



## ACADEMIC SENATE

**Approved Minutes**

**December 11, 2017**

**Honeychurch Board**

**Room 3:00 pm – 5:00 pm**

<b>1. Call to order</b>	President Wyly called the meeting to order at 3:06 pm.
<b>2. Roll Call</b>	<p><b>Academic Senate:</b> Michael Wyly (President), LaNae Jaimez (Vice President), Erin Duane, Nick Cittadino, Rusty Mayes, Cristina Young, Terri Pearson-Bloom, Lue Cobene, Andrew Wesley, LaVonne Slaton, Margherita Molnar, and Rachel Purdie.</p> <p><b>Guests:</b> Celia Esposito-Noy (Superintendent-President), David Williams (Vice President of Academic Affairs), Greg Brown (Vice President), Jim Petromilli, Erica Beam, Ferdinanda Florence, and Amy Obegi.</p> <p><b>Absent:</b> Josh Scott, Jim DeKloe, Joel Powell, Scott Parish, Janene Whitesell, and Anne Niffenegger.</p>
<b>3. Agenda approval</b>	Senator Cittadino motioned to approved the agenda of December 11, 2017. It was seconded by Senator Wesley. The agenda was approved unanimously.
<b>4. Approval of Minutes</b>	Senator Pearson-Bloom motioned to approve the amended minutes of December 4, 2017. It was seconded by Senator Duane. The motion was approved unanimously. Senator Cittadino requested to amend item 11.1 to update the word “years” to “semesters.” VP Jaimez requested to modify information on item 6.4 to reflect that Lauren Taylor-Hill will be replacing former Senator Cabrera and Derek Lan will be replacing Senator Powell.
<b>5. Comments from the Public</b>	There were no comments from the public.
<b>6. AS President Update</b>	
6.1 Welcome! New Senators: Lauren Hill-Taylor and Derek Lan	President Wyly introduced Lauren Taylor-Hill and Derek Lan as new senators to start on 2018 Spring semester.
6.2 Math Taskforce Update	President Wyly stated that the Math Taskforce convened on December 6, 2017. Barbara Villatoro will be the chair. Dean Peter Cammish distributed data regarding completion and equity gaps. The taskforce tentatively agreed to meet twice a month in Spring semester and provide recommendation in the middle of the semester.

6.3 Senate After Dark  
Gathering

Vice President Jaimez invited meeting attendees at her residence for a gathering to celebrate Academic Senate's achievement this semester.

6.4 January 11, 2018  
Academic Senate Meeting  
and Joint Meeting with  
Academic Deans

President Wyly reminded senators of the first Academic Senate meeting on January 11, 2018. The morning session will be a regular senate meeting, while the joint meeting with the educational administrators will be a presentation regarding Guided Pathways.

**7. Superintendent-  
President Report**

S/P Celia Esposito-Noy announced that the scheduled power outage on December 10, 2017 was cancelled. Jim Petromilli will provide an update via email after December 13, 2017. VP David Williams stated that grades will be due on December 21, 2017. S/P Esposito-Noy and senators had a robust conversation about the library. The following topics discussed were: (a) location of the new library, (b) submitted library plan to the state in 2013, (c) staff relocation, and (d) plan for the existing library space after demolition.

**8. VP of Academic Affairs  
Report**

David Williams, Vice President of Academic Affairs, did not provide an update.

**9. Consent Agenda –  
Action Item**

There were no items on this section.

**10. Action Items, Including  
Items Removed from  
Consent**

10.1 Professional  
Development Committee's  
Wording for Rubric Form

Vice President Jaimez presented the updated language for the Professional Development rubric form (see attached document). Meeting attendees recommended the following items: (a) invite the faculty during the PD committee meeting to address any inquiries, (b) request that the faculty specify if the course/conference was part of a series, and (c) to consider adding the phrase, "How does this differ from or build up from the previous PD conference attended." President Wyly recommended the senate review the final iteration semester.

10.2 Academic Renewal

Senator Cittadino presented BP 5110 (see attached document) and recommendation to modify the section 1 item D from, "Course taken three or more semesters (not including summer session) prior to petitioning," to "Course taken two or more semesters not including summer session prior to petitioning" and anywhere else on this document where the three semester requirement was referenced. Senator Cittadino motioned to approve the modification mentioned above. This was seconded by Senator Cobene. The motion was approved by the senate unanimously.

10.3 Program Review Handbook and Two-Year Template

Program Review Coordinator Ferdinanda Florence presented PR handbook and two-year template (see attached documents). Senator Pearson-Bloom motioned to approve both documents as presented. It was seconded by Vice President Jaimez. The motion was approved unanimously.

10.4 Peer Review Handbook Review

President Wyly presented the Peer Review handbook (see attached document) to senators. He stated that this document had been provided to deans, faculty negotiation, and Human Resources. Article 4 from CBA will be included once finalized. He recommended to follow the procedures outline for one calendar year before reevaluation. Vice President Jaimez motioned to approve the Peer Review handbook as presented. It was seconded by Senator Pearson-Bloom. The motion was carried unanimously.

10.5 Guided Pathways Self-Assessment Outline Summary

President Wyly and VP David Williams presented, “Guided Pathway Self-Assessment Tool,” (see attached document). This document will have a submission deadline of December 23, 2017.

Key Element		Scale of Adoption			
		Pre-Adoption	Early Adoption	In Progress	Full Scale
Inquiry	1. Cross-Functional Inquiry			X	
	2. Shared Metrics			X	
	3. Integrated Planning		X		
Design	4. Inclusive Decision-Making Structures	X			
	5. Intersegmental Alignment			X	
	6. Guided Major and Career Exploration Opportunities	X			
	7. Improved Basic Skills			X	
Implementation	8. Clear Program Requirements		X		
	9. Proactive and Integrated Academic and Student Supports		X		
	10. Integrated Technology Infrastructure		X		
	11. Strategic Professional Development			X	
	12. Aligned Learning Outcomes				X
	13. Assessing and Documenting Learning			X	
	14. Applied Learning Opportunities		X		
<b>Overall Self-Assessment</b>			X		

11. Information/Discussion Items

11.1 Academic Calendar Update

Academic calendar senate representative Joe Conrad was not able to attend this meeting but provided a copy of 2019-20 Academic Calendar (see attached document) and the following update: “The calendar committee met again and dealt with the concerns the senate had expressed. Namely, the number of flex days was restored to seven. This was done by adding an optional day on Tuesday Oct. 8, 2019 and Thursday February 13, 2019. This required us to reduce the

number of instructional days each semester to 79. This also balanced the week day count so that there is no longer two more TR classes than MW classes in either semester. Finally, I should note that this version is a draft and will need to go through the approval process before it becomes final.”

11.2 2018 Spring Election List

President Wyly announced the upcoming Spring elections for the senators listed below. Concurrently, elections for Academic Senate President and Vice President and ratifications of the senate by laws will take place.

TERMS: 2016-2018	
Senator	School/Department
Nicholas Cittadino	Counseling
Rusty Mayes	School of CTE & Business
Cristina Young	School of Mathematics & Science
Terri Pearson-Bloom	School of Health Sciences
Lue Cobene	School of Liberal Arts
Joel Powell	School of Social & Behavioral Sciences
Scott Parrish	At-Large Senator
Andrew Wesley	Adjunct Faculty Representative

11.3 AY 2017-18 Senate Priorities: How Are We Doing?

President Wyly presented, “AY 2017-18 Senate Priorities: How Are We Doing?” (see attached document). This document will be included at the next AS meeting for action.

**12. Reports**

12.1 Assessment Committee Mid-Year Report

Assessment Committee Coordinator Amy Obegi presented, “Assessment Committee Goals and Self- Assessment,” (see attached document). She stated that the SLO button on META will be removed on January 19, 2018. The Curriculum committee will approve SLO updates after this deadline. There will be three classes offered during Spring Flex day: (1) how to assess, (2) how to map, and (3) faculty assistance.

12.2 Distance Education Mid-Year Report

Distance Education Coordinator Erica Beam presented, “DE Committee Goals and Self-Assessment,” (see attached document). The following items were challenges that the committee were experiencing and requested guidance from the senate: (a) committee membership, structure, and spring 2018 meeting schedule, (b) scheduling hybrid courses, (c) DE peer review, and (d) senate approval on letter of interest for OEI Consortium (see attached document). President Wyly proposed to discuss these items at the next Academic Senate meeting where more time will be assigned for more in-depth discussions.

12.3 Program Review Mid-Year Report

Program Review Coordinator Ferdinanda Florence presented, “PR Committee Goals and Self-Assessment,” (see attached document).

**13. Other Committees**

There were no items on this section.

**14. Upcoming Items  
and/or Action  
Reminder**

- 14.1 Curriculum Committee– Jim DeKloe (1<sup>st</sup> meeting of the month – 5 minutes).
- 14.2 Basic Skills – Joshua Scott (1<sup>st</sup> meeting of the month – 5 minutes).
- 14.3 Faculty Development/Flex Cal – LaNae Jaimez (1<sup>st</sup> meeting of the month- 5 minutes).
- 14.4 Review Draft of Academic Calendar – Joe Conrad
- 14.5 Updated Curriculum Handbook
- 14.6 Adjunct Faculty – Rachel Purdie, Andrew Wesley, and LaNae Jaimez

**15. Adjournment**

Senator Cittadino motioned to adjourn the meeting. It was seconded by Senator Wesley. The motion passed unanimously and the meeting adjourned at 5:11 pm.

**ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN THE BOARD ROOM UNLESS OTHERWISE NOTED:**

December 11, 2017

January 11, 2018

January 22, 2018

February 5, 2018

February 26, 2018

March 5, 2018

March 19, 2018 (Location: Vallejo Auto Tech at 2:30 pm -5 pm)

April 9, 2018

April 23, 2018

May 7, 2018

May 14, 2018

**Documents Reviewed at this Meeting**

1. Suggested Wording for PD Rubric
2. BP 5110
3. Peer Review Handbook
4. Guided Pathway Assessment Tool
5. 2019-20 Academic Calendar
6. AY 2017-18 Senate Priorities: How Are We Doing?
7. Assessment Committee Goals and Self- Assessment
8. DE Committee Goals and Self-Assessment
9. PR Committee Goals and Self-Assessment
10. OEI Consortium