



Academic Senate Council **Unapproved Minutes**

April 29, 2016: 2:30-4:30 p.m.

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

X	Lara Baxley President	X	Katy Neidhardt Vice-President	X	Cherie Moore Curriculum Chair	X	Debra Stakes CCFT President
X	Daniel Cadwell ASCC Student Rep.	X	Nicole Biddison Part-time At-large	X	Matt Knudsen Full-time At-large		Cynthia Wilshusen N. County At-large
	Silvio Favoreto Biology	X	Tanya Downing/ Amy Stapp Business	X	Glenda Moscoso Counseling		VACANT DSPA
X	Gary Villa / Stacy Millich Engineering & Tech.	X	Matt Fleming English	X	Jarred Pfeiffer Fine Arts		Tricia Bramsen Human Development
	VACANT Kinesiology, Health Science, and Athletics		Betsy Dunn Lang. & Communication	X	Carina Love Learning Resources	X	Michael Mogull Mathematics
X	Monica Millard Nursing	X	bree valle / Jennifer Martin Performing Arts	X	Patrick Len Physical Sciences	X	Lise Mifsud/ Fionnuala Butler Social Science
	VACANT Student Development and Success						

Cards: **Matt Knudsen** ___ **Time Keeper:** **Monica Millard** ___ **Computer:** **Patrick Len** _____

I. APPROVAL OF AGENDA (1 min.)

Approved—consensus reached

II. APPROVAL OF MINUTES (April 15, 2016) (2 min.)

Approved—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.*

None

IV. PRESIDENT’S REPORT (5 min.)

- **Thanks to Steve Leone for the food for ASC meeting!**
- **Resolutions from Plenary will be made accessible soon**

V. 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.*

Contents

1. Hispanic-Serving Institution – STEM & Articulation Grant (Second Read)
2. DE Addendum Timeline
3. Syllabus Standards (Second Read)

4. IPPR Documents (First Read)
5. BP 2410 Administrative Procedure, Purposes and Objectives (First Read)
6. Faculty Emeritus Status

1. Hispanic-Serving Institution – STEM & Articulation Grant (2nd Read) (J. Shephard - 10 min.)

Background: The U.S. Department of Education released a request for applications for this grant funding opportunity on March 4, 2016. The Hispanic-Serving Institutions STEM and Articulation Program supports eligible Hispanic-Serving institutions in developing and carrying out activities to increase the number of Hispanic and low-income students who attain degrees in the fields of science, technology, engineering, and math (STEM). \$91,773,000 will be awarded through this funding opportunity in 2016. The average size of award is expected to be \$700,000 - \$1.2M each year for five years. Given the growth in the Hispanic population, taking steps to increase the number of Hispanic students with STEM credentials is critical to the future workforce and economy of the United States and locally. Grant proposals must: 1) develop or enhance tutoring, counseling, and student service programs designed to improve academic success; and 2) develop model transfer and articulation agreements between two-year and four-year institutions in STEM fields. Cuesta College can use these funds to provide outreach to K-12 students, implement a pre-entry Innovation Camp for incoming students and establish a STEM Learning & Transfer Center to serve current and future students. The Academic Senate is asked to approve the concept for the proposal and to make recommendations related to the role of faculty in the project.

The grant proposal will be submitted electronically on May 16, 2016. A draft summary of the project we plan to propose is available now. The final version that incorporates all changes recommended during the review and approval process will be available May 13, 2016. The Director of Grant Development and the Jeff Jones, Engineering faculty, will be at the Academic Senate meeting to answer any questions you may have.

Supporting Documents:

- [HSI STEM and Articulation Grant proposal review form](#)

Proposal: The Academic Senate Council approves the HSI STEM and Articulation Grant proposal with feedback provided at the April 29, 2016 meeting.

Approved—consensus reached (with one blue card) with the following feedback:

- Questions were brought up about what culturally responsive teaching would entail—request for more information on the data supporting culturally responsive teaching

2. DE Addendum Timeline (C. Moore - 10 min.)

Background: Historically at Cuesta College courses were approved by the Curriculum Committee for DE modality by two paper forms. For the past 5 years since CurricUNET was implemented, this approval took place with a DE addendum in CurricUNET. Courses approved for DE modality prior to CurricUNET have not been required to have the CurricUNET addenda so Cuesta College has not publicly shown the addenda since many courses approved for DE modality do not have the computerized addenda. In Fall 2015 and Spring 2016 the Distance Education committee has been working in an advisory role with the Curriculum Committee to update the Distance Education Curriculum Addendum. The DE Addendum format in CurricUNET was recently updated and designed by the DE and Curriculum Committee to meet Accreditation and Title 5 requirements for

DE courses. The faculty developing ECE 209 used the new DE addendum and the course was approved at the March 2016 meeting. Five faculty have volunteered to convert their current information into the new DE addendum format in CurricUNET by the May Curriculum meeting so those conversions will be available and linked within the May 15th Accreditation Follow-up Report. Three of these are already on the April 15th curriculum agenda.

Issue: In order for the remaining 170 Cuesta College courses that can be offered in DE modality to have DE addenda to be available to the public via CurricUNET, the information from courses previously approved for DE modality (either via the paper format or the old addendum in CurricUNET) needs to be converted to the new DE addendum format. This is part of the ongoing accreditation work that needs to be completed. At the March 2016 DE committee, it was clearly stated that the Curriculum Committee would work in collaboration with the Academic Senate to start the dialogue on how this process could be implemented.

Update since the last Academic Senate Council meeting:

At its April 15, 2016 meeting, the Academic Senate Council provided feedback on the timeline for this process. This feedback was brought to the DE committee which discussed the time frame for the implementation and thought that the conversion should be completed prior to the Fall 2017 semester, when the Midterm Accreditation report is due. It was recommended that:

- The information in the new DE addendum form will be complete for all 170 DE courses during the 2016-2017 academic year.
- The Curriculum/DE committees provide working sessions during the 2016-2017 academic year following the model used for SLOs implementation into CurricUNET.

Proposal: The Academic Senate Council approves the timeline and process for DE courses to complete the new DE addendum with feedback provided at the April 29, 2016 meeting.

Approved—consensus reached

3. Syllabus Standards (Second Read)

(L. Baxley - 10 min.)

Background: At its October 23, 2015 meeting the Academic Senate Council approved the formation of a task force to create Syllabus Standards for Face-to-Face Classes. This task force, consisting of Lara Baxley and Monica Millard used the Distance Education Syllabus Standards approved at November 13, 2015 Academic Senate Council meeting as a model.

Supporting Documents:

- [Syllabus Standards](#)

Proposal: The Academic Senate Council approves the Syllabus Standards with feedback provided at the April 29, 2016 meeting.

Approved—consensus reached with the following feedback

- It should be made clear at start of document that the syllabus is your contract with the student
- Pg. 2: Be specific (reminder that this is your contract with the student)
- Link to campus attendance/drop policy

- If you do not drop students, make it clear that it is the student's responsibility to drop themselves
- Pg. 1: Textbook should be one word

4. IPPR Documents (First Read)

(J. Cascamo - 10 min.)

Background: The Institutional Program Planning and Review (IPPR) committee has proposed changes to the Instructional Annual Program Planning Worksheet (APPW) and the Instructional Comprehensive Program Planning and Review (CPPR). The APPW incorporates the new program sustainability plan. Both the CPPR and APPW also now include links to disaggregated data.

Supporting Documents:

- [Instructional Annual Program Planning Worksheet \(APPW\)](#)
- [Comprehensive Program Planning and Review \(CPPR\)](#)
- [Program Sustainability Plan](#)

Proposal: The Academic Senate Council will provide feedback on the IPPR documents.

Approved—consensus reached with the following feedback:

- For CPPR: Are courses assessed in eLumen “or CPAS” —“or CPAS” should be added for courses that have not been evaluated since eLumen implementation

5. BP 2410 Administrative Procedure, Purposes and Objectives (G. Stork/T. Frederick - 15 min.) (First Read)

Background: Changes to AP 2410 Board Policies and Administrative Procedures; Development, Review, and Update were approved by the Academic Senate Council on December 11, 2015. That AP has been implemented by the Board of Trustees and is not in effect. Changes to the accompanying BP 2410 Administrative Procedures, Purposes and Objectives have been proposed by a College Council task force headed by Dr. Stork. The proposed changes are to clean up the policy regarding language or processes included in the Administrative Procedure.

Supporting Documents:

- [BP 2410 Administrative Procedure, Purposes and Objectives](#) (lineout)
- [BP 2410 Administrative Procedure, Purposes and Objectives](#) (clean)
- [AP 2410 Board Policies and Administrative Procedures; Development, Review, and Update](#) (for reference)

Proposal: The Academic Senate Council will provide feedback BP 2410 Administrative Procedure, Purposes and Objectives.

Approved—consensus reached with the following feedback:

- Last strike out—don't strike out
- Second to last strike out—don't strike out
- Even if these are duplicated in the AP, it doesn't hurt to have them in both places and it seems important to reiterate these statements, in particular the second to last strike out

6. Faculty Emeritus Status

(L. Baxley - 5 min.)

Background: Every year, the Academic Senate reviews the years of service of retiring faculty members to determine if they warrant the title of Emeritus Faculty with all the rights and privileges thereto associated by this status.

Based on Board Policy 3167, upon retirement, regular (tenured) faculty shall be eligible for Emeritus Faculty Status if they have served Cuesta College for minimum of 10 years. Temporary faculty shall be eligible for Emeritus Faculty Status if they have served Cuesta College for a minimum of 20 semesters (not including summer sessions and semesters do not have to be consecutive). The Academic Senate Council may recommend any regular tenured or temporary faculty for Emeritus Faculty Status for reasons other than meeting the service terms above. In these circumstances, the Academic Senate Council will specify the reasons for this recommendation.

Recognition of Emeritus Faculty shall include, but not necessarily be limited to, the following privileges, benefits, and courtesies:

- An official document certifying Emeritus Status of the respective faculty member endorsed by the Presidents of the Governing Board, College, and Academic Senate.
- A listing in the college catalog.
- An identification card which indicates status as an Emeritus Faculty member at Cuesta College.
- A faculty library card allowing full use of the library.
- Complimentary or reduced price admission to Cuesta College athletic, dramatic, film, lecture, musical, and other events at Cuesta College will be provided on the same basis as that provided to other regularly employed staff members.
- Use of recreational and social facilities of the college with access and ticket arrangement similar to that available to the regularly employed Cuesta College faculty.
- Eligibility to receive campus news publications upon request.
- A permanent complimentary guest parking permit.
- A waiver of all fees to audit a course offered as part of the regular college curriculum (excluding courses offered through Community Education).
- Eligibility to participate in Cuesta's Wellness Program on the same fee or non-fee basis as regularly employed staff members.
- Continued use of their Cuesta e-mail address.

Proposal: The Academic Senate approves of the following faculty members for faculty Emeritus status due to their years of service to the District:

- Eleanor Smith – PT Faculty
- Susan Wulfeck – PT Faculty
- MaryAnn Ambrose – FT Faculty
- Betsy Dunn – FT Faculty
- Irene Nunez – FT Faculty
- Tricia Bramsen – FT Faculty
- Barbara Cakshiri – PT Faculty
- Robin Powers – FT Faculty
- Julie Smith – PT Faculty

Susan Wulfeck

Part-Time Faculty
Date of Hire: 8/12/1998
By Fall 2008 = 21 semesters

Irene Nunez

Full-Time Faculty
Date of Hire: 8/11/1986
Full-Time Temporary: 8/15/2007
Hire for Tenure Track: 8/13/2008
Tenured: August 2011
Total years of service: 29 (currently)

Eleanor Smith

Part-Time Faculty
Date of Hire: 1/23/1995
By Fall 2007 = 24 semesters

Betsy Dunn

Full-Time Faculty
Date of Hire: 8/21/2001
Hire for Tenure Track: 8/16/2006
Tenured: Fall 2010
Total years of service: 14 (currently)

Julie Smith

Full-Time Faculty
Date of Hire: 8/11/1999
Tenured: 01/09/2008
Total years of service: 16 (currently)

Robin Powers

Full-Time Faculty
Date of Hire: 8/13/1997
Tenured: Fall 2010
Total years of service: 18

Barbara Cakshiri

Part-Time Faculty
Date of Hire: 8/12/98
By Fall 2009 = 23 semesters

Tricia Bramsen

Full-Time Faculty
Date of Hire: 1/10/83
Tenured: 8/1998
Years of Service: 32 years (currently)

MaryAnn Ambrose:

Date of Hire: 6/19/2006 – Part Time Faculty

Full-time Temp: 8/15/2007
Tenured: August 2011
9 years of Full-Time service
Over 20 semesters total

Approved—consensus reached

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

1. **Summit Agenda/Minutes** – There are no Summit agenda or minutes at this time.
2. **Faculty Lecture Series** – The Faculty Lecture Series is now advertised on the Academic Senate website at http://www.cuesta.edu/departments/academicsenate/faculty_lecture_series.html.
3. **Missing email due to Clutter folder** – Some faculty, and other employees, are missing important email because it is being diverted to their Clutter folder (one faculty member told me that emails from a student went into Clutter!). The Clutter folder was created with the migration to Office 365. In order to turn off the Clutter so that you receive all emails (except those that go to Junk), follow the directions at:
http://www.cuesta.edu/departments/documents/training_docs/Turn_Off_Clutter.pdf

VII. 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?

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

1. Curriculum—Moore: After proposal approvals, the Curriculum Committee heard the DE sub-committee report presenting the 3 existing DE-modality courses that completed the new DE addendum as part of the initial 5 courses that will be ready for the ACCJC Follow-up report in May. The Curriculum Committee and DE sub-committee will provide instructions and workshops to assist faculty of the 170 DE Modality courses to complete the new addenda. Several additional topics were on the agenda, including three presentations and discussions including the following: Thea Labrenz provided background information and an update on the progress of new descriptors in CTE and Basic Skills fields such as Emergency Medical Services, Information Technology and Information Systems, Addiction Studies, Culinary Arts/Hospitality, and also upcoming ones in Dental Assisting, Office Technology, and Welding. Also Basic Skills such as Remedial Math and English are being developed. The purpose of having CTE descriptors is to facilitate reciprocity of like coursework in these programs between CA community colleges. A formal proposal will be on the May agenda that we obtain C-ID approvals for CTE courses at Cuesta College. Alex Kahane presented tips and instructions of how to complete the Caps Fast-track forms so that reps could assist their fellow faculty.

Several departments are working on them now. Lara Baxley gave an update of the Senate’s work on the CCCCCO Minimal Qualifications Discipline Designation progress, including the formation and meeting of the 6-member taskforce (2 faculty per academic cluster). The Curriculum Committee shared their thoughts to take back to the taskforce, specifically that the assigning of CCCCCO Minimal Qualification Discipline Designations should follow the regular curriculum process and it would be best to assign a sub-committee since this is how all curriculum is reviewed- by using a smaller group first that does the specialty review work. It could be structured like other sub-committees in which faculty members can be from outside of the curriculum committee as well.

1. Workload Committee—Moore: will meet on May 11th
2. College Council—L.Baxley
3. Planning & Budget— L.Baxley: Each cluster presented top 10 budget priorities—ASC budget was presented to. Outcome based on ranking not out yet. Proposal on budgetary oversight will be going to next planning and budget meeting.
4. FPDC— Bontenbal
5. DE Committee—Fleming: looking at making Canvas the standard for all courses for both legal reasons and pedagogical reasons. But also risks in doing so in terms of

academic freedom.

- 6. Book of the Year—Love: short list now ready that will be coming to ASC next meeting.
- 7. CCFT—Stakes: The contract revisions have been ratified and incorporated into the Board Package for the May 4 meeting. The new contract will be for 1 July 2015-30 June 2018. We will post the new contract on the CCFT website when we have a copy from HR. We will also post the new salary schedules that reflect the 5% increase for every step and column. The retroactive pay will be in the May 31 paychecks. CCFT does not take dues from retroactive pay, so you should not see that deduction. You may want to change your deductions to keep more cash in your pocket. The off schedule stipend has been calculated and the amounts sent to HR to also be included in the May 31 paychecks. CCFT does take dues from the one time stipend. The new contract includes a provision to have negotiations for the next two years over Article 4 and two other articles selected by each party. We will begin to discuss priorities at our May 12 all member meeting. I will send a letter of interest to all members prior to that

date. We will use that information to design a more detailed survey that will be distributed to CCFT members in August prior to the October start of negotiations. We know that Article 3 will be one of our articles to expand faculty rights with regard to electronic communications and use of whatever platform is appropriate for online course offerings (not being forced to use College LMS). The Council of Representatives formerly endorsed this on Thursday. Now want to help recover the faculty positions that were canceled last year, supposedly to pay for the salary increases. The Council of Representatives voted to endorse Dawn Ortiz Legg on Thursday for Assembly District 35. This is the seat formerly held by Katcho. Dawn will be a strong voice for Cuesta College in the Assembly especially in supporting our workforce development programs. We need a strong voice in the Assembly to extend Proposition 30 and to move forward AB1690 (Medina) which will require community colleges to have seniority based job security strategy for PT faculty. This will help us convince the District to adopt PT faculty bumping during our October negotiations.

IX. OTHER REPORTS—AS NEEDED (email Lara if you have a report)

- 1. Basic Skills Initiative—Voge
- 2. SLOA Committee—Finger/Iredale
- 3. IPPR—Grant
- 4. Sabbatical Leave
- 5. Web Committee

Next Meeting: Friday, May 13, 2016 | 2:30 pm | Room 3142 (PDC)

Lara Baxley
Academic Senate President
805.546.3100 ext. 2659
lbaxley@cuesta.edu

Katy Neidhardt
Academic Senate Vice President
805.546.3100 ext. 2683
kneidhar@cuesta.edu

Cherie Moore
Curriculum Chair
805.546.3100 ext. 2761
cmoore@cuesta.edu

Academic and Professional (10+1) Matters:

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.



<http://www.cuesta.edu/departments/academicsenate/>