
   John Downey reported that a meeting schedule for the Student Success Plan Committee has been set.

M. Career and Technical Education Committee
No report.

VIII. Old Business
A. 16-Week Calendar Recommendations
   The senate began the work of endorsing the recommendations of the 16-Week Calendar Committee. The senate discussed the placement of Flex Days and the length of the intersessions. Senators were asked to confer with colleagues and consider the data that has been collected, including survey results, in preparation for discussion at the next meeting. The Curriculum Committee will discuss and make a recommendation to the senate regarding final exams.
B. Reorganization Forums
The Senate discussed the quality and quantity of reorganization discussions. Concerns were expressed that there have been inadequate opportunities to allow effective input from faculty. Senators requested that Eloy Oakley, Superintendent-President, attend the next senate meeting to discuss the reorganization and effective collaboration with faculty. Senators also requested that a third Campus Community Forum be scheduled.

C. Institutional Research Task Force
The senate discussed the charge and composition of the Academic Senate Task Force on Institutional Research. Revisions were suggested, which will be discussed by the Academic Senate Executive Committee. A motion is expected to be submitted at the next meeting.

D. Academic Senate President’s Agenda for 2008-2009
A motion was m/s/u (Cathy Crane / Mohammed Araeipour) passed to accept the Academic Senate President’s Mission and Agenda (attached).

E. Endorsement of Reading as a Department
This item was not discussed.

F. Donation to Academic Senate Scholarship Fund
A motion was m/s/u (Gregory Slaughter / John Downey) passed to donate $200 from yearly dues to the Foundation for the Academic Senate Scholarship Fund.

IX. New Business
A. Hard Copy Roll Books
In spring 2007 the senate passed a motion endorsing full printing of roll books at the beginning of each semester and a second printing per request. However, Admissions and Records would like to discontinue printing roll books. After discussion a motion was m/s/u (Cathy Crane / John Downey) passed that the Academic Senate recommends that roll books be provided by Admissions and Records to all faculty on the first week of class with the option of opting out.

B. Valedictorian Award
This item was not discussed.

C. Committee Memberships Nominations
The Academic Senate m/s/u (Joan Zuckerman / Rudy Besikof) approved a motion to accept the recommendation from the Committee on Committee Memberships for the following faculty to sit on the Counseling Barriers to Student Success Task Force: Kenna Hillman, Lauren Sharp, Nancy Melucci, Colin Ikei, and Rodney Rodriguez.

D. Future Agenda Items
- 16-Week Calendar
- Building Update - Ann Marie Gable and Joyce Black
- College Reorganization
- Endorse Reading Department
- Success Center Budget
- Valedictorian Award
E. **Announcements**
   No announcements were made.

X. **Next Meeting**
The next meeting will be held on September 26, 2008, 1:00 p.m., at PCC in the Board Room.

XI. **Adjournment**
The meeting was adjourned at 3:10 p.m.
LONG BEACH CITY COLLEGE  
SENATE PRESIDENT’S MISSION AND AGENDA  
2008-2009

1. **Foster Improvement of the Sense of Community and Level of Involvement for All Faculty.**
   
a) Broaden involvement of faculty through committee assignments and by contacting individual faculty to encourage participation.

b) Seek involvement of Career and Technical Education faculty on the senate and its committees.

c) Assure faculty input and meaningful responses to concerns in the Reorganization Plan scheduled for implementation in spring 2009.

d) Improve understanding and implementation of Shared Governance.
   i. Hold a Senate retreat on Shared Governance and invite administrators.
   ii. Present at a management session on the role of the senate during the fall of 2008.

e) Improve Senate CCA relations.
   i. Continue and enhance effectiveness and commitment of CCA/Senate Liaison Committee.
   ii. Promote cooperation between CCA and Senate and collaborate on issues of mutual concern.

2. **Foster Improved Communication Regarding All Campus Issues Among Faculty and Throughout the College Community.**
   
a) Improve understanding of senate’s role on campus.
   i. Produce list of committees reporting to the senate.
   ii. Support faculty participation in College Planning through the College Planning Committee.
   iii. Continue Faculty Links.

b) Obtain input from faculty to senate by requesting input on specific issues and conducting surveys as necessary.

d) Ensure and support the role of Department Heads and the academic departments in the college’s shared governance structure.

3. **Support College Agenda as Outlined in the President’s 12 Month Agenda**

a) **Academic Excellence and Student Success**

   i. Support effective governance structures for Student Success Initiatives including the Student Success Committee. Assure effective involvement of departments and department heads, and meaningful participation of faculty and instructional specialists at the curricular level.

   ii. Increase Transfer Success
   1. Support faculty involvement in transfer success efforts.
   2. Assure faculty voice in methods of data collection related to transfer success.
   3. Institutionalize Assessment and Student Learning Outcomes College Wide
   4. Support the ASLO committee in their efforts to complete the evaluation and assessment of Core Competencies.
   5. Facilitate communication with constituent groups to develop effective implementation of Student Learning Outcomes.
6. Support Student Learning Outcomes as a faculty professional responsibility.
7. Seek financial support for work exceeding ordinary faculty workload hours.

iv. Increase and Improve Career Pathways through a Focus on Career and Technical Education Programs.
   1. Assure faculty’s voice in decisions regarding changes to Career and Technical Education programs.
   2. Promote the Career and Technical Education Committee as a standing committee of the senate. Support the work of the committee and encourage its utilization as a means to communicate with CTE faculty.

v. Improve the Student Experience.
   1. Discuss the faculty’s contribution to a positive student experience at LBCC.

vi. Build a Culture of Diversity.
   1. Consider diversity of experience and background in selecting participants for committee work.
   2. Recognize the importance of honoring and encouraging diversity in all issues before the senate.
   3. Support the recommendations of the Staff Diversity Plan.

vii. Review progress on academic excellence items previously agreed on by the Academic Senate.

B) INSTITUTIONAL ADVANCEMENT
i. Accreditation
   1. Support the Planning Agenda as stated in the 2008 Accreditation Report.

ii. Fiscal Stability
   1. Assure faculty voice in decision making on resource allocation in order to assure that students’ needs continue to be met.
   2. Support open communication regarding Enrollment Management decisions.

iii. Technology Plan
   1. Continue to assure faculty voice in allocation of Technology and Distance Learning resources through committee assignments.

iv. Professional Development
   1. Assure faculty’s primacy in decision making and implementation of faculty professional development.
   2. Align faculty professional development efforts with senate goals.

C) COMMUNITY AND ECONOMIC DEVELOPMENT
i. Assure faculty voice in the implementation of the Long Beach City College 2020 Unified Facilities Master Plan in order to improve the student learning experience.

ii. Improve communication and faculty involvement in Economic and Resource Development efforts.

iii. Request an evaluation of educational programs conducted by Economic and Resource Development.