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, Bill Brazda, Bonnie Brinkman, Christopher Chinn, Cathy Crane, Candace Dickerson, John Downey, Shauna Hagemann, Nigel Hancock, Kenna Hillman, Ella Hunter, Rigo Ibarra, Chris Jacobs, Tom Killian, Peter Knapp, Pamela Knights, Matt Lawrence, Kris Mudunuri, Adrian Novotny, Yolanda Padilla, Vincent Riojas, Kevin Ryan, Winford Sartin, Elsa Saucedo, Natalia Schroeder, Sigrid Sexton, Wil Shaw, Gregory Slaughter, Dana Van Sinden, Christiane Woerner, Joan Zuckerman, Lark Zunich

Members Excused: Diane Amelotte, Phyllis Arias, Baruch Elimelech, David Morse, Steven Wallech

Member Absent: Lorraine Blouin, Lee Douglas, DeWayne Sheaffer

III. Approval of Minutes
The minutes from November 21, 2008 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public Comments
No public comments.

VI. Faculty Comments
A. Summer Schedule
To cut operating costs the college may adopt a 10/40 work week this summer. Kevin Ryan expressed concern that five-unit math classes offered within the summer schedule would require a five-day week. Sigrid Sexton will ask Don Berz, Executive Vice President of Academic Affairs, to make accommodations.

VII. Reports and Announcements
A. President's Report – Sigrid Sexton
1. Faculty Handbook
The Faculty Handbook will be updated. Department Heads will be asked to recommend faculty well suited for the project.

2. Stanback-Stroud Diversity Award
The Regina Stanback-Stroud Diversity Award, sponsored by the Academic Senate for CA Community Colleges and the Foundation for CA Community Colleges, honors faculty serving diverse student populations and includes a
$5,000 cash award. The deadline to submit a nominee is February 2, 2009. The Academic Senate Executive Committee will discuss a selection process.

3. **Structure of Department Head Positions**
The senate is working with CCA to assist the department chairs in identifying problems and making changes to the department head positions.

4. **Superintendent-President Contract**
The Board of Trustees extended the contract for Superintendent-President Eloy Oakley for four more years. The Board noted that they were pleased with Oakley's performance.

5. **Budget Cuts**
At the last department head meeting Don Berz, Executive Vice President of Academic Affairs, proposed strategies to combat budget cuts during the summer: A 10/40 work schedule to save utilities, and no more that 50% full-time faculty teaching classes per school.

6. **Superintendent-President Informal Discussion**
Eloy Oakley has scheduled an informal discussion with groups of faculty, classified, and administration. Sigrid Sexton was offered an invitation and will attend. The discussions will be held periodically.

B. **Assistant President's Report** – Shauna Hagemann
A runoff department head election is in process for H/VAC Mechanical.

C. **Secretary/Treasurer's Report** – Kevin Ryan
Mohammed Araeipour, Christopher Chinn, Pamela Knights, and Kris Mudunuri were thanked for providing refreshments at the meeting.

The senate has a balance of $1,091.36 in its treasury.

D. **Curriculum Committee Report** – Cathy Crane
Currently, 287 course outlines have been submitted by the November 30, 2008 deadline. One course was inactivated as it did not meet the deadline.

E. **Faculty Professional Development Report** – John Downey
Due to midyear budget cuts of 50% for travel, funding is available for only two more conference requests for the 2008/09 year.

Senators were requested to attend the January 23 senate meeting and arrive early to welcome new faculty who will be guests.

F. **Equivalency Committee Report** – Kristin Hartford
Kristin Hartford submitted a written report: A Film Equivalency applicant was approved.

Sigrid Sexton will meet with Kristin regarding the human resources disciplines list process.

G. **Associate Faculty Report** – Ella Hunter/Vincent Riojas
Vincent Riojas discussed the need for associate faculty to have access to the internet. Their contract states they will be provided an office space with a computer and a phone.
H. Grants Advisory Committee Report
Sigrid Sexton reported that the Grants Advisory committee will begin meeting in spring. Interim Director of Grants Marty Alvarado will conduct the meetings along with a faculty co-chair.

I. Shared Governance Planning Committees
1. Budget Advisory Committee
Sigrid Sexton reported that the Budget Advisory Committee is discussing concerns due to state budget cuts. Administration does not want to lose staff or programs. Efforts will be made to cut costs where possible.

2. Facilities Advisory Committee
Sigrid Sexton reported that construction is beginning on Building A, which is intended as a one-stop station for students. Concern was expressed that assessment would not be housed in the building and that student health would be moved to Building A. It was noted that the current location of student health is better suited for the needs of the students. These issues will be discussed in the Facilities Advisory Committee.

3. Student Success Committee
Kenna Hillman reported that the Student Success Committee heard three presentations: Learning Communities; Matriculation Implementation Team - Counseling; and Matriculation Implementation Team - Orientation. The committee discussed the presentations and discussed strategies that affect student success. The presentations will be forwarded to the College Planning Committee.

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

K. Registration Task Force – Nigel Hancock
The Registration Task Force continues to review the proposed improved grade roster designed to adhere to state guidelines. The issue of assigning a grade of F for the entire course for cheating on one assignment was unclear. Sigrid Sexton will research state practices and college policy and speak with Robert Garcia, Interim Dean of Student Affairs.

L. Career and Technical Education Committee
Sigrid Sexton reported that Mario Valente, Executive Director of Academic Computing and Information Technology, attended the Career and Technical Education Committee meeting. Program discontinuance and VATEA capital outlay were discussed.

VIII. Old Business
A. Reorganization Document
A motion was m/s/u (Bonnie Brinkman / John Downey) passed to accept the amended Academic Senate Recommendations on Reorganization Fall 2008, and that the Academic Senate President share the document with the Superintendent-President and the Executive Vice President of Academic Affairs.

In proceeding with the reorganization as presented to the Board of Trustees on November 11, 2008, the Academic Senate recognizes some areas of concern. We believe that recognition of possible problems will result in more effective implementation of the plan. We recognize that this reorganization seeks to set in
place a more efficient, effective administration which will focus on better serving our students. The Academic Senate has the following recommendations:

- No changes necessitating additional costs should be undertaken until the college is no longer deficit spending. One alternative is to realign schools and departments under existing deans rather than hiring new deans.

- When the college budget allows for hiring of new administrators, the Academic Senate as a representative body of the faculty must be consulted when the job descriptions for the Dean of Student Success, the Associate Vice President, Administrative Services, and the Dean of Career and Technical Education are written. In these job descriptions it must be made clear that curriculum development and management are within the purview of the faculty.

- No instructional programs are to report to non-instructional Vice Presidents. This is especially a concern in the Career and Technical Education and Distance Learning areas. All CTE and DL curriculum must be administered by faculty through the instructional programs.
  - There must be continuous consultation as Distance Learning systems are developed in order to preserve the primacy of instructional faculty in curricular decisions.
  - The Dean of CTE must continuously consult with faculty and recognize the primacy of faculty in curriculum development as Work Experience contracts and community partnerships are developed.

- The Dean of Student Success position should be structured to include facilitating and coordinating among Student Services, Academic Affairs, and the academic departments. Each of these areas must be vested in any plan that contributes to student success. The person in the role of Dean of Student Success must be good at team building across organizational lines and constituent groups.

- A thorough, formal review of the reorganization is to be conducted in one year. Broad participation of administrators and faculty appointed by the Academic Senate should be the goal in designing and performing the review. Changes in the reorganized structure are to be made based on the results of this review and are to be presented to the Academic Senate.

B. Formation of Committee to Replace Registration Task Force
The senate discussed the formation of a Student Record Processes Committee to replace the Registration Task Force. Revisions were made to the proposed charge and composition of the committee. Senators were asked to submit additional suggested changes to Sigrid Sexton. A motion will be submitted at the next meeting.

IX. New Business
A. Academic Senate President Elect Election
No nominations were received for the position of Academic Senate President Elect; therefore, an election will be held at the end of the semester. Senators interested in the position were encouraged to contact Sigrid Sexton or members of the Executive Committee.
B. Program Discontinuance
Sigrid Sexton distributed Administrative Regulations 4024.5 on Program Discontinuance. Currently, cabinet making and machine tool are in the process of program discontinuance. Faculty participated in the process and decisions were made collaboratively. To ensure that this collegial process continues and that faculty are involved at the beginning of the process, it was suggested that the regulations be revised.

C. Administrative Regulation 3003.4 on Administrative Hiring
The senate discussed Administrative Regulation 3003.4 on Administrative Hiring. Concern was expressed that the process was not within the spirit of the law when hiring for the position of the Vice President of Academic Affairs. It was noted that the concern is in regards to the process only. Sigrid Sexton and Adrian Novotny will discuss this concern with Superintendent-President Eloy Oakley and CCA President DeWayne Sheaffer.

D. Academic Freedom Regulation Review
Administrative Regulations 4012 on Academic Freedom are scheduled for review. Senators were asked to read the document in preparation for discussion at the next meeting.

E. Formation of Valedictorian Selection Committee
The formation of a Valedictorian Selection Committee will take precedence in spring. Christopher Villa, Vice President of Student Support Services, requested faculty involvement with ASB in the selection process.

F. Tenure Track Positions, Consideration if Position does not Successfully Fill
In this phase of economical hiring practices there is concern that faculty may recommend tenure for individuals who may not be suited for a position to avoid a vacancy if replacement hiring would not take place. The senate discussed solutions. Sigrid Sexton will discuss this issue with administration and report back to the senate.

G. Shared Governance and Budget Development
This item was not discussed.

H. Committee Memberships Nominations
A motion was m/s/u (Joan Zuckerman / John Downey) passed to accept the recommendation from the Committee on Committee Memberships for faculty to sit on the following task force and committee:

- Academic Senate Task Force on Institutional Research
  Jennifer Rodden
  Craig Hendricks

- Concurrent High School Task Force
  Marianne Allen
  Cathy Crane

I. Future Agenda Items
- Academic Freedom Administrative Regulations
- Program Discontinuance Process
- Shared Governance and Budget Development
• Tenure Track Positions
• Valedictorian Selection Committee

J. Announcements
No announcements.

X. Next Meeting
The next meeting will be held on January 23, 2009, 1:00 p.m., at PCC in Room EE158.

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