

ACADEMIC SENATE

**Fall 2012 Academic Senate Retreat  
Approved Minutes  
August 22, 2012**

<u>Members Present</u>		<u>Absent</u>	<u>Guests</u>
<i>Steve Bautista</i>	<i>Rene O'Dell</i>	<i>Philippe Andrade</i>	<i>Bonita Jaros</i>
<i>Cherie Bowers</i>	<i>Mila Paunovic</i>	<i>Paula Canzona</i>	
<i>Jodi Coffman</i>	<i>Luis Pedroza</i>		
<i>Monica Collins</i>	<i>Monica Porter</i>		
<i>Susan Gaer</i>	<i>Chuck Ramshaw</i>		
<i>Madeline Grant</i>	<i>Mario Robertson</i>		
<i>Herschel Greenberg</i>	<i>John Ross</i>		
<i>Ray Hicks</i>	<i>Stacy Russo</i>		
<i>Jarek Janio</i>	<i>Max Serrano</i>		
<i>Louise Janus</i>	<i>Gabriel Shweiri</i>		
<i>Bonita Jaros</i>	<i>Ken Sill</i>		
<i>Elliott Jones</i>	<i>Brian Sos</i>		
<i>Michael Kelcher</i>	<i>Robert Stucken</i>		
<i>Jeff McMillan</i>	<i>Doug Wilkes</i>		
<i>Dena Montiel</i>	<i>John Zarske</i>		
<i>Marilou Morris</i>			

**I. Call to Order -**

Meeting called to order at 9:05 am

A. **Welcome** – AS President, Ray Hicks welcomed the Academic Senate (AS) to the 2012-13 school year and introduced the Executive Committee of the Academic Senate:

1. John Zarske – President Elect
2. Madeline Grant – Secretary-Treasure
3. Monica Porter – Chair, Curriculum & Instruction
4. Jeff McMillan, Co-Chair, Planning & Budget

**II. State of the Academic Senate**

President Hicks discussed the importance of the SAC Academic Senate on campus as well as the growing involvements with the State Academic Senate. He suggests forming a committee at SAC to compliment State Legislative Committee. He confirmed that the new budget model was adopted on July 1, 2012 and is currently being implemented across the district.

**A. Approved AS Constitution**

Jeff McMillan presented the SAC AS Constitution which was approved by the faculty at large in a vote taken the week of May 14, 2012. The committee that worked to prepare & present the document was thanked – especially Ken Sill.

**B. Approved AS By-laws (Jeff)**

Jeff McMillan presented the AS By-Laws which were approved along with Constitution in May 2012. Discussion regarding the review and yearly update of the by-laws covered the following issues:

1. The By-laws were created to distribute power from the office of the President to other officers and senators/committees. The document will be brought to the Fall Senate Retreat for review &

- discussion. Changes to the By-laws will thereafter be proposed, discussed and voted on at subsequent meetings.
- 2. AS LHE Distribution – distribution and process
- 3. Senate Members – CEC is requesting adjunct representation as the CEC adjuncts out number full time faculty 300:8
  - Review & Update Division Names
- 4. Senate Board – the position of Parliamentarian has been requested.

### **III. Responsibilities of an Academic Senator (Ray & John)**

President Hick & President Elect Zarske presented the Responsibilities of an Academic Senator:

- Senators are the eyes & ears of AS President across campus.
- Attend AS Meetings to provide two-way communications between the division faculty and AS.
  - To add item to AS Agenda – email the President & Sec/Treas 1 week prior to meeting. Request should come from Senator on behalf of faculty. Any faculty member can talk to the agenda item.
  - Best Practices for communicating with & requesting input from faculty – present at Dept. Chair meetings, email important issues after meetings, AS Twitter account?, video meetings?
- Ex-Officio members of Dept Chair Committee – at least 1 division senator should attend department chair meetings regularly.
- Members of State AS
- Academic & Professional Matters - 10+1 (rights & responsibilities)

### **IV. Shared Governance Committees**

President Hicks reviewed:

- AB1725, Ed Code(law) and Title 5 (interpretation & implementation of Law).
- Primary advise and Mutual Consent
- Representation relates to responsibility of activities of committees. Faculty membership approved/appointed by AS President.
  - Committee membership for 2012-13 being reviewed.
  - Faculty Award & SACTAC – in need of faculty representatives
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### **V. The New Equivalency Process**

President Elect Zarske reviewed the new process and forms I & II. He highlighted:

- The need for signatures from SCC counterpart for Form I as this becomes a district standard
- Division Dean signature is not an approval but a for information only
- Senator signature signifies approval of the acceptance of qualifications for the discipline & individual depending on the form.

### **VI. Curriculum & Instruction Committee –**

Curriculum Chair Porter discussed:

- A. Defined the difference between repetition and repeatability as well as the changes to the state rules.
  - 1. Repetition - students can only repeat a class two (2) times for substandard grade or withdrawal. SAC could choose to allow more but the state will not pay. Students cannot enroll for a third time without seeing a counselor.
  - 2. Repeatability - students retake classes in which they have received a passing grade-
- B. Due to new state guidelines, only certain courses will be allowed to be repeatable (e.g., Intercollegiate Athletics, courses in the Performing Arts and programs/courses that are legally mandated are a few examples). Further discussion on repeatability, leveling and course families will be held in the C&I committee.
- C. Changes go into affect Fall 2013 which requires curriculum updates be completed this year.

**VII. Academic Senate Goals 2012-13**

Breakout sessions were held to evaluate, update and write the AS Goals for 2012-13. Submission, discussions and voting will take place at upcoming AS Business Meetings.

**VIII. Academic Senate 2012-13 – Meetings**

Breakout sessions were held to discussion AS Business Meeting topics. Submission, discussions and voting will take place at upcoming AS Business Meetings.

**The meeting was adjourned at 3:00 p.m.**

Respectfully submitted,

Madeline A. Grant  
Secretary, SAC Academic Senate