Members present: Steven Balassi, Stephanie Burns, Shawna Bynum, Dianna Chiabotti, Susan Engle, Stephanie Grohs, Ann Gross, Julie Hall, Robert Miller, Mary Salceda-Nunez, Rebecca Scott, Erik Shearer, Walter Unti, and Nadine Wade-Gravett.

Member absent: Michelle Hobbs

1. Welcome

2. Adoption of Agenda -msp

3. Approval of Minutes from 9-1-09 -msp

4. Public Comment
   Faculty association is looking for faculty input and discussion on the following items: Online load assignments and restrictions, and workload regarding development and implementation of SLO’s. Item will be placed on the agenda for the Academic Senate Business Meeting.

5. Discussion/Action Items

   5.1 Business Meeting Location
       Meetings will remain in the lounge, but chairs will be rearranged to allow more seating.

   5.2 Committee Changes
       The following changes will be recommended to the full senate.

       5.2.1 Betty Hopperstad replacing Mary Salceda-Nunez on Student Standards & Practices
       5.2.2 Mary Salceda-Nunez replacing Sable Howard-Hughes as Chair on Scholarship
       5.2.3 Bryan Avila is replacing Marci Sanchez on Social Committee
       5.2.4 Marci Sanchez is replacing Bryan Avila on Facilities
       5.2.5 Mary Salceda-Nunez is joining Foundation
5.3 Climate of the Campus Survey
T. Madison will present survey to full senate. Hoping to have full senate participation, but due to time constraints, faculty will have the right to refuse participation.

5.4 Setting Quorum
Quorum is 20% of the committee membership. Recommending that quorum be established with 20% or minimum of three.

5.5 Committee Purposes
It is requested that all chairs review committee purpose as indicated in Senate Handbook.

5.6 Hiring / Diversity
Issues of diversity in hiring will be addressed by Faculty Standards & Practices. They will include Human Resources and Office of Instruction in the discussion.

5.7 Scholarship Committee Bylaws Change
Will recommend to full senate to have faculty serve as an assignment but will satisfy committee assignment. Chair will be the faculty EOPS representative.

5.8 Voting Rights for Part-Time Faculty
Item tabled. A. Gross will check with CTA.

5.9 Honors Program
Will be placed on Academic Standards Committee agenda.

5.10 College President Search
College is looking at hiring a search committee. Several faculty questioned the cost of the services. S. Bynum will discuss at Mutual Agreement. Hiring Committee will probably consist of 5 faculty members. Academic Senate President will appoint members.

5.11 Division Chairs on AS Committees
Executive Committee affirmed the policy that Division Chairs will not serve on Academic Senate Committees.

5.12 Student Services Adding Students to Class
Form to add students does not require faculty signature. It is recommended that the form be removed, or modified.

5.13 Brown Act Training
Each Fall, a special meeting will be called to train committee chairs.
6. Reports

6.1 Officer Reports

6.1.1 President – Shawna Bynum
Issue of equivalencies for non-masters program.

6.1.2 1st Vice President – Erik Shearer
See Faculty Standards report

6.1.3 2nd Vice President – Rebecca Scott
No report

6.1.4 Secretary – Nadine Wade-Gravett
No report

6.1.5 Treasurer – Julie Hall
Have $1,570 in treasury.

6.2 Standing Committee Chair Reports

6.2.1 Academic Standards & Practices – Stephanie Grohs
The Academic and Standards and Practices met both on October 1st and October 8th to write a statement of philosophy for General Education and to map a strategy to complete our goal of writing SLO’s and descriptions for all General Education categories. At the October 8th meeting the following statement was adopted:
Committee will meet on October 15th to work towards completion of the SLO’s and descriptions.

6.2.2 Curriculum – Steven Balassi
No report, the process is going well.

6.2.3 Faculty Coach Committee – Rebecca Scott
Have reviewed the overview of the fall semester Tenured Evaluation Process and reviewed all Tenured evaluatee’s syllabi. Will be discussing how to give feedback and observing Teaching and Counseling.

6.2.4 Faculty Standards & Practices – Ann Gross
Finished a rewrite of equivalency project. Proposed to send to full senate for 1st reading. Major change is to have Faculty Standards & Practices Committee evaluate all equivalency review. Forms need to be updated to clarify process and procedure.

Has received and will be reviewing emeritus status request form. Will review and discuss Hiring Policy during the next meeting.
6.2.5 Learning Outcomes Assessment – Erik Shearer
The new Five+1 SLOAC is underway and so far we have a high level of participation from faculty. We’ve run numerous workshops and TracDat trainings in the TLC and plan to continue this throughout the year. The committee is currently working on writing a handbook for our yearly assessment cycle that, when finished, will contain:

1. Overview, history, and philosophy of assessment.
2. Guide to developing and reviewing SLOs
3. Developing and Implementing Assessment Tools (with examples from across campus)
4. Understanding and Interpreting Data
5. Closing the Assessment Loop
6. TracDat User’s Guide

There will be two versions of this handbook, one geared towards instruction, one towards Student Services.

The committee is also working on creating a long-term structure to ensure sustainability of assessment efforts into the future.

6.2.6 Professional Development – Michelle Hobbs
Will work on Spring Flex Day activities at the next meeting on Tuesday, October 27th

6.2.7 Scholarship – Mary Salceda-Nunez
No report

6.2.8 Social – Susan Engle
What can the Social Committee do for the campus? Planned events, which are in conflict with other activities. Is there an event calendar? Awaiting to hear from Office of Administration for the memorial on October 23 and how the Social Committee can be of assistance; What roll can the Social Committee play in ASNVC Halloween costume judging.
6.2.9 Student Standards & Practices – Robert Miller

Current policy to deal with disruptive students was discussed at our last meeting. We also discussed the upcoming free speech policy on campus. Our next meeting will focus on creating a campus attendance policy.

6.3 Shared Governance Committee Chair Reports

6.3.1 Budget – Walter Unti
No report

6.3.2 Planning – Stephanie Burns

Planning Priorities

- Increase FTES, student retention and persistence
- Incorporate student learning outcomes and the assessment of student learning at the course, program and college levels
- Increase the percentage of students completing coursework at least one level above their prior basic skills enrollment in English and math
- Increase the percentage of students who completed at least one ESL course in a term who attempted/completed a higher level ESL course or a college-level course within 2 years of taking the ESL course
- Continue to implement the Diversity Plan
- Develop and sustain strong connections with high schools, constituencies, various cultural communities, American Canyon, Upper Valley, and local businesses
- Plan for opening and operating new facilities constructed as part of the Measure N Bond Plan

7. Items for Next Meeting

7.1 Next meeting date: November 3, 2009

7.2 Next meeting topics
- Voting rights for Adjunct Faculty

7.3 Committee chairs are requested to email written reports to be included in meeting minutes.

8. Adjournment

Meeting was adjourned at 1:30 pm