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

II. Roll Call
Members Present: Mohammed Araeipour, Phyllis Arias, Rudy Besikof, Bonnie Brinkman, Christopher Chinn, Cathy Crane, Lee Douglas, John Downey, Baruch Elimelech, Shauna Hagemann, Nigel Hancock, Kenna Hillman, Michael Hubbard, Ella Hunter, Rigo Ibarra, Tom Killian, Peter Knapp, Pamela Knights, Matt Lawrence, David Morse, Kris Mudunuri, Adrian Novotny, Kevin Ryan, Winford Sartin, Sigrid Sexton, Dana Van Sinden, Christiane Woerner, Joan Zuckerman, Lark Zunich

Guests: Eva Bagg, Lynn Shaw, Wil Shaw

Members Absent: Diane Amelotte, Chris Jacobs, Yolanda Padilla, Natalia Schroeder, Gregory Slaughter, Janice Tomson

III. Approval of Minutes
The minutes from May 8 and May 15, 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
1. Budget Reduction Task Force
The Budget Reduction Task Force will discuss reduction in class scheduling, department related budget reductions, and tactics to institute a directive from the Chancellor's Office to focus on transfer, basic skills, and workforce development. The group may be maintained as a long-term taskforce.

2. Reassigned Time Cuts
Cut backs for reassigned time for the fall semester were not discussed with some faculty until college day. Representatives of administration, CCA, and Senate have met to discuss the process used to make the cuts and the lack of
collaboration. This group will meet again to follow-up on complaints from departments.

3. Security
Sigrid Sexton discussed security concerns expressed by faculty with the Manager of Support Services Brendan Hayes. Brendan will visit the Senate in the fall. Senators will be asked to submit questions prior to the meeting.

4. Title 5 Grant Denied
The college applied for a Title 5 grant over the summer; however, the application was submitted late and was denied. Lou Anne Bynum, Vice President of Economic and Resource Development, has offered to visit the Senate this semester.

5. Administrative Hiring
Faculty representatives, Sigrid Sexton, DeWayne Sheaffer, and Shauna Hagemann, were invited to interview two candidates for the Interim Vice President of Student Support Services position. Sigrid Sexton stated that this was a good experience. All participants were in agreement that future interim selections should be handled in a similar manner.

6. Welcome
Sigrid Sexton welcomed new senator Michael Hubbard.

7. Protocol
Sigrid Sexton distributed ASCCC ten-plus-one cards that state academic and professional matters, the authority of the senate. Senate protocol guidelines were distributed.

B. Assistant President's Report – John Downey
Department Head and Curriculum Committee elections are in process.

C. Secretary/Treasurer's Report – Shauna Hagemann
Shauna Hagemann thanked John Downey, Kevin Ryan, and Winford Sartin for helping her provide refreshments at the meeting. Senators were asked to sign up to host two meetings for the year and to pay yearly dues of $20. The Senate has a balance of $836.76 in its treasury.

D. Curriculum Committee Report – Cathy Crane
Currently there are 205 course outlines to be submitted to a Routine Course Review Peer Reviewer by the November 30, 2009 due date.

E. Faculty Professional Development Report – Lynn Shaw
1. John Downey
The past Faculty Professional Development Coordinator John Downey reported on the recommendation of a new FPD Subcommittee—Faculty Advertisement and Communication of Excellence with the following charge:

- To increase awareness and communication of faculty professional development events, opportunities, and achievements by our faculty.
- To develop and distribute a monthly newsletter that highlights events, opportunities, and especially honors and achievements by our faculty.
- To improve and assist in maintaining the FPD website.
- To advertise and market events through In The Loop.
• To highlight sabbatical projects.

The proposed composition is eight faculty members including one part-time faculty member.

The FPD Faculty Resource Center Advisory Subcommittee is being deactivated. The FPD Coordinator will act as a liaison between faculty and the center. John Downey introduced Lynn Shaw, the new FPD Coordinator.

2. Lynn Shaw
Lynn Shaw distributed a flyer for a conference—LBCC on Course Workshop 2009—to explore ways to help students achieve greater academic success and retention. Flex credit is available for this event.

The new FPD offices are located in the Library basement. A conference room and a workroom are also available.

This year the conference budget is $9,500. Full-time faculty may request up to $400 in funding and part-time faculty may request up to $100.

F. Equivalency Committee Report – Kristin Hartford
Sigrid Sexton reported for Kristin Hartford. On August 17 the Equivalency Committee approved a Telecommunications Technology (locally named Radio and Television) Equivalency Statement; a Telecommunications Technology Equivalency Application; and two Film Equivalency Applications. On August 24 a Film Equivalency Application was approved.

G. Associate Faculty Report – Ella Hunter
Ella Hunter requested that a part-time faculty member be included on the Student Learning Outcomes Subcommittee. Sigrid Sexton will pass on this request.

H. Grants Advisory Committee Report
The Grants Advisory Committee will meet next week.

I. Shared Governance Planning Committees
1. College Planning Committee
No report.

2. Budget Advisory Committee
Winford Sartin reported that the adopted budget will be submitted to the Board of Trustees for approval on September 8. Mid-year cuts are expected. Cuts have already led to a few classified employee layoffs. Additional cost savings will be needed to preserve our reserve. The Management Team has agreed to furloughs one day a month beginning in October. The budget is not expected to improve for at least three years. The District is looking for additional ways to cut costs. CCA may be asked to negotiate reductions in salary and benefits, which constitutes 82% of the budget.

3. Facilities Advisory Committee
No report.
4. Student Success Committee
   Shauna Hagemann reported that the Student Success Committee is restructuring the committee and formed taskforces to work on each strand of the plan. Taskforce meetings will be publicized and guests are welcome. Interested faculty may contact Shauna.

5. Staff Equity Committee
   Lee Douglas reported that the Staff Equity Committee will decide on their focus for the year at the September 17 meeting.

J. Committee on Committee Memberships – Joan Zuckerman
   A flyer was emailed to faculty re college opportunities. Senators were asked to volunteer to fill a position on the Committee on Committee Memberships.

K. Registration Task Force – Nigel Hancock
   A draft downloadable printable spreadsheet, including a roll book, was distributed to faculty—the task force continues to receive responses. The Registration Task Force is transitioning to the Student Record Processes Committee.

L. Career and Technical Education Committee
   No report.

VIII. Old Business
   A. Accreditation Update
   Eva Bagg, Associate Dean of Institutional Effectiveness, gave an update on Accreditation. The college is preparing a follow up report in response to the ACCJC warning letter and commission recommendations, which include: SLO assessment; Program Planning and Program Review; statement of academic freedom and acceptance of transfer credit; and college-wide code of ethics. Progress has been made on all recommendations and continues to be a priority of the college.

   A forum on the report will be held at the September 3 CPC meeting. A draft report will be sent to the Academic Senate and the college by September 9. A final draft report will be submitted to the Board of Trustees on September 16. The final report with evidence will be submitted to ACCJC by October 15.

IX. New Business
   A. Academic Senate Goals
   Sigrid Sexton distributed LBCC Senate President’s Mission and Agenda 2008-2009 to begin discussion on this year’s goals. It was suggested to differentiate between activities and goals and to include action steps. The Academic Senate Executive Committee will prepare a draft list of goals and present it to the Senate.

   B. First Reading – Administrative Regulations 4005 on Curriculum and Instruction
   At the August 19 Curriculum Committee meeting revisions to Administrative Regulations 4005 on Curriculum and Instruction were approved involving membership on the Assessment of Student Learning Outcomes (ASLO) Subcommittee. The Curriculum Committee passed the revisions in one reading to expedite compliance with Accreditation recommendations.
A motion was made for the Academic Senate to approve the revised regulations for first reading; however, concern was expressed that the proper process was not being followed. Therefore, the motion was withdrawn. The regulations will be submitted for second reading at the next Curriculum Committee meeting with additional suggested revisions.

A motion was m/s/u (Kenna Hillman / David Morse) passed that the Committee on Committee Memberships postpone nominations for additional members to the ASLO Subcommittee.

Joan Zuckerman will contact faculty members whose nominations were postponed. It was suggested that those nominees participate on the ASLO Subcommittee as guests.

C. **Revision of Administrative Regulations 4024 on Program Establishment, Modification, and Discontinuance**

Revisions to *Administrative Regulations 4024 on Program Establishment, Modification, and Discontinuance* have been suggested to provide for improved shared governance during the program discontinuance process. It was suggested that the Chair of Academic Policy & Standards be contacted with suggested changes. Sigrid Sexton will contact Dan Ripley.

D. **Committee Membership Nominations**

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

- **Student Success Committee**
  - Kim Hatch
  - Nancy Melucci

- **Rabbit Population Management Task Force**
  - Jan Wallech
  - Phillip Boland

E. **Future Agenda Items**

- Technology Plan Update
- Invite CCA to the Academic Senate
- Review Registration Priorities
- Faculty Titles
- 16 Week Calendar

F. **Announcements**

Sigrid Sexton will send an email to senators to determine interest in Faculty Links.

X. **Next Meeting**

The next meeting will be held September 11, 2009, 1:00 p.m., at LAC in the Board Room.

XI. **Adjournment**

The meeting was adjourned at 3:15 p.m.