

## MINUTES

	LAST NAME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2020
X	Boutin-Vitela	Lisa	Fine Arts ( <i>Secretary</i> )	2019
X	Cabuto	Froylan	Liberal Arts	2019
X	Casas	Ralph	Health Occupations	2018
X	Falcon	Dennis	Humanities/Social Science	2019
X	Garriott	Don	DSPS	2019
	Greenberg	Bruce	Business Education	2019
X	Griffin	April	Liberal Arts ( <i>President</i> )	2020
X	Hammond	Robert	Part-Time Representative	2019
X	Hoppe-Nagao	Angela	Liberal Arts	2019
X	Hugen	Mark	SEM	2019
X	Jensen	Debbie	HPE/A	2019
X	Juntilla	Tim	Liberal Arts	2020
X	Krayer	Adelle	Health Occupations	2018
	Lou	Rena	SEM	
X	Loera	Diane	Health Occupations	2019
X	Lovejoy-Robold	Niki	Liberal Arts	2019
X	LoVetere	Crystal	SEM	2020
X	Lundeen	Brittany	Counseling	2019
X	Maz	Andrew	Fine Arts ( <i>Vice President</i> )	2020
X	Moore	Deb	Library	2019
X	Moriarty	Cindy	Business Education	2020
X	Mulleary	Joe	Technology	2019
X	Mullins	Terrance	Humanities/Social Sciences	2019
X	Obasohan	Victor	Humanities/Social Sciences	2020
X	Richardson	Chris	HPE/Athletics	2018
X	Salgado	Martin	Part-Time	2019
X	Soto	Armando	Counseling	2018
X	Stieber	Michelle	SEM	2019
X	Ukita	Traci	Counseling	2019
X	Vega	Frank	Technology	2018
X	Worrel	Dara	SEM	2019
X	Rosenblatt	Stephanie	CCFF Liaison ( <i>Non-Voting</i> )	
X	Johnson	Heather	Student Liaison ( <i>Non-Voting</i> )	

## **AGENDA**

- 1. CALL TO ORDER (11:05 A.M.)**  
Pledge of Allegiance
- 2. ANNOUNCEMENTS/INFORMATION ITEMS**
  - A. President Griffin and Senator Moore are attending the ASCCC plenary session this week. Senator Soto volunteered to substitute at the Coordinating Committee meeting.
  - B. CCFF Liaison Rosenblatt reminded Faculty Senate to vote in the upcoming elections.
  - C. Senator Lundeen announced that students have until November 30, 2018 to apply to CSU and UC for Fall 2019 admission.
- 3. APPROVAL OF MINUTES**
  - A. Minutes for 10/23/18**
    - a. Motion for approval from Senator Juntilla; seconded by Senator Hoppe-Nagao.
    - b. Vote: approved.
    - c. Abstentions: Senators Lundeen, Ukita, Krayner, Mulleary.
- 4. APPOINTMENTS AND NOMINATIONS**
  - A. Carl Stammerjohn-Web Standards**
- 5. STANDING COMMITTEE REPORTS**
  - A. Enrollment Management**
    - a. The committee is looking at the enrollment management plan from 2017-2019 and considering what has been accomplished and what goals should be set for the next enrollment plan.
    - b. The committee is considering how the enrollment management plan and facilities plan can connect.
  - B. Faculty Professional Development—David Betancourt**
    - a. The committee is developing Online iFalcon Modules.
    - b. The committee is focused on accessibility training and developing a strategic plan to assist instructors.
      - i. Senator Hoppe-Nagao pointed out that @One offers a four-week training for \$65.
    - c. The new faculty training program is being redesigned to ensure only 25 contact hours.
      - i. Senator Jensen suggested an orientation for new department chairs.
  - C. Academic Excellence—David Betancourt**
    - a. Academic Excellence Awards are scheduled for April 4, 2019.
    - b. The date has been shared with Board of Trustees members and administrators.
- 6. SENATE DISCUSSION/ACTION ITEMS**
  - A. Change in Faculty Professional Development Committee shared governance—David Betancourt**

- A. Betancourt requested that the membership roster be changed from “Dean of Academic Success” to “Dean of Academic Success (or designee)” and that meeting time be changed from third Tuesday at 11:00 am to the second Tuesday at 1:00 pm
  - i. Motion for approval from Senator Ukita; seconded by Senator Mullins.
  - ii. Approved by acclamation

*Goal D – Improving Internal and External Communication*

*Goal F—Enhancing Organizational Effectiveness*

## **B. Course Cancellation Policy—Rick Miranda**

- A. In addition to the course cancellation policy on the agenda, Vice President Miranda addressed a number of academic issues.
- B. He mentioned the faculty prioritization hiring process and highlighted how faculty and administrators have come together to create a transparent process.
- C. There have been inconsistent deadlines for scheduling and enrollment in different divisions. Vice President reported he is developing more consistent timelines. This shift will make scheduling more predictable.
  - i. First meeting of task force dealing with this issue will be November 6, 2018 at 4:00 pm.
  - ii. Student Liaison Johnson requested that a student be included on the task force.
- D. Vice President Miranda would like to be more accessible to faculty. He is trying to find solutions.
- E. Vice President Miranda speaks with eLumen regularly.
  - i. He explained that there were issues with course data transfer.
  - ii. He would like department chairs to give him a sense of where the problems are, so he can help solve the problems. He will hire additional people to assist if necessary. Faculty are not expected to make the changes.
  - iii. President Griffin is working with administrators to develop a precise workflow for department chairs.
- F. Vice President Miranda reported that accreditation is on track and on schedule. Every group on campus is playing an important role.
- G. Vice President Miranda thanked Senator Ukita and Dr. Clifford for their work on guided pathways.
- H. Vice President Miranda discussed the class cancellation policy
  - i. AP 4270 Minimum Class Size policy will be adjusted.
  - ii. Vice President Miranda plans to change the headcount requirements depending on class maximum enrollment.
  - iii. The goal is to have a consistent system.
  - iv. Vice President Miranda wants to avoid cancelling a class during or after the first week.
  - v. Senator Lundeen would like the open enrollment period begin three to four weeks earlier.
  - vi. Vice President Miranda would like to see the enrollment dates publicized on the website.
  - vii. Senator Mullins suggested examining the protocols of other districts when developing a new course cancellation policy.

*Goal F – Enhancing Organizational Effectiveness*

*Goal D – Improving Internal and External Communication*

## **7. REPORTS**

- A. Student Senate Liaison (Heather Johnson)
  - a. One new senator was inaugurated.
  - b. The ASCC senate discussed the possibility of changing the standing rules and this will be continued at the next meeting.
  - c. ZombieFest is coming up.
  - d. Veronica Miranda of CCFF spoke at the meeting to update ASCC about the ongoing faculty contract negotiations.
- B. CCFF Liaison (Stephanie Rosenblatt)
  - a. Voting is coming up on Tuesday, November 6, 2018.
  - b. CCFF Liaison Rosenblatt expressed frustration about the ongoing negotiations and the amount faculty are asked to accomplish.
  - c. There is a petition for faculty to sign.
  - d. Faculty should plan to attend the Board of Trustees meeting on November 14, 2018.
- C. Secretary (Lisa Boutin-Vitela)
  - a. No report.
- D. Senate Vice President (Andrew Maz)
  - a. No report.
- E. Senate President (April Griffin)
  - a. Miya Walker will be at the next meeting to discuss the social media policy.
  - b. Department chairs will receive more guidance about eLumen, enrollment, and class cancellation policy.

8. ADJOURNMENT (12:20 P.M.)