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

II. Roll Call
Members Present: Mohammed Araeipour, Phyllis Arias, Rudy Besikof, Cathy Crane, Dennis Di Giovanni, Lee Douglas, John Downey, Baruch Elimelech, Shauna Hagemann, Nigel Hancock, Kenna Hillman, Michael Hubbard, Ella Hunter, Rigo Ibarra, Chris Jacobs, Tom Killian, Peter Knapp, Matt Lawrence, Kris Mudunuri, Adrian Novotny, Kevin Ryan, Winford Sartin, Natalia Schroeder, Ramchandran Sethuraman, Sigrid Sexton, Wil Shaw, Lynn Shaw, Janice Tomson, Dana Van Sinden, Joan Zuckerman, Lark Zunich

Guests: Ross Miyashiro, DeWayne Sheaffer, Phillip Shrotman

Members Absent: Diane Amelotte, Christopher Chinn, Pamela Knights, David Morse, Yolanda Padilla, Christiane Woerner

III. Approval of Minutes
The minutes from January 22, 2010 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 –Kevin Ryan
   1. Accreditation
      The warning has been lifted from the college’s accreditation status. Kevin Ryan thanked Kim Anderson, Cathy Crane, Sigrid Sexton, all faculty, and Eva Bagg, Associate Dean of Institutional Effectiveness, who worked toward this goal. There is more work to be done to achieve 100% student learning outcomes by 2012.

   2. FTES
      Due to the budget situation, the college has a surplus of unfunded FTES. Therefore, summer session FTES will be forwarded to the following semester.
3. **Faculty Links**
   Senators were asked to sign up for Faculty Links, a system for senators to communicate with faculty-at-large.

4. **Eminence**
   The Academic Senate for California Community Colleges is discussing eminence in regards to minimum qualifications. Eminence is not in the LBCC’s regulations; however, some colleges utilize it for granting equivalency.

5. **Funding Allocations**
   Sigrid Sexton reported that the process for Cap Outlay allocation was completed last semester. All requests identified by the schools as important needs were funded. The VTEA allocation process has not been completed as yet. The new planning reports are being utilized to prioritize allocations. A Title V application is due to be submitted this year. There have been minimal shared governance meetings to prepare for this application. There is concern that there is a lack of collaboration in making funding allocations.

6. **Interim Administrators**
   Kevin Ryan obtained a listing of interim administrators from Human Resources. Hiring committees for two positions are being formed for the Dean of Student Success and the Dean of Student Affairs. A faculty representative will be solicited to sit on each committee.

B. **Assistant President's Report – John Downey**
   Elections are ongoing in several areas.

C. **Secretary/Treasurer's Report – Shauna Hagemann**
   Shauna Hagemann thanked Rudy Besikof, Nigel Hancock, Adrian Novotny, and Sigrid Sexton for providing refreshments at the meeting.

   The Senate has a balance of $1,056.30 in its treasury.

D. **Curriculum Committee Report – Cathy Crane**
   No report.

E. **Faculty Professional Development Report – Lynn Shaw**
   1. **New Subcommittee**
      A draft recommendation for a new Faculty Teaching and Learning Center Steering Committee was distributed. The committee would report to the Faculty Professional Development Coordinator. Senators were asked to review the charge and composition of the committee and to send comments or suggestions to Lynn Shaw.

   2. **Orientation/Mentoring**
      It is not expected that new full-time faculty will be hired in the near future; therefore, mentoring and orientation planning will focus around part-time faculty.

   3. **Faculty Teaching and Learning Center**
      Three events are scheduled for the Faculty Teaching and Learning Center. Three social events will be scheduled at the end of the year.
F. Equivalency Committee Report – Kristin Hartford
   No report.

G. Associate Faculty Report – Ella Hunter
   No report.

H. Grants Advisory Committee Report
   No report.

I. Student Record Processes Committee – Nigel Hancock
   Many faculty are concerned that if a student drops or is dropped from a full class before the start of the semester any student can enroll, bypassing students on the waitlist. This problem is expected to be resolved with the new PeopleSoft system in Spring 2011.

   Rollbooks can now be submitted to Admissions and Records at the end of the semester in either paper or electronic form. For electronic submissions email to: A&RFAC@lbcc.edu. Any Excel-readable spreadsheet, word processor document, or scanned image is acceptable. The file name should include the instructor's name, the class number, and the semester.

J. Career and Technical Education Committee
   Sigrid Sexton reported that elections are being conducted to fill positions on the Career and Technical Education Committee. The committee will elect a chair. Discussion will begin on the VTEA allocation process.

K. Honors Program – Paul Savoie
   No report.

L. Shared Governance Planning Committees
   1. College Planning Committee
      Kevin Ryan reported that the College Planning Committee is evaluating the Educational Master Plan. A new Educational Master Plan will be created under the new planning structure. The Program Plan/Program Review process has been completed at the department level and at the vice presidential level. It will now be processed at the college planning level.

   2. Budget Advisory Committee
      No report.

   3. Facilities Advisory Committee
      Lee Douglas reported that on February 3 the Facilities Advisory Committee was presented with a report from the Rabbit Population Management Task Force. The rabbit population is currently estimated at 250. The process to trap, neuter, and return has begun. A mobile unit to neuter the rabbits has been scheduled for March and signs will be posted on campus indicating that LBCC is not a drop-off zone for rabbits. The committee is reviewing the LBCC 2020 Facilities Master Plan.

   4. Student Success Committee
      Shauna Hagemann reported that the Student Success Committee heard reports from subcommittees. Interested faculty were encouraged to attend committee meetings.
5. **Staff Equity Committee**
   The Staff Equity Committee will meet on February 18.

VIII. **Old Business**

   **A. Hiring Timeline for a New Vice President of Academic Affairs**
   Lark Zunich reported for the workgroup created to research a timeline concerning the hiring of a permanent Vice President of Academic Affairs. A timeline of past events was distributed and reviewed. Kevin Ryan spoke with Eloy Oakley, Superintendent-President, who indicated that Spring 2011 is the earliest date the position would be filled.

   After discussion a motion was m/s (Janice Tomson/Lee Douglas) passed that the Academic Senate requests the Academic Senate President to ask the Superintendent-President for a definite date to open the position and begin the hiring process in earnest for a permanent Vice President of Academic Affairs. The Senate President will report back at our next meeting.

   **B. Registration**
   Ross Miyashiro, Dean of Admissions and Records, addressed registration issues. Previously, all roll books were printed; however, over half the faculty did not utilize them. Funds are not available to purchase a new printer that would accommodate printing roll books for all classes. Faculty may choose to download and print roll books individually. Electronic roll books are more effective, efficient, and minimize discrepancies. Ross noted that enrollment limits are set at the beginning of the year and that students may only be added through permission numbers or cards.

   The floor was opened for discussion. Concern was expressed that part-time faculty may not have time to print roll books before each class, and that permission numbers require too many steps. Ross indicated that automatic enrollment from wait lists may be in effect by Spring 2011, eliminating the need for permission numbers. An email will be sent to all faculty indicating that electronic roll books are accepted by Admissions and Records.

IX. **New Business**

   **A. President’s Leadership Council**
   Kevin Ryan reported that President Oakley scheduled a President’s Leadership Council on February 11. Fixed costs and the budget crisis will be discussed.

   **B. Review of Reorganization Task Force**
   A motion was m/s/u (Peter Knapp/John Downey) passed to accept the charge, composition, and timeline for the Reorganization Evaluation Taskforce.

   **Charge:**
   Recommend to the Academic Senate methods of evaluation of the reorganization of 2008. After approval, conduct an evaluation of the reorganization and make recommendations to the Academic Senate as needed.

   **Composition:**
   Three senators—one to be chair appointed by the Academic Senate Executive Committee
   One faculty member representing DL
   One faculty member utilizing ITDC
   One faculty member representing Library
   One faculty member representing LAR
   One faculty member representing ASD
C. **SLO Officer Positions**
Cathy Crane, Curriculum Committee Chair, reported that assessment data will now be added to classes within the TracDat system. It was suggested that each department designate a faculty member in an SLO Officer position to ensure the task is carried out. A stipend may be awarded. The Senate was asked to consider endorsing this idea. Senators requested to review the document before making a decision.

D. **Response to Resolution regarding New Hiring**
The Academic Senate passed Resolution 45:1 Recommending the Hiring of Full-Time Faculty for the Fall Semester 2010. Kevin Ryan reported that the Hiring Priorities Committee is only discussing emergency hiring, no new faculty hires are being considered at the present time. Senators discussed the possibility of a public relations position within the Academic Senate.

E. **Reassigned Time Joint Task Force**
This item was not discussed.

F. **Committee Membership Nominations**
A motion was m/s/u (Joan Zuckerman/Rudy Besikof) passed to accept the recommendation from the Committee on Committee Memberships for faculty on the following groups:

- **Facilities Advisory Committee**
  - Tim Shoemaker
  - Laurie Potter – alternate

- **Budget Advisory Committee**
  - Sigrid Sexton
  - Marlon Jones – alternate

- **Taskforce to Solicit Faculty Input re Desirable Qualities for New Vice President of Academic Affairs**
  - William Brazda

G. **Future Agenda Items**
- Academic Senate Constitution Update
- Academic Senate Response to the Governor’s Statement regarding Colleges
- Academic Senate Student Award (postponed from last meeting)
- Faculty Titles
- Invite All Candidates for Board Of Trustees
- Number of Students in Class over Cap
- Permission Numbers
- Public Relations Position on Academic Senate
- Status of Title V -- Both Current and New
- Update on 16 Week Calendar

H. **Announcements**
Phillip Shrotman announced his candidacy for a Board of Trustees position. Phillip is a retired LBCC faculty member.
X. **Next Meeting**
The next meeting will be held February 19, 2010, 1:00 p.m., at LAC in the Board Room, Building I.

XI. **Adjournment**
The meeting was adjourned at 3:15 p.m.