

Yuba College
Academic Senate
M I N U T E S
August 21, 2008

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

Guests: Krebs, Trutna, Staffero, Jensen-Martin

The meeting was called to order at 12:00 p.m. Nickolson provided cookies.

1. .Agenda: approved.
2. Minutes – May will present minutes from the Senate retreat for approval.
3. President’s Report (written report submitted before meeting—report follows minutes)
 - a. Welcomed new and returning members of the senate.
 - b. Promised to follow up on possible e-mailing list difficulties, since her report did not seem to reach everyone in advance, as planned.
 - c. In response to a question from Willson: members should submit names of volunteers for ad hoc committees so the Senate can vote on them.
 - d. The Senate has an office with furniture and two computers
 - e. The Senate now has a link on the Yuba College home page—a change from being buried in menus and submenus...
 - f. Following up on an item from her report, Nickolson requested guidance on the issue of the Hiring Process for district administration—in particular, the hiring of the Vice Chancellor of Educational Planning and Services, but also of the hiring process for district administration in general. She read aloud the report (several members had not received it). Discussion followed:
 - i. Nickolson discussed the situation with Dr. Harrington and understands Dr. Harrington’s position to be that district shared governance is not the same as shared governance at the individual college level.
 - ii. May affirmed this interpretation and emphasized that Dr. Harrington remains committed to shared governance at the college level, so that when an administrative hire occurs at Yuba, faculty will be involved.
 - iii. Willson agreed that philosophically there is a difference between district and college governance, but noted that it would have been polite for the District to have included us
 - iv. Davidson basically agreed with Willson, but argued that the District’s action shows poor communication; we should at least have been informed that the hire was happening. He argued

further that it is inappropriate to have no faculty involved in hiring for this educationally based position. Finally, it flies in the face of the Board's claim to value diversity, since diversity means not only diversity of such things as race and gender, but of perspectives—such as that of faculty.

- v. Nickolson clarified that the Board response was thoughtful; her impression was that they were concerned. One Board member said that they couldn't respond immediately because it required more thought, but they had heard Nickolson's concerns and would take them under advisement.
 - vi. Nickolson requested that the Senate members think about their response and return to clarify the Senate position, since so far she and May had only been speaking for themselves. Jensen-Martin added that this "thinking about the response" should include consulting constituents.
 - vii. Davidson requested that we obtain the position announcement. Trutna clarified that the position involved District-level work on matriculation, articulation, research, VTEA, etc.
4. Vice President's report (written report submitted before meeting—report follows minutes)
- a. The mentor program is underway. There was a great (if small) group at the first meeting. Mentees (first year faculty) are encouraged, but not required, to select a non-tenured faculty member as mentor. The first monthly meeting will be Fri., Sept. 12, 2-6, at Sutter County Schools Office to discuss the Open Textbook Project.
 - b. The Writing Center is open, largely due to the unflagging efforts of Brian Condrey, Kyra Mello, and Francesca Hulin.
 - c. Heaton announced that the Hard Math Café has expanded into a newly cleaned and painted room, with furniture on the way.
 - d. May pointed to a delayed problem re: the Writing Center: one of a coordinator. It will be populated by full and part-time faculty volunteering office hours, IA assistance, and student tutors. Canto-Lugo announced that part-time faculty could earn FLEX credit working in the center as well. For this year, faculty volunteering office hours is fine, but (May argued) this is a problematic model for a writing center. Heaton pointed out that this model works for the Hard Math Café. May insisted that this is an issue that will need to be addressed. Jensen-Martin suggested that requests for a coordinator position be in place by September if anything is to be done for the following year. May noted that Sally Harvey and others in the English Dept. are writing up the request now.

5. Committee Reports

- a. Accreditation and 50% Course Work off-site: Phil Krebs
 - i. Krebs introduced two issues:

1. midterm report from Yuba College's 2004-05 accreditation study; the accreditation committee wants a response to their recommendations.
 2. Distance ed: a concern has arisen that some majors, if planned carefully enough, can have a degree conferred with over 50% of the coursework involving distance education
- ii. Krebs began with background: the accreditation process has grown exponentially, due to state and other pressures for such things as SLOs. Now, out of 18 recommendations that the accreditation committee wants responses to, he asked for immediate and follow-up response to 5 issues he identified as "critical" (Nickolson sent these to Senate members in advance—though, as with other cases above, not all received them). He is looking for documentary evidence—minutes, processes, etc.—to demonstrate that these concerns have been addressed.
1. Recommendation 1: increased communication. Krebs suggested that a copy of the Senate Goals for 2008-09 could work, since the first goal is improved communication with constituents.
 2. Recommendation 3: looking for documentary evidence that the Program Review process is not simply an empty process, but that recommendations from the Program Review are taken into consideration.
 3. Recommendation 2: looking for research into planning and development that demonstrates that students are improving as a result of being here, that administration is improving, that faculty hires improve results, etc.
 4. Recommendation 4: looking for ways to strengthen evaluation of plans, committees, etc. and to use these evaluations as a tool for planning. Willson and Davidson noted that the shift to multi-college district will require *reevaluation*, citing as evidence of poor communication the new District administration hire. We need to anticipate channels and processes in light of present and future changes. Nickolson suggested the Senate invite Board members to Senate meetings. In response to a question from May, Krebs clarified that researcher David Waites is a district researcher and thus not involved in individual college program review and follow-up. Trutna added that we will be getting a local researcher, much like Woodland's researcher Christine _____ has been. Boren requested clarification of procedure: were we being asked to respond to this?—a concern because not all had received it in advance. Krebs clarified that he was asking for comments, either immediately or through email on them. Davidson asked what the accreditation committee is

looking for (for example, re: their attention to shared governance); Krebs said they are looking for structures, processes etc. that give evidence that it (in this case shared governance) is working. Evidence is found in operation, minutes, processes, etc.

iii. Nickolson encouraged all to email with questions, ideas, and so on.

6. Old Business

- a. Nickolson handed out a draft of the new student handbook and asked the Senate to look it over and comment on it. She will convey our comments to President Mendoza.

7. New Business:

- a. The Equivalence Procedure was passed as written.
- b. Review of convocation– postponed
- c. Hiring Committees – postponed
- d. Streamlining Evaluations process for non-tenure evaluations: It has been suggested that evaluations could be held at one time, with all members of all committees receiving general instructions etc. at one time, then breaking up to different groups for more individualized parts. Some suggest this might be appropriate for first-year evaluations, when there is not history of evaluation that could compromise evaluates privacy, but not for 2nd - 4th year hires, who have a greater need for privacy and confidentiality. Davidson emphasized that he was not comfortable with group meetings, though conceded that it might not be a problem as long as limited to first year hires. Staffero noted that all this depends on administration approval as well. Willson said she sent an email to her constituents but got no response. Canto-Lugo suggested that the Senate's first forum be devoted to the types of things a general meeting would cover, to help non-tenured faculty understand the process. Nickolson suggested that Willson's committee discuss this possibility with Canto-Lugo and return to the Senate with suggestions.

8. Bin

- a. BSI posters re: etiquette in classroom: Nickolson requested feedback.
- b. FLEX – next time

Meeting adjourned at 12:55 p.m. Nickolson took half a plate of cookies home.

YUBA COLLEGE
Academic Senate

TO: Academic Senate Members
FROM: Helen Nickolson
SUBJECT: Weekly P Report
DATE: August 21, 2008

For my report to the Senate, I have included my two reports to the Board of Trustees and the list of ad hoc subcommittees that we decided upon at our Senate Retreat last May.

Report to the Board on June 11, 2008, at the Board meeting held at Woodland Community College:

Senate Achievements 2007-2008

Enhanced and expanded a Senate voice

- Collaboration with administration
 - At times of disagreement, both sides operated on the premise that issues could be worked out
 - Meetings with CCC Chancellor's Circle
- Improved relationship between the Senate and the Board
 - Newly tenured faculty speak at Board meetings
 - Featured presentations by faculty at each Board meeting
- Improved faculty consciousness for hiring
 - Hiring manual
 - Had Senate representatives on hiring committees by December
 - Faculty volunteers for committees
- Improved tenure review process
 - Deliberate proceedings where the Senate could truly reflect
- Faculty Mentoring Program
 - Formalized faculty involvement
 - Positive evaluation
 - Will continue and be expanded
- Continued to develop WCC Senate
 - Met periodically with WCC Senate leaders and administration
 - Appointed Woodland representatives on district committees whenever requested

- Requested Standing Committee reports to Senate
 - BSI
 - Study Abroad
 - Curriculum
 - Academic Calendar
- Conducted Senate forums
- Began review of Senate Constitution and By-laws
- Began discussion of open educational resources
- Became more involved at state level
- Clarified process for student challenge of grades
 - Senate has responded to two requests this past spring

Academic Senate Goals for 2008-09

1. Improve communication with constituents
 - a. Workshops to update Senators, to clarify policies and procedures, to have more productive meetings, and to focus on developing a “Teaching Institute.”
 - b. Area A Meeting will be held at Yuba Saturday, October 25, 2008
2. Hold effective meetings
 - a. Subcommittee reports ahead of time
 - b. President and Vice-President to send reports on Wednesday
 - c. Streamline “one-issue” items
 - d. Stay on agenda
 - e. New items deferred to following week
3. Review Evaluation procedures
 - a. Work with YCFA to determine improvements
4. Develop manual for adjunct faculty
 - a. Adjunct Senate members have been requesting this for several years
5. Clarify policy regarding cheating
 - a. Community colleges/four-year institutions are responding differently within and across systems
6. Review flex guidelines
 - a. Senate has awareness that flex activities need to be improved

7. Review Constitution and By-Laws
 - a. Wanted to begin this past year but not feasible without knowing whether or not Woodland would become accredited
8. Be involved in implementing BSI
 - a. Have had regular reports and will continue to do so
 - b. President and Vice-President have attended training sessions
9. Change 80-20 syndrome
 - a. Will continue to encourage faculty to become more active
10. Contribute to Evaluation of administrators
 - a. Consult and develop with the Chancellor or Chancellor's designee a procedure for Senate evaluation of administrators.
11. Expand Mentoring Program
 - a. Vice-President May plans to include all non-tenured faculty in program
12. Research lowering textbook costs
 - a. CCCOER workshop on Friday, September 12
 - b. Will invite neighboring colleges
13. Continue the past good work of the Senate in promoting collegiality throughout the institution
 - a. Saddened to hear that negotiations are going so badly and the District no longer wants to talk
 - b. Am very concerned since many academic issues are part of the contract
 - c. YCFA colleagues are sincere, hard-working, and willing to continue discussing every item
 - d. Shame after we've gone so far

Report to the Board on July 16, 2008, at the Board meeting held at Yuba College:

- Congratulations to Neelam Canto-Lugo! We have great faculty and programs and I look forward to seeing more honored in the future.
- Congratulations to Woodland Community College and the Yuba Community College District on having achieved accreditation and becoming the 110th community college in California! Many people—past and present—worked very hard to get to this point. I would especially give credit to the Board, administration, faculty, staff, the two Senates, YCFA, and Phil Krebs. This was a major feat accomplished by the high level of morale, collaboration, and collegiality throughout the district in the last few years, so congratulations to all of us and may we continue along the same path for the upcoming accreditation process at Yuba College.

- I would like to announce that our new Senate office will be operational very soon. This is in great part to the help of President Mendoza and his staff and I appreciate all their help. You are all welcome to stop by
- **Current issue for the Board's consideration: Hiring Process for the new Vice Chancellor of Educational Planning and Services**
- Two days ago is the first time that the Senate was aware that interviewing was taking place for this position. I found out inadvertently and tried to get more information such as who was on the committee, but I was told by Human Resources that that could not be disclosed. Vice-President May also tried to get information on the committee composition and on the Board policy but received the same response from HR.
 - I immediately made an appointment with Dr. Harrington and we had a lengthy discussion. At the conclusion of that discussion, we agreed to disagree.
 - These are VP May's and my points ("Our" since the Senate has not yet discussed this):
 - We have been operating under a shared governance model and have had the Senate president as co-chair of the committee and two faculty members on all administrative hiring committees.
 - Changes in the administrative hiring procedure have never been mentioned to the Senate.
 - There is no current written Board policy on administrative hiring.
 - Not having Senate representation eliminates the faculty voice.
 - It is critical to have the faculty voice for all administrative hires.
 - It is especially critical to have the faculty voice for this position since it so directly impacts educational planning and services.
 - These are my questions:
 - How does this action affect shared governance and the faculty role in shared governance?
 - Does the Board not want the Senate to be involved?
 - Would the advantages and expediency of a homogeneous committee outweigh the advantages of a diverse group in hiring?
 - Final thoughts:
 - I fail to understand the major philosophical shift in silencing the faculty in the administrative hiring process.
 - Most importantly, I have no idea how to respond to faculty when they ask "why?"

Academic Senate Ad hoc Sub-committees for 2008-09:

1. Academic Senate Standards Sub-committee
 - a. President: Nickolson
 - b. Vice-President: May
 - c. Senator: Willson

2. Administrative Evaluations Sub-committee (Consult and develop with the Chancellor or Chancellor's designee a procedure for Senate evaluation of administrators).
 - a. President: Nickolson
 - b. Vice-President: May

3. Full-time and Part-time Faculty Evaluation Sub-committee (Including Distributive Ed)
 - a. Senator: Heaton
 - b. Senator: Willson
 - c. YCFA Rep:
 - d. Tenured Faculty:
 - e. Non-tenured Faculty:
 - f. Adjunct: Kitchen

4. Communication, Training, Forums, and "Teaching Institute" Sub-committee (Workshops to update Senators, to clarify policies and procedures, to have more productive meetings, and to focus on developing a "Teaching Institute.")
 - a. President: Nickolson
 - b. Senator: Canto-Lugo
 - c. Senator: Boren

5. Constitution and By-laws Sub-committee
 - a. Senator: Canto-Lugo
 - b. Senator:

6. Election Sub-committee
 - a. Senator: Heaton
 - b. Senator (Lake)

YUBA COLLEGE
Academic Senate

TO: Academic Senate Members

FROM: Tim May

SUBJECT: Weekly VP Report

DATE: August 21, 2008

Bob Abele resigned from the College this summer, creating a vacancy on the Senate. Alison Buckley has volunteered to serve as the new social sciences Senator; we have notified all of the faculty in this area. It appears she has their unanimous support. Alison will be at the meeting tomorrow and become an official Senator at next week's meeting.

Helen and I held regular meetings with President Mendoza and Vice-President Trutna over the summer. Our discussions were far ranging, but frequent topics were orientation for new faculty, making sure all committees were fully staffed, getting the new Senate office ready, initial plans for matriculation , and the transition to two Senates.

The Mentor Program will be a big priority for me this year. Our first week went well enough. We met the new faculty members on Monday and Tuesday of opening week, then held a reception at Helen and Larry's on Friday. I thought the affair was quite nice—low-key, classy. Our first monthly Mentor meeting will be September 12—the Open Textbook Project—to be held at the Sutter County Schools Office from 2 to 6. One note: we included all non-tenured faculty in the program this year. Only a few showed up to the reception, but I want non-tenured faculty to be involved in the program. Any suggestions? Perhaps we can indicate to the Chairs of the evaluation committees that we expect non-tenured faculty to participate and that we expect the Senate rep on the evaluation committees to make note of their participation in the evaluation summary.

At the July Board Meeting, Helen put a strong case before the Board and Dr. Harrington that the Senate should have been involved in the hiring process for the new Vice Chancellor. Before the August Board Meeting, Dr. Harrington gave the Senate two important reassurances: that we would be involved in the development of an administrative hiring procedure—both for District and College administrators-- and that the Senate would be involved in the recruitment and hiring of all College (as opposed to District) administrators, especially the College President and Vice President. The Personnel Office has scheduled meetings next week with the Senate leadership here and at Woodland to being the planning process for a hiring procedure.

Over the summer, the BSI team—especially Francesca Hulin, Brian Condrey, and Kyra Mello—worked with Dr. Mendoza and Dr. Trutna to get an English Writing Center started. Building 1251 has been refurbished, furniture and computers purchased, and a temporary I.A. has been authorized. It's a start—and as an English teacher who has felt the absence of a writing center for about 30 years-- I am deeply grateful to everyone involved for pulling this off.

Instructional Equivalences are starting to come in. Helen and George have developed a streamlined procedure for evaluating them, which should make my life much easier.

That's all—see you Thursday... Tim