ACADEMIC SENATE

Adopted Minutes
September 15, 2014
ASSC 1421
3:00 pm – 5:00 pm

1. Call to Order	President Michael Wyly called the meeting to order at 3:02 pm.
2. Roll Call	Michael Wyly, Mark Berrett; Sabine Bolz; Thomas Bundenthal; Nick Cittadino; Lue Cobene; Dale Crandall-Bear *ex-officio;* Joe Conrad; Erin Duane; Les Hubbard; LaNae Jaimez; Amy Obegi; Ken Williams Connie Adams, Admin Assistant Absent/Excused: Curtiss Brown *ex-officio;* Catherine Cyr; Lisa Giambastiani; Susanna Gunther *ex-officio;* Terri Pearson-Bloom Guests: Jowel Laguerre, Diane White, Roger Clague, Annette Dambrosio
3. Approval of Agenda	Moved by Senator Duane and seconded by Senator Cittadino to **approve the September 15 agenda as presented.** **Motion carried unanimously**
4. Approval of Minutes	Moved by Senator Duane and seconded by Senator Cittadino to approve the August 11 regular meeting minutes. Senator Conrad read his suggested corrections and clarification for the Comments/Questions section at the bottom of page 3. Moved by Senator Duane and seconded by Senator Cittadino to **approve the August 11 regular meeting minutes as amended. Motion carried unanimously.** Moved by Senator Duane and seconded by Senator Conrad to **approve the August 11 joint meeting minutes. Motion carried unanimously.**
5. Comments from the Public	No comments
6. President's Report *SSTF Update: Direction to Subcommittee Chairs - Basic Skills, DE, Curriculum and Faculty Development* *Recent Senate Appointments: C-ID descriptors for Basic Skills classes*	***SSTF Update: Direction to Subcommittee Chairs in Basic Skills, DE, Curriculum and faculty Development*** One item set for discussion at previous Senate meetings includes initiating planning for key elements of the Student Success Initiative, such as Common Assessment, Common Multiple Measures, Common Ed Plans, and DE. Moreover, looking ahead, the March Institute will be dedicated to 3SP and Student Equity. As you are aware, these elements will impact many of our respective agendas, including high school outreach and program completion. Too, faculty work on other committees, such as 3SP and Student Equity will need to be in alignment as well, lest the right-hand not know what the left-hand is doing. As such, I have asked for a planning meeting between Senate Exec and key subcommittee Chairs to develop a series of goals and strategies for action. As they develop, I will share these goals and strategies with the Senate as well as Shared Governance and Dr. Laguerre. The State Academic Senate recently invited discipline faculty in math, English/Reading, and ESL to review and update the basic skills course levels described in the CB 21 Rubrics and develop the equivalent of C-ID course descriptors using Discipline Input Groups (DIG). This guarantees faculty discipline expert input concerning both the objectives/outcomes and content for these courses. The products from this meeting are the starting point for descriptors that would be used statewide. These initial drafts would next be given to a smaller Faculty Discipline Review Group (FDRG), who would reconcile any differences between the draft descriptors created at the two meetings and prepare them for statewide vetting. For ongoing information, sign up at http://www.asccc.org/events/basic-skills-cb21-meeting to ensure you are informed of the next step in the process. Once vetted, the FDRG would come back together to finalize the course descriptors.

	The Senate solicited the Basic Skills Coordinators for possible appointment or to assist in the identifying of another appointee from each identified discipline. **Melissa Reeve, Josh Scott, and Barbara Villatoro** will be attending the one-day State Academic Senate workshop on CIDs for courses in Basic Skills. Comments/Questions: President Wyly added that he met with State Academic Senate President, David Morris. Placement scores will continue to be decided locally and there may be a range of scores associated with each C-ID.
Recent Senate Appointments: AB 86 Update	On August 26, 2014, I met with Kay Hartley, Leslie Fay, Neil Glines, Melissa Reeve, and Zhanjing Yu to discuss planning for faculty involvement on AB 86 planning, including projected costs for budgeting purposes. We agreed that multiple SCC faculty from relevant disciplines—including CTE, English, ESL, DSP, and Math—would work with partners from Adult Education to prepare the drafts of the AB 86 planning grant due at the end of October and December. Per that meeting, Melissa Reeve and I met on Friday, August 29, to discuss in more detail SCC faculty involvement, including projected hours/workload for the remainder of the Fall 2014 semester. Leslie Fay and Diane White were also invited to attend this short planning meeting. • At this meeting, we agreed to the following plan, including the corresponding monetary projections for budget planning: • It would be most efficient to have a single working group which targets in sequence the identified Regional Comprehensive Plan Objectives, #3, #5-7. • This working group shall consist of nine (9) SCC faculty: English (2); Math (2); ESL (2); DSP (1); CTE (2). • Assigned SCC faculty would elect a faculty chair at its first meeting. • Leslie Fay, as the SCC liaison for AB 86 planning, shall work closely with the faculty chair. • This group shall meet weekly on Tuesdays, 3-5 PM, starting September 16, 2014, for the reminder of the semester up to the final week of December, if required (up to fourteen ((14)) weeks). • Faculty workload shall not exceed six (6) hours per week, or eight (8) hours for the Faculty Chair, including the weekly two-hour meeting. • Money would be set aside for substitutes should conflicts between a faculty member's teaching obligation conflict with required participation (up to ten ((10)) hours total). • Diane White and Michael Wyly will work with the group as needed. • Diane White would submit the necessary Form 6's to the Board of Trustees for approval. • Melissa Reeve, Diane White, and Michael Wyly will work to solicit faculty involvement. • Approximate faculty hourly rates would be determined at the average rate. • Approximate hourly substitute rates would be determined at the average rate. • 40% of Leslie Fay's assignment would be for AB 86 planning. • Appointees are: • DSP: Candace Roe • CTE: Ken Williams and Shawn Carney • Math: Barbara Villatoro and Corrine Kirkbride • English: Carlene Coury and Karen Lowe • ESL: Melissa Reeve and Michael Klieman This working group will begin to meet tomorrow, Tuesday, 9.16.2014, to develop the AB 86 plan. As we proceed, the Senate may expect to review drafts of this plan, including plan approval in December.
Full Time Hiring Processes Update, Faculty and ALG	One topic discussed at the last 10+1 was irregularities in hiring processes for both faculty and ALG positions. The first was the hiring of two FT faculty when the initial committee has not forwarded names for that position. The second was the promotion of an interim manager to the full-time position, despite the development of a committee, including faculty appointments. I expressed concern re: proper process and procedures with respect to hiring, including the elimination of the faculty role in vetting candidates or having direct input on these decisions at all. Moreover, with respect to the faculty positions, I detailed what the committee and the Senate might have done so that the College both adhered to its processes while also accomplishing key hiring goals. Dr. Laguerre understood my concerns while taking responsibility for both of these decisions. Further, we agreed that he would speak to both of these issues as a part of this address later today.

Shared Governance Report, Budget	Comments/Questions: VP Jaimez noted another recent adjunct hiring irregularity issue in kinesiology. It is agendized for the next 10+1 meeting.

Two meetings of Shared Governance occurred since the last meeting of the Senate. I attended the first, and LaNae attended the second in my stead (although non-voting). At the first, VP Yulian Ligioso presented his most recent budget numbers. Substantial feedback was given as to what the College could do, including input on Enrollment Management and planning. Moreover, further itemization of presented figures was requested; for example, the figure "Academic Salaries" was regarded as too broad. VP Ligioso requested recommendations re: identified programs. No action was taken as SG did not feel that the plans were well vetted and that they did not have a complete enough of a picture. At the second meeting there was a discussion on the board policies already identified to the Senate at our last meeting and via email. No major concerns were voiced and SG voted in favor. VP Ligioso gave another updated budget report. Currently, VP Ligioso is making the rounds at School meetings. Does the Senate also want an updated report?

Comments/Questions: Interim Vice President Diane White stated VP Ligioso itemized and presented to the Board of Trustees some categoricals that were encroaching on the general fund. In response to President Wyly's query, Senators agreed it would be helpful to invite VP Ligioso to the October 6th Senate meeting to answer questions raised during his August Senate presentation. |
| *Working with Admin re: DE, including reminders re: Title 5 and Accreditation* | As the College looks to enhance its DE offerings, I will be working with our committee chairs and administration to be sure Title 5 mandated processes are not viewed as roadblocks but as opportunities to solidify our programs per state law and identified accreditation standards. While VP Roger Clague is here to begin to work with us so that we may address collectively important curricular considerations, it may be that I have additional information to add to this portion of my report, as there is a meeting on this subject scheduled for later today. Any updates therefore will be given verbally only as a part of the President's Report. The meeting is scheduled for 9.15.2014 at 1 PM. I should add that I have asked to be invited, but have yet to receive an invitation, or any reply whatsoever; however, given the content of the meeting, I will be going anyhow.

Comments/Questions:
President Wyly reported that, in regards to offsite courses, many obstacles were identified as a result of today's earlier meeting. DE/Prison classes will be an information/discussion item on the next agenda. DE Coordinator Dale Crandall-Bear will present what it might look like to apprise Senators of the vision for constructive feedback. There are clearly curricular concerns with respect to DE. There are essential things to ensure Title 5 compliance for anyone developing online course delivery. S/P Laguerre expressed his gratitude to President Wyly and Coordinator Crandall-Bear for stepping up and providing good faculty input. He added that prison classes can be good for our community and help the College in many ways. There has been discussion to start classes in January or possibly delaying the start to have time to resolve any concerns. |
| *Peer Review* | Since the last Senate meeting, I met with Faculty Association (FA) President Jim DeKloe regarding how to move forward with Peer Review. Moreover, we addressed this topic in the last 10+1 meeting. The FA would like to work with the Senate to develop Peer Review language which it may then present as a part of the negotiations process. This will likely mean a joint task force in the near future. That said, I have suggested that the Senate and the FA must first be on the same page with respect to the goals of peer review. To initiate this conversation, our chief negotiator, Sandy Rotenberg, and Jim DeKloe will present the FA's vision of the purpose/goals of PR. The Senate will then have time to review said goals and to argue additions or other edits. Once we are sure we have the same goals in mind, we will discuss the composition of a task force to realize procedures for future vetting. |
| *Fall & Spring Plenary, Academic Academy,* | Given the current budgetary picture and the resulting review of all fiscal requests, I will be submitting to IVP White and VP Ligioso a request for funding SCC participation at all identified events. I will also be working to be sure that participating faculty and non-faculty—in the case of two—understand that there |

Accreditation Institute, Leadership Institute	role is to bring back via report essential information. Ideally, I would like to see four (4) faculty attend each plenary, including the President and VP, four faculty/admin attend the accreditation institute (one per standard), an identified team dedicated to Student Equity and 3SP, including its relation to transfer and articulation, attend the Academic Academy, and team of three, including the President and VP, attend Leadership. Please look for an email from me in the coming days soliciting interest.
Shared Senate Priorities	Last week, I sent an email to all faculty re: Senate goals/priorities. Please be sure that you are soliciting feedback from your constituencies in the coming week(s).
Elections Update	Thanks to Connie, LaNae and Les, ballots have been sent to all part-time/adjunct colleagues to elect both representatives to the Senate. Please actively encourage their participation in the voting process.
7. Superintendent-President's Report *Kaiser/SCC Picnic Support Coverage*	*Kaiser/SCC Family Picnic:* S/P Laguerre encouraged everyone to attend the Family Picnic this Saturday, September 20th. It is not necessary to be a member of Kaiser to participate. *Support Coverage:* S/P Laguerre discussed support at the centers with his Cabinet and they are working on a plan to provide adequate coverage at the Vacaville and Vallejo centers after 5pm. S/P Laguerre is also working with Chief of Student Services, Shirley Lewis, to have longer hours at the Fairfield campus, especially in counseling, admissions, and financial aid. He acknowledged it can be hard for people to find support on campuses at night. Although services will be limited, the plans are to be comprehensive and in effect as soon as possible.
Shared Learning	*Shared Learning:* Last Friday, a group of 13 people, including College staff and superintendents from Winters and Benicia, visited Cisco in San Jose to look at their shared learning model and the technology they use. S/P Laguerre reported it was a wonderful adventure and a lot was learned, even by those already familiar with that type of system. S/P Laguerre worked with live access in the past and stated it is much better now and cameras follow instructors to remain in students' view. Reasons to consider this for the College include: to help fill classes with low enrollment that have interested students at different campuses; to provide access to higher level classes; high schools could also participate and work with one another, providing more access to education in the county. Something like this is needed and the response from attendees was positive.
Enrollment	The College was approached by the Solano County Education Office and will have a follow-up meeting soon to look at many activities that could give us different and stable sources of enrollment. Youth released from the juvenile facility need a good education so they can be as helpful as possible to themselves and society. Increasing available degrees will also help bring in additional students for college. <u>Comments/Questions:</u> President Wyly reminded S/P Laguerre that, at the 10+1 meeting, he agreed to address hiring irregularities. His response will be forwarded to the Senate. Issues discussed at 10+1 included promotions and the process used for horticulture positions. Senator Cittadino asked if the bill regarding teaching at State prisons was signed by the Governor. S/P Laguerre replied that is hasn't been yet but someone at the Chancellor's Office will let him know when it is signed. The Governor has until September 30th and, if it is signed, workshops will be scheduled throughout the state.
8. Interim Vice President's Report *Common Core*	*Support at Centers:* IVP Diane White reported there are plans to expand Saturday class opportunities at the centers. Support coverage will be needed and included in the expansion proposal. *Common Core:* S/P Laguerre poled people across campus and in the County. IVP White suggested creating a Common Core path on the website to more easily find information, rather than searching in shared drives. If faculty have any Common Core information they would like posted, it should be sent to Laurie Gorman. President Wyly noted the book adopted by the Fairfield-Suisun Unified School District offers a good read and good practice. He will send the title to Erin Duane who offered to order it for the library.

Instructional Equipment	*(Handout distributed)* The College will receive $1.1 million for equipment and deferred maintenance and there won't be a match requirement this year. It is significantly higher than the $109,000 received in AY 2013-14. IVP White will work with VP Ligioso to find out the amount of deferred maintenance which will absorb a significant portion and needs to be taken care of first. Once the deferred maintenance is known, the balance that remains of the $1.1 million will be very helpful as a good down payment to begin covering some of the instructional equipment needed. The handout is from the Chancellor's Office budget workshop. One side shows what can be funded and the other side lists what can't be funded with this money. Unfortunately computers aren't on the funding list but there are more allowable items than in the past. IVP White would like to review last year's requests with the deans to decide what falls within priorities. The equipment requests that were submitted to the Strategic Proposal process will be reviewed. There were a number of proposals last year for instructional equipment. At that time it was expected there should be funding this year so the proposals were taken out of the proposal process and put on the equipment list. Because needs for equipment arise at different times throughout the year, available funds won't be spent all at once. It is unlikely there will be rollover. Fluidity and flexibility is desired. IVP White will update the Senate on how the funds will be set up and allocated. Comments/Questions: Senator Cittadino asked if shared learning would fall under the approved area of the State list. IVP White affirmed it covers a lot of technological items. However, Cisco stated they offer grants for their equipment as well.
Federal Government 2014-2015 Budget Act	*(Handout distributed)* IVP White read the document regarding the categorical funds (called "awards"). She spoke with the Sonoma State Provost and will meet with him on September 23 to discuss a proposal to collaborate in the use of awards. IVP White noted Sonoma is also interested in collaborating with Nursing and other partnerships will be considered as well. The parameters seem fairly broad for innovative approaches. Comments/Questions: President Wyly asked when input will be solicited from faculty. IVP White responded there is some time to think about it. She anticipates faculty here and at Sonoma State would be involved in developing this to come up with specific objectives to pursue. IVP White will report back to the Academic Senate regarding what Sonoma State is interested in pursuing. She knows they are interested in expansion in partnership with Vallejo. There may be ways to connect and integrate efforts as a comprehensive whole.
9. Action Items: **9.1 Emergency and Part Time Hiring Policy/revised**	Moved by VP Jaimez and seconded by Senator Duane to approve the Emergency and Part Time Hiring Policy. Discussion: Senator Conrad pointed out the document is a report from the Hiring Policy Committee. A well written legitimate policy is needed. VP Jaimez withdrew her motion. Moved by Senator Duane and seconded by Senator Conrad to **approve of the Committee's findings in the report, accept the recommendations, and move forward to develop new policy based on those recommendations**. Discussion: President Wyly stated the next step will be to craft the recommendations into policy language. This item has been on the Senate task list since last fall and the deadline should be regarded as pressing. IVP White noted that any group that is part of participatory governance can write policy and she recommended VP Jaimez and President Wyly work with her to write this policy and also add an addendum to the fulltime hiring policy. Professor Dambrosio pointed out 400 level policies ultimately go through Human Resources and will have to be consulted before the policy is submitted to Shared Governance and the Board of Trustees. Professor Dambrosio, as head of policy at the College, is tasked to work with any group to do research or final policy review. President Wyly called for a vote on the motion. **Motion carried unanimously.** Moved by Senator Conrad and seconded by Senator Cittadino to **identify a task force to write the hiring policy**. **Motion carried unanimously**. President Wyly will email the Academic Senate about the task force this week.
9.2 Accreditation Mid-term Report	Accreditation Coordinator Dambrosio noted that the Senate vote today will be taken by President Wyly to Shared Governance on Wednesday. Moved by Senator Duane and seconded by Senator Conrad to **accept the Accreditation Mid-term Report.**

	Discussion: Coordinator Dambrosio stated the report was emailed to everyone and she will continue to send any updates to $All so that no one is left out. She feels very confident that all the pieces are in place. The report is three times larger than last year and revisions continue as she works with respective writers and to resolve questions. This morning the President's Cabinet accepted the report. Coordinator Dambrosio asked for any additional input, such as corrections or clarifications, to be sent separately, rather than within the report. President Wyly reminded everyone the report will continue to be a living document. However, no substantive changes are expected but, if made, the report would have to return to Senate for another approval. **Motion carried unanimously.**
9.3 Update the Academic Program Review Committee Membership	Moved by Senator Obegi and seconded by VP Jaimez to **approve the revised Academic Program Review (APR) Committee membership.** Discussion: Senator Obegi, APR Coordinator, reminded Senators of the reasoning behind changing the role of deans, the AAVP, Institutional Research & Planning, and students on the Committee from voting to advisory. Deans have the opportunity to review reports before and the AAVP after the APR Committee reviews them. Student participation would be valuable for Committee business discussion but not during actual review. Senator Berrett reported a constituent asked him to bring up a point of procedure; a Program Review submitted last year was sent back for changes and returned and the current status is unknown. Senator Obegi replied that would be addressed under the next agenda item. **The motion carried unanimously**.
9.4 Student Equity Plan/Combining Committees - Proposal	VP Jaimez explained the Student Equity Committee is asking support for consolidation of five groups, committees and taskforces, which address student success and/or equity issues resulting in duplication and overlapping of efforts. Moved by VP Jaimez and seconded by Senator Cittadino to **support the consolidation of the Student Equity Planning Committee, the Student Success and Support Program (3SP), the Academic Success Center (ASC) Taskforce, and the Cohort Default Prevention Taskforce into a single committee.** Discussion: VP Jaimez reported people on the committees agree to the consolidation. President Wyly pointed out that these groups are all combined under the same umbrella in the State Academic Senate as well. VP Jaimez stated the plan is to have each person in charge of the separate plans remain in charge of those areas. The consolidation will help with efficiency. **The motion carried unanimously.**
10. Information/ Discussion Items **10.1 Shared Learning – Roger Clague & Dale Crandall-Bear**	Chief Technology Officer, Roger Clague, thanked the Senate for inviting him to discuss shared learning. He presented some background. About a year ago, CTO Clague was asked to look at the possibility of putting shared learning into a prison. He made some proposals to what was technically feasible; there were some challenges to the procedure; it was kept on the back burner. S/P Laguerre approached CTO Clague a month ago inquiring if we would be in position to do shared learning amongst campuses to keep courses going. For example, there could be enough students from the three campuses combined to run a course. CTO Clague referred to this as shared learning, from his experience using this technology for many years in K-12. Laws made in Sacramento haven't caught up with educational technical capabilities. In an environment with six students and an 80-inch screen and cameras, instructors are more face-to-face with students than in Distance Education. Technically speaking, the College could be in a position to roll shared learning out in the spring with about ten at each location and the possibility of adding Winters and Dixon, and maybe another high school down the road. Not yet identified are: how to manage; which faculty are best suited to use shared learning; how to be reported; how to be managed; what subjects will work best with this model. Rather than being a "pilot", it is really an exploration of what is doable in the new technology world. CTO Clague went with the group to Cisco and viewed their system in action. He noted he isn't necessarily advocating for Cisco and there are ways the College can accomplish the technology for less money. Money would not be taken from general funds but would be part of the bond funds to investigate how to rebuild if we decided this is the best way for us. There are hurdles to overcome, clearly training and familiarization requirements for those who want to be part of this opportunity. Metrics would have to be built for tracking. CTO Clague shared that, in his first career as a British army officer, he was told that war is the art of the possible; now he sees it as education is the art of the possible. To look at what we're capable of doing, if we so choose,

we have a pivotal opportunity to deliver any time, any place, and anyhow, education to the students and community we serve. Senate and faculty support are needed to do this.

Comments/Questions: Senator Berrett questioned requirements for someone on site for remote classes. CTO Clague responded that the sophisticated technology is simple for instructors to use. He advocated that it would be nice to have several locations so instructors could spend time at different locations teaching the same cohort. Senator Berrett questioned how we'd expect equipment to remain in the classroom without supervision.   Senator Cittadino noted, at another college, someone was always in the classroom to let people in and out, but it wouldn't have to be an instructor. CTO Clague stated the College has full time technicians who could have part of their charge to open rooms and welcome students. He mentioned discussion at the Cabinet meeting about how to provide administrative support at campuses to be part of education delivery. Necessary personnel would be figured into the cost analysis. Faculty would not be replaced with technology but more students could be served. If it is decided this is a good teaching/learning model, it can be incorporated to have two to three smaller classes at campuses without wasting class space. This is over and above what DE is doing subject to getting approvals. He acknowledged the need to be sensitive about space usage and added that small conference rooms might be one option for these classes.

President Wyly noted there are clear curricular concerns to be addressed, specifically the need to develop an approval process through the Curriculum Committee for this method of instruction. Secondly, it is important to engage faculty from the beginning, not at the end of this plan. He suggested that, as disciplines are identified for this venue, we reach out to those departments and share what would be involved and the process. Senator Conrad stated there are things beyond curriculum that are more complicated for prison classes. However, for the shared learning modality, the online format could likely be used and because it is a local choice and process, courses could move through the Curriculum Committee in time for spring, if identified soon. CTO Clague noted that a lot of courses wouldn't fit this method and it would be important to start with courses that would work best with shared learning to succeed. The same idea applies to faculty. From his personal experience, shared learning involved $10 million a year for diverse but non-mixed communities, creating voluntary integration by virtual extension of classrooms instead of bussing children.   CTO Clague gave examples of how barriers were broken down and learning experiences shared.

Senators raised additional concerns regarding equity, workload, and impact on departments. President Wyly asked Senators what next step they wanted to take. Senator Berrett stated he would like to take this information to constituencies and solicit feedback. President Wyly will try to have this back on the next agenda. Senator Conrad suggested asking constituents what courses they think would be prime candidates. President Wyly requested everyone make conscious effort to solicit input. DE Coordinator Crandall-Bear stated the crux of this topic is for faculty in departments where shared learning can work. The first step of the process for DE is signatures from faculty. CTO Clague could be invited to speak with departments. Senator Berrett opined the first question will be about what problem this technology solves.   CTO Clague said the way this idea was presented to him was about the short-term problem that needs to be fixed – many courses cancelled due to low enrollment.   Senator Cittadino noted there are also courses not being taught at centers because there is no one to teach them. Learning Communities is another area to think about with this technology.   CTO Clague stated we're also looking to serve high school students and the technology could be applicable to that as well as increasing international enrollment. There are many opportunities that could potentially open up. He reiterated that education is the art of the possible.
President Wyly asked Senators to speak with their constituents to get input and see what their needs are. CTO Clague concluded that, without Senate support, shared learning can't happen.

| **10.2 Solutions for Additional Procedural Program Review Language in the APR Committee** | APR Coordinator Obegi reported that, early in the semester it became clear the Committee hit some bumps in terms of the new PR process including a lot of self-studies are getting stuck. The original language was written, when the Vice President was giving feedback, they could suggest revisions. Some faculty didn't want to make suggested changes and, as the policy was written, those self-studies became stuck and couldn't move on to the next step. The Committee discussed this concern and Coordinator Obegi spoke with the Vice President. At the recent APR meeting, the Committee came up with additional ideas that she shared with the Senate in order to get feedback. A document was emailed and |

Handbook – Amy Obegi	hardcopy distributed. The 2nd side of the handout explains the changes proposed to keep reports from getting stuck in process and another change to stop the feedback phase requiring signatures of many people. Rather than getting feedback at that point and requiring signatures, it would just be for information because the self-studies would already have been reviewed by the Committee, deans, and the AAVP. The Committee wanted to ensure closing of the loop by making these changes. President Wyly met with Coordinator Obegi to discuss some of the issues; he advised it was most appropriate for the APR Committee to develop a solution to the problem and bring to the Academic Senate. He encouraged everyone to review the language. The proposed language change will be an action item on the next agenda. If anyone has input, it should be forwarded prior to the next meeting when the language will be reviewed again and action taken. Coordinator Obegi clarified the goal isn't to change the self-studies, only to request and note inaccurate or missing data. VP Jaimez suggested it might make more sense to say that faculty is entitled to rebuttal, then be done and move into the next cycle. The process could end without the necessity for agreed resolution. The text would not be changed, just an addendum added. Addendums wouldn't need to be used often and faculty may or may not want to respond to the addendum. Senator Berrett asked about outright rejections and what recourse there is. Coordinator Obegi noted she only sent back one study as "rejected" because it didn't follow template. If the AAVP doesn't agree, faculty still have purview of programs and they don't have to make changes suggested by administration. Coordinator Obegi suggested waiting on approval of this change proposal before submitting self-studies. She wants to see Program Reviews published. Coordinator Obegi will send the proposal with revisions as discussed to review before the next meeting when it will be an action item. Senators acknowledged the remarkable work Coordinator Obegi and the Committee have accomplished.
10.3 Creation of Task Force to Develop One Annual Form	for Updating/Reviewing PR/EMP/PLOs – Amy Obegi & LaNae Jaimez Moved by Senator Cittadino and seconded by Senator Williams to **table Items 10.3, 10.4, and 10.5 due to time constraint**. **Motion carried unanimously**.
10.4 Creation of Yearly Update	for all Programmatic Assessments (Program Review, PLOs, EMPs) – Amy Obegi **Tabled** (see 10.3)
10.5 Faculty Hiring Policy 4005	Procedure Revision – Michael Wyly **Tabled** (see 10.3)
11. Reports	11.1 Subcommittees 　　11.1.1 Basic Skills/Learning Communities – Melissa Reeve (report emailed Sept. 11) 　　11.1.2 Curriculum – Curtiss Brown (report emailed Sept. 11) 　　11.1.3 Distance Ed – Dale Crandall-Bear (report emailed Sept. 11) 　　11.1.4 Flex Cal – Chuck Spillner (report emailed Sept. 11) 　　11.1.5 Program Review – Amy Obegi (report emailed Sept. 11) 11.2 Other Committees 　　11.2.1 Assessment – Gene Thomas 　　11.2.2 10+1 Committee – LaNae Jaimez 　　11.2.3 Election There were no 11.2 reports due to time constraints.
12. Action Reminders	Program Review needs a representative from either Library or Counseling, a student representative, and could use another representative from Health Sciences.
13. Announcements	13.1 The next regular Senate meeting will be held on September 29, 3:00 – 5:00 pm in ASSC 1421. 13.2 Senator Williams encouraged participation at the main campus Coastal Cleanup on Sept. 20.
14. Adjournment	It was moved by VP Jaimez and seconded by Senator Conrad to adjourn. Meeting adjourned at 5:05 pm.