

Yuba College
Academic Senate
M I N U T E S
September 4, 2008

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

Guests: Freiler, Jensen-Martin, Langston, Stemmann, Trutna,

The meeting was called to order at 12:00 p.m. Nickolson supplied *heavenly* baklava.

1. Agenda: approved
2. Minutes: approved
3. **Student Code of Conduct:** (moved from 6b to accommodate our guest Freiler)
 - a. Freiler discussed the library's concerns regarding the SCoC. The main issue is the difficult analogy between instruction in a class (an instructor may remove a student for the day and the following class period) and the library (a student could come back that same afternoon). He had devised a comprehensive code of conduct for the library, but he and Heilman are comfortable with suggestions from Nickolson (specifics in 3b) which would change a few passages to clarify that the term "class" includes district libraries, "instructors" includes district librarians, and "day" refers to college days.
 - b. Nickolson officially moved the discussion from SCoC to this position on the agenda, listing recommended changes to the SCoC so far:
 - i. Page 2 (table of contents): add item #25 indicating penal codes on page 16
 - ii. Page 4: add (f) "Class" includes Yuba Community College District Libraries
 - iii. Page 4: add (g) "instructor" includes YCCD librarians. (ii) and (iii) clarifies the SCoC to include the library. Willson asked if they should be clarified further to include counselors. Nickolson said that the counselors have not voiced any concerns.
 - iv. Page 9: item 23 struck out.
 - v. Page 16: add Section 25 re: penal codes for removal of individuals from YCCD property: Penal Code 626.4 applies to students, and 626.6 applies to non-students.
 - c. Freiler informed the senate that he and Heilman approve of these changes, but would like to see Section 10 make clear that "removal for the day and next class" refers to college days.
 - d. Nickolson forwarded these changes to President Mendoza, who said he could work with all these changes.

- e. The discussion re: possible changes continued: Freiler suggested that the language in 6.12, which uses the word theft, should be replaced with less provocative language, such as “unauthorized removal.” Davidson wondered what the penal codes in the new Section 25 indicated as circumstances allowing removal. Freiler clarified that there is more due process for students; non-students can simply be removed from the campus. May requested that we see the final, written copy before offering final approval. Canto-Lugo raised this issue about “good judgment and taste” mentioned in the dress code; Davidson raised the issue of “filthy habits and contagious diseases” and whether some of this might violate the Americans with Disabilities Act.
 - f. Nickolson said we could hold off one more week, but asked how much time we need since there had been discussion several weeks earlier and this had been listed twice as an action item. Since we can’t spend a whole session on this one issue, she argued, we need to suggest changes outside of the meeting—for example, through email. She requested that senators rewrite troubling passages and discuss them through email. Willson offered to set up a wiki to collaborate. Canto-Lugo and others noted that they had misunderstood the process; they believed that they had been asked to be prepared to discuss the issue during the meeting. Nickolson clarified that we need to do much more work outside the meeting. Heaton suggested that email is great but not sufficient, since people often do not respond to email questions. She moved that the Senate hold an extra meeting as need. Passed, with one opposed.
 - g. Freiler thanked the Senate for their time and attention to the SCoC, which is an important element of the school
4. **Committee reports:** None.
5. **President’s report** (report follows): No questions
6. **Vice-President’s report** (report follows): No questions
- a. Morse approved for Safety Committee
 - b. Ruckle approved for Study Abroad Team
 - c. Lee approved as adjunct representative taking Harris’s place at Clear Lake (just in case this needs Senate approval)
 - d. Willson asked if the list of committee members (which Nickolson had sent out) could be sent again because at least one person showed up to a committee meeting but did not appear on the list. Langston pointed out that this list should be on the Senate web page. Nickolson explained that lists are on the Senate web page and it’s now easier to find the Senate page since it can be accessed by clicking on the drop down menu on the Yuba College page.
7. **Old Business**
- a. **Equivalence process:** This document, designed to guarantee that both Woodland and Yuba have consistent standards for equivalence, had been approved by the Senate two weeks ago. Woodland approved it as well, with one change: replacing the word “campus” with “college.” Motion to approve carried

- b. **Student Code of Conduct** (moved to item 3)
- c. **Evaluations for first year faculty:** At issue is whether or not an initial meeting, dealing primarily with the evaluation process, could be held with all first year faculty as a joint meeting rather than a series of individual meetings, simplifying the process and scheduling difficulties. The YCFA has said that, as long as the meeting involves explanation, that's fine. President Mendoza recommends caution, however, because this does not afford proper respect to committee. Further, as May explained, President Mendoza is concerned with a history of divisions veering from process; it seems unwise to introduce further variance of our own. Nickolson recommended that we be satisfied with the status quo for now; for one thing, it can't be done without President Mendoza's approval. Davidson pointed out that this request for simplification actually came from the deans, so we can drop it. Willson, as chair of the Evaluation Ad-Hoc Sub-Committee said she'd be happy to have the committee look at the issue for future recommendations. Jensen-Martin recommended we leave the process as it is and just have a specific meeting on orientation day where deans can (or would be required to) talk to new faculty. Buckley noted that no one in her division had a problem with the proposed change.
- d. **Hiring Committees:** Langston explained the background for this discussion: he and three others (Thoo, Bliss, and Syda) gathered on an ad hoc basis to discuss the hiring process, concluding that there's room for improvement. (Two examples: in time constraints—too many interviews in too little time—and in interview question development—including grammatical review.) Syda's idea (as reported by Langston): to appoint two people to “debrief” faculty who've just sat on a hiring committee and collect ideas for improvement. This could lead to a more boiler-plate approach for future committees to have something to work off of for consistency and efficiency. Nickolson asked if Langston et al. were requesting an ad hoc committee from the Senate; Langston said that an informal committee for now, with perhaps a more formal committee later, would be good.

Davidson wondered why this should be a Senate/faculty concern when it's HR's responsibility to improve the process; Langston pointed to several points at which the faculty has an important role in the process—one which is far too rushed. Issues outside of HR's purview, perhaps: the block, all-in-one-day interviews, which are too exhausting, or the quality of questions. Davidson still questioned who should be doing the debriefing. Nickolson asked if Langston et al. were thinking of gathering ideas to then work with HR; Langston affirmed this. Since the four of them voiced these concerns spontaneously, it's likely that many faculty have a common set of concerns, and this debriefing would be a way to address them. May pointed to that day's scheduled meeting with President Mendoza about wait list problems (see VP report) as a model of how this might work in an ad hoc way.

Heaton suggested that a year or two of debriefings could be compiled into a list of recommendations, such as those that appear in an email to her by Thoo, which included concerns about not being able to discuss applications with other committee members, not

having time between interviews to summarize impressions of applicants (rather than waiting until the end of a long day, with much forgotten), not having freedom to ask questions after the scripted questions to get to know the individual applicant better; not having a short summary discussion at the end of an 8-to-5 day interview session (instead discussion things the next day, when things are not fresh in mind).

Jensen-Martin distinguished between protocol and legal issues, and counseled that the Senate be careful to constrain HR to legal issues, keeping protocol within the purview of faculty. Canto-Lugo pointed out that questions about applications can be discussed during the post-interview conversations about the applicants. May made a motion that an ad hoc committee look into the process as discussed. Motion passed, with May as chair of the ad hoc committee.

8. **New Business:** Mixed excitement and disbelief as we moved on to new business with time to spare!

- a. **Review of Convocation:** Nickolson pointed out that historically we have waited until the last minute to work on convocation. Dr. Trutna clarified that responsibility for convocation lies with the College Council (with Senate president as co-chair).

Davidson: better speaker than last year, but standing outside for food on the hot day was oppressive. Canto-Lugo: requested that the Senate establish a deadline a month ahead of time so the FLEX committee has time to print up programs, etc. Boren: An okay day, but scheduling division meetings on a separate day meant that counselor liaisons were not able to go to their designated groups, as they have in the past. Buckley: the opening video is fun, and then everything goes downhill. Returning faculty and, even more so, first year faculty want to be psyched. Activities should be more interactive. Aside from the opening video and the YCFA meeting, not much else was invigorating. Nickolson agreed and, as usual, called for more physical activities (from the peanut gallery: sack races, margarita contests). Morgan missed the power point presentation informing faculty about important statistics—numbers of degrees conferred, number of transfer students, etc.

May felt that, while far from ideal, the two days went well—good attendance, high morale, and so on—but pointed to an item on the President’s Report (report follows) about a single faculty member being singled out for not having attended the whole time. May argued that this type of petty and wholly unnecessary practice destroys morale. Faculty should be commended for such a high level of participation, not singled out for not attending x part of convocations. Boren pointed out that he didn’t know the details of the situation. Nickolson clarified that one faculty member had not attended part of convocation and was asked by a dean to turn in an absence form. May dismissed this as “junior high stuff.”

- b. **FLEX for faculty evaluators:** Canto-Lugo said he was mistaken to have us look at the issue because it needs committee discussion first. But he called for the Senate to support FLEX committee by asking faculty to present more workshops, especially targeted for

new faculty. He made a motion that the Senate ask senate reps to encourage their constituents to present FLEX workshops. Boren pointed out that this could tie in with other issues raised that day, or other issues where faculty may not be aware of their rights, such as those involving the hiring (for example, faculty has the right to slow down the interview process, since it's not up to deans). Canto-Lugo clarified that Boren's idea could be a part of this, but he is just asking for more participation. Motion carried.

- c. **Forums – Sept 26 forum as follow-up to Sept 12 CCCOER workshop:** Nickolson offered to work on this if the Senate agrees it's a good idea. The forum could brainstorm ways to incorporate what attendees learned (no telling what that is yet), discuss the role of the bookstore, come up with ways to help students. Canto-Lugo likes the idea and looks forward to lots of ideas coming from the workshop. Willson noted that we often have forums and no one even comes; she recommended a wiki, which might involve people who would otherwise not go to a forum. Willson offered to set it up.
- d. **Senate website:** deferred while May peruses a list of documents that Ward gave him for review.
- e. **Evaluation on administrators:** will be #1 next week.

9. Bin:

- a. Heaton explained that she should have requested election to be on the agenda. She recognized that Lake is the only eligible site for the senator, but wanted to follow up on some numbers that seem out of whack. Yuba has 148 adjunct faculty, Lake 33, and Beale 11, so she asked if having one adjunct representative from each site is fair. Will continue with the election. Willson wondered if it's possible to amend the by-laws, since they were written when Woodland was a part of the Senate makeup. Davidson noted that in effect we have already amended them because the Woodland rep was take out from Section 1; a change here would not be much different from what has already been done. The best solution: in a year, the position will have expired—but we need better bylaws in place by then. Kitchen emphasized that Lake adjuncts deserve representation. RD suggested that we might add one more representative from Yuba/Sutter to even out the numbers. Heaton clarified that this election will go by current by-laws and that she had sent a draft of the nomination form (to be sent to Clear Lake Adjunct Faculty) to the election committee and to Helen. The present adjunct faculty position for Senator expires in June 2009, when a new representative will be elected for a three-year term—unless the bylaws are revised. Nickolson affirmed that we need to work on bylaws; Abele resigned, so it's left to Canto-Lugo and Heaton. Boren volunteered to join the Constitution Bylaws committee. Kitchen volunteered to be in on the discussion of adjuncts.

Meeting adjourned at 12:58.

YUBA COLLEGE

Academic Senate

TO: Academic Senate Members

FROM: Helen Nickolson

SUBJECT: Weekly P Report

DATE: September 3, 2008

- Study Abroad—At the May 1, 2008 Senate meeting, the Senate approved the motion that there be a standing Study Abroad Committee. However, and sadly, the appropriate paperwork was not completed. Consequently, President Mendoza is working on the template which is used by College Council and will send out a draft as soon as possible. Once the draft meets everyone's approval, it will need to be presented to College Council and CHEX.

- At the meeting with Mendoza on August 28th, the following was discussed:
 - Having a forum on Friday, September 26 as a follow-up to the Open Educational Resources Workshop. The purpose of this forum would be to include the Bookstore in a brainstorming session as to how our students could lower their textbook costs.
 - Accreditation—The faculty person who will take the lead faculty role will probably need reassigned time and training.
 - Refill process—Trutna, Williams, and Nickolson will meet Thursday to review who is retiring at the end of the 2008-09 year and to discuss automatic refills.
 - Mendoza is working on a letter to be sent out in approximately a week with the guidelines and timelines for the Faculty Staffing process.
 - Hiring Handbook—Mendoza passed out a draft with slight revisions to hiring procedures for Sabbatical replacements. Basically, the committee is not as large as regular committees. These revisions, in concept, were approved by the Senate last year and were followed for this year's sabbatical replacements. However, the language needs to be incorporated into the Hiring Manual.
 - Mike Morse and Miriam Root (and some others but I don't remember) are working with a consortium which has "Sustainability" as the focus. On Friday, October 3, from 9:00--noon there will be an event showcasing alternative fuels. I'm sketchy on this item, so you may want to check with Mike and/or Miriam.
 - I was asked by the Senate to get clarification on David Waite's position and responsibilities. He is a District employee and will be doing research until the College gets a college researcher.
 - The Academic Standards Sub-committee may need to be restructured or may need to meet more regularly to respond to the more complex student petitions.

- Waitlist—We will schedule a discussion with math and English faculty, the registrar, and appropriate deans to better understand the process, changes, and the impact on students and faculty.
- Group meeting for first-year hires—Mendoza did not favor a group meeting, and he wants the deans to be consistent. YCFA is not opposed to a group meeting for first-year hires. The evaluations sub-committee may want to take this item for review and propose a specific process.
- Student Code of Conduct—Mendoza suggested that the library have notices and perhaps a brochure to provide students with the rules. There is a penal code that allows non-students to be removed from the premises.
- We discussed the possibility of having a Yuba secretary take minutes for the Senate. Mendoza will look into this.
- We discussed that one faculty was singled out from Convocation as not having attended the entire time. This practice serves no positive purpose.
- We all expressed concern about trying to get feedback from Hiring Committees. The concerns centered on legalities, confidentiality statements, etc. If the faculty group which expressed interest in this project is interested, we will need more information from the group and then from Human Resources.

Items at the meeting with Harrington, Mendoza, Fairchilds, Galamba, and Martin:

- The Open Educational Resources workshop on Sept. 12.
- BOG meeting Monday the 8th —The final step for WCC to be recognized as the 110th community college in California
- College Council Handbook—I distributed a handbook last week and we were asked to respond if we notice anything incorrect, etc.
- The district is using timelines from the previous contract—for such areas as evaluations—until a new contract is finalized.
- Coordinators are OK for this year since their contracts carry them through the spring semester.
- By December, academic positions for hire will go to the Board (automatic refills will go earlier).
- Possible Future Project Team: “Program Innovations,” which would be utilized like a think tank.
- Faculty Evaluation Teams—Senate Reps on Committees should notify the Senate (we would need to have a closed session for discussion) if there are any serious problems. Evaluators should not wait until the third or fourth year or the actual tenure hearing to advise the Senate about problems.

This group will meet again next week to finish the additional agenda items.

YUBA COLLEGE

Academic Senate

TO: Academic Senate Members

FROM: Tim May

SUBJECT: Weekly VP Report

DATE: September 4, 2008

1. The leadership of the two Senates met with the Chancellor and the two Presidents of the colleges. The meetings will be routinely scheduled each semester. Many topics were discussed. Some of the majors:

- The staffing committee will meet with the Presidents this coming week to discuss automatic refill positions. After decisions are reached concerning these positions, approval will be sought for the November Board meeting. Meanwhile, faculty and administrators will be submitting requests for full-time positions through the staffing committee, with the eventual goal a list of approved positions shared with the Senate before submitting to the Board in December.

- Three administrative positions will be filled. There will be a director of research for each college and a person to replace Rod Perry as head of maintenance and grounds. Personnel will soon have a draft of an administrative hiring process for Senate approval; the new procedure will be in place before job announcements go out

- Before any faculty job announcements go out, the Senate, working with the VP of instruction, must have the hiring committee's fully staffed before we break for Christmas.

- Released time arrangements for Senate Pres and VP here and in Woodland are being held up due to contract negotiations.

- Promoting the Open Ed Resources Workshop on Sep 12 was discussed. There is some concern that faculty have not committed to attend this workshop. Lowering textbook costs is one of this year's Senate goals, as well as a goal of the Statewide Academic Senate.

- Reviews of the Student Code of Conduct, the Equivalency Procedure, Faculty Handbooks are in process.

-We meet again next week. If you have an item that we should be discussing with the administrative leaders, please let me or Helen know.

2. Tomorrow Helen and I meet with President Mendoza and Connie Elder, together with Greg Kemble from English and Lauren Syda from Math, to discuss the waitlist procedure for impacted classes. There were some problems with the system this semester. We will report back.

3. I will be reviewing the Academic Senate website documents to determine which ones are current, which ones need revision. Of interest are statements on Professional Ethics, Committee Appointments, Legal Basis for the Senate, District Governance, SLO's. I will report to the Senate soon regarding these documents.