

Yuba College
Academic Senate
M I N U T E S
August 28, 2008

Senators Present: Nickolson (president), May (vice president), Boren, Buckley, Canto-Lugo, Davidson, Heaton, Kemble, Kitchen, Morgan, Ramsey, Willson

Guests: Condrey, Cupp, Harvey, Hulin, Mello, Poteat

The meeting was called to order at 12:00 p.m. Nickolson did not bring cookies.

Dave Althausen dropped by to say hello and to thank the Senate for years of collegiality.

1. Agenda: approved
2. Minutes: approved
3. Committee Reports:
 - a. Nickolson pointed out that she has changed the order of previous meetings to allow invited guests to make their presentations earlier rather than later (if at all) in the meeting.
 - b. **BSI:**
 - i. Cupp began by noting that she and Harvey had been emailed by the committee chair (Dean Farrell) at 3:59 pm the previous day, supplied a document (with mistakes), and asked to attend today's meeting. Some members of the committee had not been informed of the meeting at all until Harvey asked that the others be invited. That invitation arrived around 5:00 p.m.
 - ii. Further, a document touted as an "etiquette poster" had been presented (Aug. 21, 2008) to Nickolson for Senate feedback without the BSI committee's knowledge or approval; the notion of an etiquette poster had been "theoretically approved," and the document had been presented by a member (Thoo) as a starting point. But none present had been aware that it would be presented to the Senate.
 - iii. Cupp noted that "there are some issues here."
 - iv. Cupp presented the document she had received ("Basic Skills Initiative 2008/2009 Plan: Accomplishments to Date"), noting the errors as she did so. From the document:
 1. The **convocation speaker** was a "Plan B," recommended by Ponticelli when a speaker recommended by Hulin fell through. The document listed the incorrect speaker.

2. Though the **convocation week flex presenter**, Molly Evans, was well received (Heaton and others recommended she be brought back for a follow up presentation), the BSI members present complained that they were not informed as to what was happening and were surprised when asked to go publicly to answer questions at the end of the presentation.
 3. The **Writing and Language Development Center** is on schedule to open Sept. 8—later than hoped because of delays in the delivery and installation of furniture. Look for a grand opening once it's ready.
 4. **Expansion of the Hard Math Café:** Davidson noted that he and Heaton had painted the new annex themselves, and suggested that the document's characterization of the process—"Vice President Trutna and Dean Bloor were able to free up a classroom to serve as the Hard Math Café Annex"—be altered to include "in conjunction with faculty." Further, Heaton noted that the furniture delay has not "impacted the opening of the Center" since they are in fact open; more accurately, it has impacted the *usablility* of the Center.
 5. No discussion on **Content Tutoring (SI) Project** because Nickolson explained that the Senate would accept this document, as well as the etiquette "poster," as a draft, subject to discussion and approval of the entire committee. The BSI committee next meets Sept. 4, so they will be on the Senate agenda for Sept. 11.
 6. **Interdisciplinary 110B Level Language Courses** (incorrectly presented in the document as 105B): Condrey and Mello reported that this new course, created with the cooperation of the English, Reading, and ESL departments, is being taught as a test run by Mello this semester. It is designed around open source curricula, reducing cost for the students (textbooks are free, for example). This project has received great interest: Woodland has already asked for details. In several members' minds, this has been the one of the most productive and useful projects from the BSI committee. Hulin said it was useful to collaborate because each department gets a clearer view of what the other departments are doing; she found the project enjoyable and is proud of it.
 - v. Etiquette "poster"—the goal will be to create a document that presents similar concepts in the document handed out, but through simple and positive statements.
4. President's Report (report follows minutes)
 - a. Davidson expressed willingness to help with usability issues on the Senate website, but called for someone who better understands Senate functions, bylaws, and so on to volunteer to help Ward update the Senate website. May volunteered to do so.
 - b. Heaton asked for clarification on documents Senators need to keep track of; Kemble explained that the President's and Vice-President's reports will be part of the minutes.
 5. Vice-President's Report

- a. No questions.
 - b. Approved Langston to serve on Academic Standards Committee.
6. Old Business
- a. Hiring district administrators:
 - i. **Constituent input** –Heaton reported that faculty felt we should have faculty representation at both district and college levels. One faculty member asked Willson how the District could exclude this part of diversity. Ramsey had three responses, all of which called for representation on district hiring committees, perhaps with the Senate president and vice president from both Woodland and Yuba College. Buckley’s division found the situation “enormously disrespectful” and wanted something in writing – specifically, a statement of protocol for future. Canto-Lugo’s constituents said, “Here we go again.”
 - ii. When Davidson asked if there is a written process, Nickolson handed out a copy of the process from an old handbook. This handbook has been taken out of circulation (there is now no handbook) as the District begins to craft a new handbook. Clearly, however, the usual process had been disregarded. Nickolson showed this policy to Alt and demanded something at the same level. She will be meeting with a broader team, including Dr. Harrington and President Mendoza, for further discussion on Tuesday.
 - iii. Canto-Lugo proposed a motion: “The District administrative hiring procedure should include the Academic Senate President and VicePresident from each college, or their designees, and this should appear as policy in a written document.” Seconded and passed.
 - iv. Canto-Lugo said he did not feel it disrespectful for Nickolson to speak strongly before the board as a representative of the Senate (referring to Nickolson’s pointing out that during the summer she and May were speaking for themselves, not for the whole Senate). Willson agreed that in this case it was fine, since we trust Nickolson, but that she appreciated Nickolson’s unwillingness to speak definitively on behalf of the Senate because it avoided setting a precedent the Senate may regret later, if strapped with a less trustworthy president. Davidson agreed with Willson but didn’t want this to be perceived by outsiders as lack of strength. Nickolson, with a knowing smile, said it could not have been perceived that way. May confirmed that it was a strong presentation.
 - b. Student code of conduct
 - i. Deferred the vote until addressing concerns from the librarian Freiler that the policies might not support policies he and Heilman (the new librarian) have in their own Library and Media Services policies (in process). Nickolson argued that the library is like classroom, and the SCoC does not prevent professors from creating policies for their own classroom. Heaton pointed out that the library does not have a syllabus. Davidson suggested a document could be issued with a library card. Boren noted that not everyone gets a library card. Willson (?right?) suggested that language in the SCoC could be altered to include “library” with

“classroom.” Davidson expressed concern that too much specificity opens up possible “arguments by omission” that rabble-rousers like himself might exploit. Nickolson said she would take the questions to President Mendoza.

- ii. May reminisced about the good old days when Yuba hired a part-time librarian to yell at students to be quiet from the library balcony. Davidson proposed the motion not to include a specific section addressing the Library and Media Center in the SCoC. Carried with one abstention and one nay.

c. **Constitutional By-laws:** Postponed for two weeks.

- d. **Non-tenure faculty evaluation:** Clarified that the YFCA had said that a group policy and procedure meeting of process would be acceptable for first year hires, but not for 2nd-4th year hires (because they now have history). The decision to have or not to have such group meetings is between the committees and their dean. Willson pointed out that this was intended to simplify the process, particularly as related to scheduling. Boren expressed concern that this departs from the contract procedure, which we need to follow even when inconvenient.

7. New business

- a. **Hiring committees** – Heaton raised two issues regarding evaluation of the hiring committee process: 1) it might be useful, she argued, for a brief discussion after each committee meeting to discuss ways the meeting did or did not go well. May thought this sounded redundant, since the Human Resources director is responsible for such evaluation and reports problems to the Senate. Willson suggested that the Senate representative could fill out a quick questionnaire. Davidson noted that it’s the EEO’s job to be sure that everything is done correctly, not the Senate’s. Heaton noted that she was suggesting something beyond mere procedure. 2) it might be useful, as one example of a result of a committee evaluation, to allow a five-minute discussion about each candidate after each interview, rather than waiting until the end of the series of interviews. This might allow discussion of earlier candidates to occur while the interview is still clear in the interviewers’ minds. Davidson noted that this would be allowed already, as long as the same amount of time were given to discuss each candidate—and regulating this is again in the EEO’s purview. Boren suggested that such discussions might put later candidates at a disadvantage, though, especially if a strong candidate went early.

The meeting adjourned at 1:00 p.m, with Nickolson handing out *Yuba College Council Handbook 2008-2009* to all!

YUBA COLLEGE

Academic Senate

TO: Academic Senate Members

FROM: Helen Nickolson

SUBJECT: Weekly P Report

DATE: August 27, 2008

- The WCC Senate adopted the equivalency process with one minor change: in #3, "...to one person at each campus..." was changed to "... to one person at each COLLEGE. This will be on the September 4th agenda as an action item for the Yuba College Senate.
- Tim May and I met with Christian Ward to discuss our website. Christian very graciously offered to post our agendas and minutes whenever they go out on the server to faculty. He would also like to have everything updated on the Senate webpage, so we should all review each item or somehow spread out the work. Would anyone like to volunteer to coordinate this effort?
<http://www.yccd.edu/academicssenate/>
- Tim May and I met with George Galamba, Dena Martin, and Al Alt to discuss administrative hires both at the college and district levels. I felt really encouraged by the discussion.
- I sent out a request to each Senate representative on a committee to let me know when they (one or all on each committee) would like to come and report to the Senate.
- If you are on a Senate committee and would like to use our Senate office to meet, feel free to do so. It's the first office on the west end of the second floor in the cafeteria. You'll need a 1404 key which you should be able to get from the Maintenance Department.

YUBA COLLEGE

Academic Senate

TO: Academic Senate Members

FROM: Tim May

SUBJECT: Weekly VP Report

DATE: August 27

- As Helen said in her report, we met with Al Alt concerning the development of an administrative hiring procedure. Subsequent to that meeting, Al Alt has relayed that Dr. Harrington has re-affirmed a commitment he made that there will be faculty representation on all administrative hiring committees, including District-level administrators. The faculty appointee might be a person(s) who is mutually acceptable to the Chancellor and to the Presidents of the Colleges—and the number of faculty serving on hiring committee on the District level will no doubt be fewer in number than those on the committee for hiring a mid-manager--but the important point is that the Chancellor and the director of HR are committing to faculty representation. We should all feel very good about this development. This is the administrative action needed, and I thank everyone involved—Administrators and Senators--for their very professional approach in working toward a solution to this problem.
- John Langston has agreed to serve on the Academic Standards Committee, and I am hoping Mike Morse will agree to fill the vacancy on the Safety Committee.
- Helen and I want to talk some more to faculty members in Math and English who have experienced problems with the waitlist system for impacted classes. I met with Connie Elder, and she insists there has been no change in policy relative to the waitlist procedure. More on that next week.
- I met with Martha Mills. I am confident Dean Mills is committed to solving some cap problems regarding certain ITV courses. Part of the problem has been the system of enrollment reports sent to the Deans: the Division Dean caps the studio enrollment while the ITV Dean caps the distance ed enrollment. Both of the administrators involved in the supervision of an ITV course need to know the total enrollment so mistakes are not made.
- Kudos to Francesca Hulin, Brian Condrey, and Kyra Mello for their continued hard work in getting a writing center going. They are putting in many, many hours above and beyond. Despite its modest home in 1251, the center is going to be a thing of beauty when it is going full steam in a month. It will serve all disciplines, both referred and drop-in students, and eventually more and better writing across the curriculum will result. These three faculty members are representative and the time and energy being freely given by all members of the BSI team. Thank you, BSI team members.