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

II. Roll Call
Members Present: Diane Amelotte, Mohammed Araeipour, Rudy Besikof, Cathy Crane, Lee Douglas, John Downey, Baruch Elimelech, Shauna Hagemann, Nigel Hancock, Ella Hunter, Chris Jacobs, Tom Killian, Pamela Knights, Matt Lawrence, David Morse, Kris Mudunuri, Adrian Novotny, Yolanda Padilla, Kevin Ryan, Winford Sartin, Natalia Schroeder, Ramchandran Sethuraman, Sigrid Sexton, Lynn Shaw, Janice Tomson, Christiane Woerner, Joan Zuckerman

Guests: Suzanne Acone, Cindy Munoz, DeWayne Sheaffer

Members Absent: Phyllis Arias, Christopher Chinn, Dennis Di Giovanni, Kenna Hillman, Michael Hubbard, Rigo Ibarra, Peter Knapp, Wil Shaw, Dana Van Sinden, Lark Zunich

III. Approval of Minutes
The minutes from February 5, 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. Building I
      A request was made to relocate the Academic Senate offices to Building I; however, the building is the future site for the bookstore.

   2. Hire Date
      Senators requested the hire date of Vice President of Academic Affairs Don Berz. The date was August 1, 2005.

   3. Constitution/Bylaws Review
      Senators were asked to form a workgroup to review the Academic Senate Constitution and Bylaws. John Downey, Christiane Woerner, Cathy Crane, and Diane Amelotte volunteered to sit on the workgroup.
4. President’s Leadership Council
   The President’s Leadership Council met on February 11 to discuss fixed costs and the budget crisis.

5. BRIC
   The ASCCC encouraged participation in Bridging Research, Information and Culture (BRIC), a statewide research project to collect and interpret data. Eva Bagg, Associate Dean of Institutional Effectiveness, indicated that due to a lack of personnel and time the college would not be interested in participating at this time, and that currently, sufficient research is being conducted at LBCC.

6. Faculty Links
   Kevin Ryan thanked senators who volunteered for faculty links, a system to communicate highlights from the Senate meeting to faculty.

7. Education Master Plan
   The Evaluation of the Process towards Goals of the Educational Master Plan 2005-2010 was distributed. Kevin Ryan asked for input on the plan. Suggestions will be submitted to administration on February 22.

8. Definition of Core Courses
   The Chancellor’s Office stated that funds for the community college system should focus on core courses, which include transfer, basic skills, and workforce training. The Academic Council formed a taskforce to draft a definition of core courses to guide procedures at the college. The Academic Council Institutional Guidelines for Defining “Core” was distributed. The Senate noted the importance of faculty involvement in defining core courses and the urgency for departments to establish a list of core courses.

9. Task Force Volunteers
   Senators were asked to volunteer to sit on two groups: Kris Mudunuri and Mohammed Araeipour volunteered for the Distance Learning Oversight Task Force, and Kris Mudunuri volunteered for the Technology Oversight Task Force.

10. Legislation
    Legislative Liaison David Morse distributed an overview and status of legislation put forth last year. Legislation regarding articulation for early childhood education, fees, and transfer degrees may be of interest to the college. Monday is the deadline to submit legislation for the new session.

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

C. Secretary/Treasurer's Report – Shauna Hagemann
   Shauna Hagemann thanked Mohammed Araeipour, Rudy Besikof, Peter Knapp, and David Morse for providing refreshments at the meeting.

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

D. Curriculum Committee Report – Cathy Crane
   Business at the last Curriculum Committee meeting included:
- Administrative Regulations 4020 on Attendance was passed for first reading. Revisions included language to be compliant with Title 5, and deletion of a mandatory drop for students with an excess of 20% absence—faculty will now define what constitutes excessive absences.
- To be in compliance with state law a disclaimer will be added in the catalog regarding TBA “To Be Arranged” scheduling.
- Hybrid is the new terminology to be used for online courses that include time on campus. This will not alter the class in any way.
- Inactivated courses remained on curriculum guides creating a problem for students requiring those courses to graduate.
- Routine course review submissions are due on April 30, 2010.
- Jannie MacKay presented an Advance Placement Credit Form. Departments may submit AP examinations to be included on the AP Courses and AA/AS Degree General Education Requirements approved list. The Academic Policy & Standards Subcommittee will process the requests.

E. **Faculty Professional Development Report – Lynn Shaw**

1. **Conference Funding**
   An additional $6,500 was added to this year’s conference funding. Faculty were encouraged to submit conference requests.

2. **Department Planning Evaluations**
   The February 2 Flex Day included department planning. Evaluations were submitted from 74% of the participating departments.

3. **On Course II Training**
   On Course II Training will be conducted March 17-20. Twenty-three faculty are scheduled to attend.

4. **Flex Day**
   Dr. Jeffrey Michael Reies Duncan-Andrade will be the keynote speaker at the March 24 Flex Day. Topics will be organized around faculty interests, which include underprepared students, today’s student, classroom management, and brain theory. Faculty interested in conducting workshops may contact Lynn Shaw.

5. **New Subcommittee**
   A motion for a Faculty Teaching and Learning Center Steering Committee will be submitted today.

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

G. **Associate Faculty Report – Ella Hunter**
   No report.

H. **Grants Advisory Committee Report**
   Dennis Miller submitted a written report indicating the status of grants at the college. The Senate requested that information on the amount and allocation of money be included in the report.
I. **Student Record Processes Committee – Nigel Hancock**  
Faculty receive requests for research which would include student information. Concern regarding confidentiality of student information was discussed. This issue will be included on a future Academic Senate Agenda.

J. **Career and Technical Education Committee**  
No report.

K. **Honors Program – Paul Savoie**  
Paul Savoie submitted a written report. This year the Honors Program will participate in TAG Guarantee from UC Irvine. Honors students who maintain a GPA of at least 3.5 are guaranteed admission to the UCI Honors Program, on-campus housing, and a Regent’s Scholarship. Paul is in negotiations with CSULB for Honors to Honors transfer agreement that would apply to all HTCC member colleges. The redevelopment of an Honors Program Committee and an Honors Program Advisory Board is underway. Both groups will include a variety of college constituencies as well as community partners.

L. **Shared Governance Planning Committees**  
1. **College Planning Committee**  
   Kevin Ryan reported that the College Planning Committee is discussing the new Educational Master Plan and reviewing the Program Plan/Program Review plan from the vice presidents.

2. **Budget Advisory Committee**  
   Winford Sartin reported the college would be operating in a deficit if budget changes are not made. Vice President/Assistant Superintendent Ann-Marie Gabel will provide an update on the District’s budget for current and subsequent years at upcoming forums.

3. **Facilities Advisory Committee**  
   No report.

4. **Student Success Committee**  
   No report.

5. **Staff Equity Committee**  
   Lee Douglas reported that the Staff Equity Committee discussed part-time hiring, and minimum standards for new buildings and renovated buildings.

VIII. **Old Business**  
A. **SLO Officer Positions**  
   A motion was m/s/u (David Morse/John Downey) passed that the Academic Senate approve the Student Learning Outcomes (SLO) Officers/Assignment Instructional Departments.

   **Proposal:**  
   The central mission of Long Beach City College is its commitment to student learning and success. The student learning outcomes assessment process supports student learning, continuously assesses that learning, and directs actions that contribute to sustained and effective improvements. Decentralizing the management of this college-wide endeavor will distribute the workload, establish a system-embedded quality control at the department level to produce meaningful results and actions, and protect confidentiality of both individual students and faculty. Therefore, it is proposed that an SLO Officer position be established for instructional departments. This approach is
being proposed as a pilot assignment that will be evaluated for its effectiveness after two (2) years.

Position:
The SLO Officer will be the lead faculty responsible for the effective and systematic functioning of the department’s Outcomes Assessment Process for the course and program levels. The input of data into TracDat, the college’s database that supports the Outcomes Assessment Process, is a core responsibility. In addition, management, communication, guidance, monitoring, and quality control of the Outcomes Assessment plans and results for the department will be required of the individual. This will entail the establishment of an internal management process, based on published deadline schedules, submitted assessment plans, and the department’s culture.

Development of process and task specific skills will necessitate initial and ongoing training. Training and technical support will be available throughout the tenure to elicit deliverables equivalent to the published expectations. Some training will be mandated. Acceptance of this assignment will require a minimum 2-year commitment. At the end of this time individuals will be able to reapply for this position.

Responsibilities:
- Organization of the department’s process in coordination with the college’s expectations
- Communication to colleagues about the department and college’s Outcomes Assessment Processes
- Reminders and follow-up communications to colleagues
- Internal management of the department’s process including scheduling of all phases of assessment at the course and program levels
- Quality Control of submitted assessment plan information
- Input of Outcomes Assessment information into TracDat in a timely manner
- Input of Program Review information into TracDat in a timely manner
- Liaison for the department and to the college’s ASLO Subcommittee
- Report to and liaison with department head(s) to whom they are responsible
- Liaison with Faculty Professional Development for ongoing faculty needs and interests in relationship to assessment and student learning
- Train successor to maintain sustainability for the department

Qualifications:
1. Efficient and effective communication skills
2. Functional skills and ease of use of electronic technology
3. Willingness and ability to work closely and well with colleagues
4. Interest and engagement with all levels and aspects of the Outcomes Assessment Process enhance this one
5. Good organizational skills and a demonstrated ability to plan and follow through
6. Effective planning skills
7. Demonstrated compliance with established college’s processes and published timelines
8. Demonstrated past history of effective and efficient engagement in educational matters
9. Any faculty member of good standing in a department who is not engaged as a Department Head. Only in extraordinary circumstances will a Department Head be considered for this position.

Compensation:
Total semester compensation will be $1,200. Payment will be as a stipend and to be paid with half at the beginning of the semester and the final amount at the end of the semester when the required work has been logged into TracDat and verified. The initial $600.00 will be paid at the end of the first full month of the semester.
B. Title V Allocation of Monies
Kevin Ryan spoke with Interim Director of Grants Marty Alvarado and Dean of Student Success Bobbi Villalobos regarding allocation of Title V funds. Bobbi Villalobos oversees distribution of current Title V monies and Marty Alvarado is working on an application for the new Title V grant. The creation of an oversight group was considered. The Academic Senate Executive Committee will continue the discussion and report back to the Senate.

C. Faculty Titles
Matt Lawrence distributed results of the survey on faculty titles. A motion was m/s (Matt Lawrence/Adrian Novotny) passed that the Academic Senate recommend to the President’s Leadership Council the following revisions to Administrative Regulations 3027 on Professional Titles.

3027.1 The Administrative Dean, Human Resources, shall be responsible for administering these regulations.

3027.2 The following professional titles are authorized full-time tenure-track faculty.
   Assistant Professor: all full-time tenure track faculty prior to tenure.
   Associate Professor: all full-time tenured faculty beginning the semester after tenure has been awarded.
   Professor: all full-time tenured faculty after the completion of seven years of full-time service in a tenure track position.

3027.3 The title of Instructor shall be used for all non-tenure track faculty members.

3027.4 Professional titles have no effect on the District compensation to the faculty.

3027.5 Faculty hired prior to 2010 will retain their current title if it is of a higher rank than specified by these regulations. They may also apply for advances in rank according to the regulations under which they were hired.

IX. New Business
A. Institutional Research Task Force
Previously, the Institutional Research Task Force recommended that the Academic Senate form a standing Institutional Research Committee to ensure faculty involvement in interpreting research data. A motion was made to accept the Committee on Institutional Research and its charge and composition; however, after discussion the motion was withdrawn. It was determined that more discussion was needed before the committee was created.

B. New Faculty Professional Development Subcommittee
A motion was m/s/u (Lynn Shaw/Rudy Besikof) passed that the Academic Senate accept the creation of a new Faculty Professional Development Subcommittee: Faculty Teaching and Learning Center Steering Committee.

This subcommittee will be a Faculty Professional Development Subcommittee reporting to the Faculty Professional Development Coordinator, who reports to the Academic Senate and to the Vice President of Academic Affairs for fiscal matters.

Charge:
To coordinate the content and delivery of ongoing faculty professional development in the Faculty Teaching and Learning Center.

Composition: (one faculty member can represent more than one area or program)
- Faculty Professional Development Coordinator
• One Faculty from Curriculum
• One Faculty from the Student Success Committee
• One Representing the Academic Senate
• One Representing Student Services
• One Representing the Pacific Coast Campus
• One at Large Representative
• One Part-Time Faculty

C. Hiring Committee Elections: Dean of Student Success/Dean of Student Affairs
Lee Douglas was elected to sit on the Hiring Committee for Dean of Student Success. Michael Hubbard was elected to sit on the Hiring Committee for Dean of Student Affairs.

D. 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:

Enrollment Management Oversight Task Force
Jennifer Rodden
Tom Killian
Heather DY – alternate

Technology Oversight Task Force
Gerry Jenkins, Co-chair
Melvin Cobb
Therese Butler

Taskforce to Solicit Desirable Vice President of Academic Affairs Qualities
Giselle Richards

E. Future Agenda Items
• Academic Senate Constitution and Bylaws Review
• Academic Senate Guidance for Honors Program and Honors Online Courses
• Academic Senate Recommendation on Student Enrollment
• Academic Senate Student Award
• Institutional Research Committee
• Student Information Confidentiality
• Title V Allocation of Monies

F. Announcements
1. Rally to Oppose Cuts to Public Education
   Dewayne Sheaffer announced a statewide rally on March 4 to oppose cuts to public education. At LBCC there will be a gathering of CSU, AFT, TALB, CHI, CCA, and LBCC Students. A rally will also be held at CSULB and at Wilson High School.

2. Play - The Exonerated
   Natalia Schroeder announced that The Exonerated will run from February 6 through March 6 at the Long Beach Shakespeare Company. The play tells true stories of people sent to Death Row for crimes they did not commit.
X. **Next Meeting**
The next meeting will be held March 5, 2010, 1:00 p.m., at PCC, in the Student Center.

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