



Academic Senate Council Adopted Minutes

September 13, 2013: 2:30-4:30 p.m.

SLO Room 3142 (PDC) | NCC Room 3213 (Polycom)

	VACANT ASCC Student Rep.	x	Silvio Favoreto Biology	x	Susan Iredale Business	x	Debra Stakes CCFT President
x	<u>Katherine Blum</u> / Janet Florez Counseling	x	Cherie Moore Curriculum Chair		VACANT DSPS	x	Steve Leone English
x	Stacy Millich Engineering & Tech. <u>Dave Fernandez</u>		Devon Hodgson Student Development and Success	x	Margaret Korisheli/ <u>Doug Highland</u> Fine Arts	x	Matt Knudsen Full-time at-large
	VACANT Human Development		Allison Merzon Kinesiology, Health Science, and Athletics	x	Betsy Dunn Lang. & Communication		VACANT Learning Resources, Academic Support
x	Denise Chellsen Mathematics		VACANT N. County at-large	x	Antonia Torrey Nursing	x	Louise Spadia- Beckham Part-time at-large
x	<u>bree valle</u> / Dave Becker Performing Arts	x	Patrick Len Physical Sciences	x	Kevin Bontenbal President	x	<u>Lise Mifsud</u> / Katherine Neidhardt Social Science
x	Julie Hoffman Vice-President						

I. APPROVAL OF AGENDA (1 min.)

Consensus reached.

II. APPROVAL OF MINUTES (August 23, 2013) (2 min.)

Consensus reached.

III. PUBLIC COMMENT: *All public comments will be limited to three minutes in length for each speaker.*

Opportunities for public comment will also be provided for each agenda item during discussion on each item and before proposals are called for approval.

No public comment.

IV. BUSINESS AGENDA: *Be sure to discuss these items with your division faculty so you can adequately represent your division in reaching consensus on these items.*

1. Program Discontinuance Task Force Recommendations (20 min.)

Background: At its January 25, 2013 meeting, the Academic Senate Council approved the formation of a task force (consisting of Academic Senate, CCFT, and Management representation) to evaluate *AP 4021: Program Discontinuance* and recommend changes to the Academic Senate Council by the end of the Spring 2013 semester. This task force met during the Spring 2013 semester and following its review of *AP 4021: Program Discontinuance*, literature on program discontinuance and program review, and processes and policies from other colleges and developed a list of recommendations. The recommendations attempted to express the belief of this task force that program vitality, revitalization, and discontinuance are important aspects that are connected in various ways and should be treated holistically. Therefore, the recommendations went beyond just suggested revisions to *AP 4021: Program Discontinuance* in an attempt to strengthen the institution's commitment to the intrinsic value and ongoing vitality of all programs, from the time the decision is made to start a program, to the decision to possibly discontinue a program. The task force recommendations were discussed and feedback was provided at the August 23, 2013 Academic Senate Council meeting. Following that meeting, revisions were made to the original

recommendations to better reflect the beliefs and intentions of the task force and to capture the feedback provided at the August 23, 2013 Academic Senate Council meeting.

Proposal: The Academic Senate Council approves the following recommendations from the Program Discontinuance Task Force with feedback provided at the September 13, 2013 meeting, and requests that work to address and implement these recommendations, by appropriate committees and individuals, begin in Fall 2013.

1. The task force recommends that the district's commitment to maintaining the vitality of every Program it offers be reflected in its ongoing program review, revitalization, and viability processes.
2. The task force recommends that a more comprehensive and robust program revitalization process, that reflects the district's commitment to all the programs it offers, be included in the IPPR process.
3. The task force recommends that part of the district's commitment to maintaining the vitality of every Program it offers is to give programs that are being revitalized consideration in the full-time faculty prioritization and institutional resource allocation processes to assist in meeting program revitalization needs.
4. The task force recommends that a program viability procedure be developed that would be used to determine if a program continues to facilitate the mission of the institution and/or serves a clear community or labor market need.
5. The task force recommends that established and appropriately weighted quantitative and qualitative criteria, that would trigger the program viability process, be incorporated in the IPPR process.
6. The task force recommends that the program viability procedure 1) clearly delineate what criteria will be evaluated during the process; 2) provide meaningful opportunities for input from all stakeholders involved, including students and the community; and 3) provide for various outcomes (i.e. revitalization, suspension, or discontinuance).
7. The task force recommends that a program discontinuance procedure be developed that provides the mechanics for discontinuing a program (i.e. teach out provisions, curriculum changes, student and community notifications, etc.) that was determined to no longer be viable as a result of the program viability process.
8. The task force recommends that criteria be established and used in new program approval decisions, including consideration of how the proposed program facilitates the mission of the institution and/or serves a clear community or labor market need.
9. The task force recommends that the district be committed to honoring and following all program approval, revitalization, viability, and discontinuance policies and processes, and under no circumstances alter or deviate from these policies and processes without full agreement from all stakeholders.

Tabled.

2. SLOCCCD Follow-Up Report – Draft 2

(30 min.)

Background: The February 2013 action letter from ACCJC indicated that Cuesta was on warning and that it needed to submit a follow-up report on October 15, 2013 demonstrating how it has fully addressed Recommendation 2 and Eligibility Requirement 19. At its August 23, 2013 meeting the Academic Senate Council provided feedback on the first draft of the *SLOCCCD Follow-Up Report*. The Accreditation Steering Committee has considered the feedback from the Academic Senate Council, College Council, and the Planning and Budget Committee in developing a second draft of

the *SLOCCCD Follow-Up Report*. Located in the Academic Senate's SharePoint site under Libraries, ASC Meeting, 9/13/2013 folder is the second draft *SLOCCCD Follow-Up Report*. Also located in the ASC Meeting, 9/13/2013 folder is a document listing how the feedback from the Academic Senate was addressed.

This is the 2nd read of the follow-up report by the Academic Senate, College Council, and the Planning and Budget Committee, will also be reviewing and providing feedback on the second draft *SLOCCCD Follow-Up Report*. As with the first draft, the Accreditation Steering Committee will consider all feedback from these groups in the development of a final version of the *SLOCCCD Follow-Up Report* that will go to the Board of Trustees for approval at their October 2nd meeting. **Note**; the highlighted text in the second draft *SLOCCCD Follow-Up Report* is what has changed from the first draft.

Proposal: The Academic Senate Council approves the *SLOCCCD Follow-Up Report* with feedback provided at the September 13, 2013 meeting.

Consensus reached. *The following feedback was provided:*

- page 2: to give context to the historical information that follows in the section entitled History of Integrated Planning , the Senate suggests the report mention here that we implemented improvements to our cycle and are engaged in sustained improvement.
- page 2/3: Rephrase the sentence beginning with the word “However” so that the tone is less negative, but acknowledges our past deficiencies. Use the language of ACCJC to acknowledge this.
- page 3, second bullet: add an “s” on the word “goal”.
- page 3: change the word “impressive to “significant in the sentence that begins, “ In response, the district did an ~~impressive~~ significant...
- Page 3: change word “effective” to “measureable” in the second bullet which begins,”Developed specific and therefor more....”
- page 5: revise the first two bullets as follows:
 - Updated the Institutional Program Planning and Review documents (Evidence: R.2.17) (Standard: 1.B.7) so that each program or unit is directed to complete a narrative detailing how the program is helping the district reach its institutional goals and objectives
 - Posted results of Institutional Learning Outcomes assessments online (R2.18.) (Standard I.B.5, I.B.7.)
- Page 6/7: Regarding the chart that addresses the “Status Report on the Calendar of Planning Activities”: consider introducing the chart as a means to demonstrate that the actions listed in the Integrated Planning Manual have been completed by the responsible parties.

3. SLOA Coordinator(s) Reassigned Time / Job Description

(15 min.)

Background: At its January 27, 2012 meeting, the Academic Senate Council approved the following proposal:

The Academic Senate Council acknowledges the importance of the SLO Assessment Co-Coordinator positions in assisting faculty with the development and assessment of SLOs and in helping the college meet the requirements of ACCJC and therefore requests that the district support its commitment to student learning outcome development and assessment by continuing to fund 60% reassigned time for two SLO Assessment Co-Coordinator positions with 30% reassigned time each for another two years (Fall 2012 – Spring 2014).

At this same meeting the Academic Senate Council also approved updates to the SLO Assessment Co-Coordinator job description. See the approved job description in the Academic Senate's SharePoint site under Libraries, ASC Meeting, 9/13/2013 folder.

Since the term of the co-coordinator positions end in Spring 2014, the Academic Senate needs to decide if it should request that the district continue to provide 60% reassigned time for two co-coordinator positions with 30% reassigned time each (or some other configuration of reassigned time) and for what period of time. In helping to inform this decision it would be useful to ask yourself and your division faculty the following questions:

1. *Do you feel the SLO Assessment Co-Coordinator positions have been useful in assisting you and your divisional faculty in the development and assessment of SLOs for your course(s) and program(s)?*
2. *Do you feel the SLO Assessment Co-Coordinator positions have raised your awareness and understanding of SLOA Accreditation requirements and standards in addition to the value and importance of SLOA in improving student learning?*
3. *Do you feel the SLO Assessment Co-Coordinator positions have assisted the college in addressing SLOA Accreditation requirements and standards?*
4. *Do you feel the SLO Assessment Co-Coordinator positions should be continued for another two years?*

If the Academic Senate decides to request that the district continue to provide some form of reassigned time for SLO Assessment Coordinator(s) then it should also review the current SLO Assessment Co-Coordinator job description and make any necessary revisions so it can be used in filling the SLO Assessment Coordinator(s) position(s) for the length of time requested by the Academic Senate.

~~**Proposal:** The Academic Senate Council acknowledges the importance of the SLO Assessment Co-Coordinator positions in assisting faculty with the development and assessment of SLOs and in helping the college meet the requirements of ACCJC and therefore requests that the district support~~

~~its commitment to student learning outcome development and assessment by continuing to fund 60% reassigned time for two SLO Assessment Co-Coordinator positions with 30% reassigned time each for another two years (Fall 2014 – Spring 2016).~~

Modified Proposal: The Academic Senate Council acknowledges the importance of the SLO Assessment Co-Coordinator positions in assisting faculty with the development and assessment of SLOs and in helping the college meet the requirements of ACCJC and therefore requests that the district support its commitment to student learning outcome development and assessment by continuing to fund 60% reassigned time for two SLO Assessment Co-Coordinator positions with 30% reassigned time; **one for a one year contract (fall 2014 to spring 2015) and the other for a two year contract.** ~~each for another two years (Fall 2014 – Spring 2016).~~

Consensus Reached.

Proposal: After Spring 2015, the Senate Council supports ongoing two- year contracts for each SLOA coordinator.

Consensus Reached.

Proposal: The Academic Senate Council approves the revised SLO Assessment Co-Coordinator job description with edits provided at the September 13, 2013 Academic Senate Council meeting.

Consensus Reached. No edits provided.

4. BP 2305 and BP/AP 2410 Updates (20 min.)

Background: Given the recent approval of the *SLOCCCD Participatory Governance: Decision-Making and Committee Handbook*, both *Board Policy 2305: Minimum Standards for Faculty, Staff, and Student Participation in College Governance* and *Board Policy & Administrative Procedure 2410: Board Policies and Administrative Procedure Purposes and Objectives* are in need of updates to align with terminology in the handbook. The proposed updates to BP 2305, and BP/AP 2410 can be found in the Academic Senate’s SharePoint site under Libraries, ASC Meeting, 9/13/2013 folder. This is a first read of the proposed updates to BP 2305 and BP/AP 2410. Both these board policies and administrative procedure will come back to a future Academic Senate Council meeting for a second read and approval. For your information, there is no administrative procedure for BP 2305.

Proposal: The Academic Senate Council will provide feedback on the proposed updates to BP 2305 and BP/AP 2410 at the September 13, 2013 Academic Senate Council meeting.

Consensus Reached. The following feedback was provided:

- AP2410: revise regular cyclic review of BP/A?’s as indicated in Appendix A of these Minutes.

5. End-of-the-Year Holiday Party (5 min.)

Background: The Cuesta College Foundation, who is working with Dr. Stork and the Staff Professional Development Committee on an end-of-the-year holiday party, contacted me to see if the Academic Senate would be interested in supporting this event. Dr. Stork is highly encouraging

managers and faculty to participate in this activity with the classified staff. This activity will provide a light lunch and guest speaker Jean Steel. The planned date for this activity is Thursday, December 12th. Support for this activity would include financial (for the speaker and food/refreshments), planning and participation.

~~**Proposal:** The Academic Senate Council supports a financial contribution of \$200 for the end-of-the-year holiday party and strongly encourages faculty to attend this event.~~

Modified Proposal:

The Academic Senate Council approves the \$200 contribution by the Office of Academic Affairs on behalf of the Academic Senate for the End-of-the-Year Holiday Party and strongly encourages faculty to attend this event.

- V. **FUTURE AGENDA ITEMS:** *These are future and potential future agenda items (they are not in any order of importance). You do not need to discuss these items with your division faculty at this point. If there is an item that you are interested in taking a lead on it, let Kevin or Julie know.*

➤ **Academic Senate Usage Policy for Electronic Communication**

Summary: On May 15, 2009, the Academic Senate Council approved the Academic Senate Usage Policy for Electronic Communication. This policy was developed to “reflect the academic and ethical principles of the Cuesta College community and indicates, specifically, the privileges and responsibilities of those faculty members using faculty listservs and myCuesta groups sponsored and maintained by the Academic Senate of Cuesta College.” Since we no longer have faculty listservs and myCuesta groups sponsored and maintained by the Academic Senate of Cuesta College we will need to update this policy to reflect current faculty communication means and practices.

Action: None at this point. This will come back as a future agenda item. If anyone is interested in taking a lead on it, let Kevin or Julie know.

➤ **Syllabi Best Practices**

Summary: On February 8, 2013, the Academic Senate Council approved the formation of a task force to develop a syllabus best practices template with recommended elements/statements that course syllabi should have. The following individuals volunteered to serve on this task force, Lise Mifsud, Katherine Neidhardt, and Patrick Len. This task force will bring its recommended syllabus best practices template to the Academic Senate for feedback and approval in Fall 2013.

Action: None at this point. This will come back as a future agenda item.

➤ **Sabbatical Leave Policies/Processes**

Summary: On April 26, 2013, the Academic Senate Council approved the establishment of a joint Senate/Union Task Force to review and revise the processes and policies regarding sabbatical leaves, and to bring back their recommendations to the Academic Senate for feedback in early Fall 2013.

Action: None at this point. This will come back as a future agenda item.

➤ **Faculty Conference Shared Learning Form Implementation Details**

Summary: On April 26, 2013, the Academic Senate Council approved a *Faculty Conference Shared Learning Form* and requested that the Faculty Professional Development Committee develop an implementation process for this form to bring back to the Academic Senate in early Fall 2013.

Action: None at this point. This will come back as a future agenda item.

➤ **New Faculty Orientation**

Summary: On May 11, 2012 the Academic Senate Council approved the proposal; “*The Academic Senate Council requests that the Faculty Professional Development Committee survey recently hired faculty to find out what was useful, what wasn't and what they wish the new faculty orientation contained, and report these findings back to the Academic Senate Council at a future meeting.*”

Action: None at this point. This will come back as a future agenda item.

➤ **Update of BP/AP 7150 – Administrator Evaluation**

Summary: On May 11, 2012 the Academic Senate Council provided the following feedback on the proposed revisions from Cabinet and the proposed new changes to Board Policy and Administrative Procedure 7150 for administrator evaluations.

- This policy raises a conceptual question that should be brought back to all faculty for consideration before any policy is adopted: “What role should faculty play in evaluating administrators?”
- Faculty need to be more educated about the process.
- Faculty evaluations could be summarized or filtered to omit inappropriate or unprofessional comments.
- The process of gathering faculty feedback needs to be conducted in a way that guarantees each faculty member can submit only one evaluation.

Action: None at this point. This will come back as a future agenda item.

➤ **Employee Workplace Bullying**

Summary: Concerns have been raised about incidents of bullying among employees that have occurred, and in some cases are continuing to occur at Cuesta. The Academic Senate leadership has been asked to consider developing a resolution regarding bullying or workplace harassment among employees and to ultimately develop a policy that addresses workplace bullying.

Action: None at this point. This will be a future agenda item. If anyone is interested in taking a lead on it, let Kevin or Julie know.

➤ **F Grade for Students**

Summary: At some point we may want to address the issue of the F grade for students who

simply disappear or fail to show up. We currently calculate student success and retention based on faulty data because we don't have a way of distinguishing between students who do not pass the class and those who simply fail to show up. In the past, this issue was discussed between the Senate Council and the administration. The possibility of a W/F grade was proposed. This still remains an important issue.

Action: None at this point. This is a potential future agenda item. If anyone is interested in taking a lead on it, let Kevin or Julie know.

V. INFORMATION ITEMS: *Please share these items with your division faculty.*

- 1. Hollister Adobe** – *Located in the Academic Senate's SharePoint site under Libraries, ASC Meeting, 9/13/2013 folder is a brief statement regarding the Hollister Adobe. Please share this with your divisional faculty.*
- 2. Planning Processes Assessment Report** – *For your information, located in the Academic Senate's SharePoint site under Libraries, ASC Meeting, 9/13/2013 folder is the SLOCCCD Planning Processes Assessment Report which list recommendations that resulted from the assessment of SLOCCCD's planning processes.*
- 3. SLOCCCD Participatory Governance: Decision- Making and Committee Handbook** – *For your information, located on the Accreditation web site under Governance is the recently approved SLOCCCD Participatory Governance: Decision- Making and Committee Handbook. See: <http://www.cuesta.edu/aboutcc/planning/accreditation/governance.html>*
- 4. Shared Conference Learning Form** – *Reminder, at its April 26, 2013 meeting, the Academic Senate Council approved the Faculty Professional Development Committee's (FPDC) proposed Shared Conference Learning Form. However, as of now, an implementation process for this form has not been approved. The FPDC will be bringing a proposed implementation process to the Academic Senate this Fall 2013. Until such time, faculty are not required to complete this form before getting reimbursed for attending a conference. Faculty are welcome to complete this form if they'd like, but the form they should complete is the FPDC's version of the Shared Conference Learning Form that was approved by the Academic Senate Council on April 26, 2013. A copy of this form can be found in the Academic Senate's SharePoint site under Libraries, ASC Meeting, 9/13/2013 folder.*

VI. SUMMIT ITEMS

Are there any items, campus issues, and/or divisional concerns/issues that anyone has that he/she feels need to be taken to "Summit" for answers/clarification?

VII. STANDING REPORTS (Time permitting – max. 3 min. per report)

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| <p>1. CCFT—Stakes
Signed an MOU to continue CPAC coordinator duties for the chair of Performing arts. The district is working on an new model that will include a faculty liaison as now but also look for more opportunities for community use of this facility. District is looking hard at more expansive use of all facilities to show that we are responsibly using the resources at our disposal.</p> | <p>CPAC will not lose its status as primarily a teaching facility.</p> <p>Looking for Senate input into SLOA coordinator position and Technology Resource Instructor positions.</p> <p>Key policy not through Cabinet yet but district told me that all of our requests were incorporated</p> |
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Last spring and now this semester many questions and challenges around the criteria for assigning courses and overload. Critical issue for counseling with the potential expansion of their FT faculty. Victor Krulikowski grievance office and I are meeting with Cande Munoz and Sandee McLaughlin next week to review their load and overload processes. Sandee agrees that these should be as transparent and fair as possible.

Challenges for Cuesta that will impact faculty include trying to make cap in Spring and Summer 2014, getting off sanctions, and maybe going for a bond in Nov 2014. The District knows that the faculty, are weary of rising to the challenge to save the college without any kind of salary enhancement. I have identified a source of money for at least a one time bonus. If we survive all three challenges we will certainly go after more than that.

CAP If we do not make cap for 2013-14 we will have to cut over a million dollars from our budget. So think

outside of the box for ways to bring in more students. Bret said in negotiations yesterday that no class with less than about 14 students should be cut. If you chair tries to do that you complain to the VP. Short courses, weekend courses, community classes. Overbook your classes by a couple of students. Need not be for credit. we are about 300 short from Fall.

2. Curriculum—Moore
3. College Council—Bontenbal
4. Planning & Budget—Hoffman/Bontenbal
5. Summit—Bontenbal/Hoffman
6. FSA Committee—Bontenbal
7. Basic Skills Initiative—Miller
8. SLOA Committee—Baxley/Demarest
9. Equivalency Committee—Scovil
10. Faculty Manual Task Force—Hoffman
11. FPDC—Silverberg
12. Book of the Year—Love
13. IPPR—Harris
14. Sabbatical Leave—McConnico

Next Meeting: Friday, September 27, 2013 | 2:30 pm | Room 3142 (PDC)

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Appendix A

Chapter	Target Year to Complete			BP/AP Review Cycle, and every three years
	2011-2012	2012-2013	2012-2014	Responsible Area Responsible Party
One - District	X			Superintendent/President, Board of Trustees
Two - Board of Trustees	X			Superintendent/President, Board of Trustees
Three - General Institution			X	Superintendent/President, Vice President, Administrative Affairs Vice President, Academic Affairs, Academic Senate 10+1
Four - Academic Affairs		X		Vice President, Academic Affairs, Academic Senate 10+1
Five - Student Affairs		X		Vice President, Student Services, ASCC
Six - Business and Fiscal Affairs	X			Vice President, Administrative Affairs
Seven - Human Resources / Personnel			X	Director of Human Resources Vice President, Administrative Affairs