

ACADEMIC SENATE

Approved  
Business Meeting Minutes  
August 21, 2013

**Members Present**

<i>Dana Bassett</i>	<i>Madeleine Nguyen</i>
<i>Steve Bautista</i>	<i>Luis Pedroza</i>
<i>Cherie Bowers</i>	<i>Monica Porter</i>
<i>Jodi Coffman</i>	<i>John Ross</i>
<i>Susan Gaer</i>	<i>Stacy Russo</i>
<i>Madeline Grant</i>	<i>Gabriel Shweiri</i>
<i>Ray Hicks</i>	<i>Ken Sill</i>
<i>Jarek Janio</i>	<i>Teresa Simbro</i>
<i>Louise Janus</i>	<i>Brian Sos</i>
<i>Elliott Jones</i>	<i>Robert Stucken</i>
<i>Michael Kelcher</i>	<i>Sandra Wood</i>
<i>Jeff McMillan</i>	<i>George Wright</i>
<i>Renee Miller</i>	<i>John Zarske</i>

**Absent**

*Kristen Guzman*  
*Sheila Shain*  
*Doug Wilkes*

**Guests**

*Rhonda Langston*  
*Thomas Bonetati*  
*Peggy Card-Govela*  
*Jorge Sandoval*  
*Denise Miramontes*  
*Brian Perez*  
*Raquel Manriquez*  
*Adam Nyssen*  
*Alondo Campbell*  
*Benjamin Hager*  
*Carrie Patton*  
*Elizabeth Saliba*  
*Janet Lechuga*  
*Joanna Campos*  
*Kyla Benson*  
*Sol Smith*  
*Vanessa Jones*

**I. Call to Order**

A. President Zarske called the meeting to order at 1:05pm.

**II. Agenda Accepted – A motion to approve the agenda made by Susan Gear and seconded by Luis Pedroza was unanimously approved.**

**III. Approval of the Minutes—**

A. May 14, 2013 – Motion to approve the senate minutes of May 14, 2013 was made by George Wright and seconded by Gabriel Shweiri. The motion was unanimously approved.

**IV. Public Comments — (Three-minute time limit)**

- A. Welcome and introduction of new SAC full time faculty.
- B. SACTAC - the new SAC website is scheduled to launch on September 13 but could be as late as the 23<sup>rd</sup>. We are currently running - 2 sites ([www.sac.edu](http://www.sac.edu) & new [www.new.sac.edu](http://www.new.sac.edu) )
- C. Gabriel Shweiri announced that the SAC International Business program has been approved by NASBITE International as an accredited training site for the Certified Global Business Professional (CGBP) credential.
- D. Thank you to Rhonda Langston from the Business Office for your on going support of the Senate and for providing beverages for the retreat.

**V. Reports—**

A. **President**— John Zarske

Board policies are being renumbered & revised to align them with CCLC. Public comment requesting public access to the tennis courts was made at the board meeting. The SAC Academic Senators are asked to attend at least 1 Board of Trustees meeting per year.

**B. ASG Representative – Jorge Sandoval**

ASG is back in action and will have a larger presence on campus. Facebook, Instagram and Twitter sites have been launched. Please support the upcoming Welcome Back event happening in the Mall on Wednesday, August 28, 2013 from 11:00-1:00. Students are being encouraged to serve as Division Senators as well as Accreditation team members.

**VI. Responsibilities of an Academic Senator**

Senators are the eyes and ears of the Senate. Two way communication is key to our success. Bullet point meeting updates will be sent to you the week of Senate meeting. Please distribute the applicable information to your faculty colleagues.

**VII. Meeting Basics**

The roles and responsibilities of the local and state Senates were reviewed. The local Senate makes recommendations to our administration/management while the State Senate makes recommendation to legislature. The role of the senate officers and the communication process was presented. This presentation raised the question of how concerns about the required 6 week summer session structure should have been handled. Meeting procedures, as well as the differences and procedures for motions and resolutions was discussed.

**VIII. State of the Academic Senate**

**A.** Review of the AS Constitution - broadly written to avoid regular revisions as this requires a full faculty vote. The current Constitution was approved in May 2012.

Review of By-laws. – the By-laws should be reviewed each year and updated as necessary. Changes to the By-laws are voted on by the Senate. Review of the Senate Division structure raised a question about the Science Division as there is no representation in the Senate. Senate Division structure will be voted on at the next Senate business meeting.

**B.** Presentation of Appointments – Motion to approve the committee chair appointments as listed below was made by Luis Pedroza and seconded by Ken Sill. The motion was unanimously approved.

- Curriculum Chair – Monica Porter
- Planning and Budget – Ray Hicks
- Facilities – Elliott Jones
- IE & A – Bonnie Jaros
- Student Success - Mary Huebsch
- SACTAC – George Sweeney

**IX. Senate Budget**

The 2013-14 Senate Budget was presented to the membership. A vote will be taken at the next Senate Business meeting.

**X. Committees/Work Groups**

**A. Awards Committee** – Madeline Grant, Susan Gaer, Louise Janus, Luis Pedroza and Michele Parolise have agreed to serve

**B. Fundraising Committee** – Kayla Benson has agreed to serve. (We need more faculty).

**C. Scholarship Workgroup** – 3-4 faculty are needed to meet with Peggy Card-Govela to create a process for engaging faculty.

**D. Other – Faculty “Office Ours”** – Student Services will host the next event in September

**XI. Academic Senate Goals**

Goals 4, 8, 9 and 10 were discussed. Please review the goals established for 2012-13 and email updates and ideas to the Senate by Wednesday, September 4<sup>th</sup>.

**XII. Welcome Back Gathering –**

A special thank you to Jeff McMillan for opening his home once again. Please join us !

**The meeting was adjourned at 3:00 pm.**

Respectfully submitted,



Madeline A. Grant  
Secretary, SAC Academic Senate

Attachment: 8/21/13 Joint Department Chair/Senate Meeting Notes

**Joint Department Chair/Senate Meeting  
Notes from August 21, 2013 meeting**

- I.** Budget – we are in a growth mode. Class offering should be increasing in the Spring 2014 semester. Reinstatement of intersession is being discussed. 24 new full time faculty positions are also being discussed. The Faculty Priorities Committee will meet this fall. Start working on faculty requests.
- II.** Facilities – It is anticipated that the front entrance of the college will be open for the first day of class. Thank you for your patience. The master plan is a 10 year plan and it will be worth it.
- III.** Communication between Senators and faculty is VERY important. Senators are asked to bring issues to the Senate for consultation, support, etc. Issues raised included the need to upgrade the quality of the food available on campus followed by a lengthy discussion about the requirement to limit summer classes to a six(6) week structure. It became evident that some classes/programs/divisions were held to the six(6) week structure and others not, with many expressing the need for better communication related to decisions as important as these.
- IV.** SLO – Program Review – the process is being reviewed with a plan for streamlining the process by 2014-15. A request for a SAC researcher was made. Discuss this need with your faculty. Email comments to the Senate.
- V.** The Shared Governance process and history was outlined. Committees were reviewed and committee participation requested.
- VI.** The current list of AAT/AST was presented. The process for degree and CI-D submission was reviewed. A list of upcoming degrees was also presented and SAC goals discussed.
- VII.** A short review of the newly established Equivalency process included a discussion about the need for all disciplines to submit a new Form I.