

Yuba College  
**Academic Senate**  
M I N U T E S  
September 11, 2008

**Senators Present:** Nickolson (president), Boren, Buckley, Davidson, Heaton, Kemble, Morgan, Ramsey, Willson

**Guests:** Cupp, Davis, Ferrell, Michels, Ruiz, Stemmann, Trutna,

Nickolson breezed in at 12:03, allowing us to start. Finally.

1. Agenda approved.
2. Minutes: May 30 approved; Sept. 4 approved, with changes.
3. Committee Reports
  - a. **BSI:** Cupp thanked the Senate for moving committee reports to the beginning and handed out the corrected version of the “BSI 2008/09 Plan: Accomplishments to date.” She added that she gave Board members Reading class data re: biology; she and they were happy with the results. Farrell also handed out the “Action Plan Template.”
  - b. Cupp emphasized an important point from Molly Emmons’s convocation week Flex presentation: a commitment to Learning Communities requires we follow her recommendation for a coordinator with release time to do the huge amount of work required to make them successful. If the District wants us to do this, we want to do it right, not on the cheap. Cupp offered to work up a proposal for that position. Farrell added that they planned to bring Emmons back for a workshop.
  - c. Nickolson inquired about training, conferences, or funded activities coming up. Farrell noted that the plan and budget include money to sponsor faculty to attend Basic Skills-framed conferences and affirmed that these funds are available to all faculty, not those in traditional Basic Skills areas. Cupp announced the College Reading and Learning Conference in Cleveland coming up in October—though after travel and lodging, it costs more than the \$750 allotment.
  - d. Farrell noted two other areas of focus needing Academic Support: sponsoring Great Teachers Seminars in January, and clarifying institutional expectations re: hiring staff—specifically, answering the question of whether or not the Faculty Staffing Committee’s matrix should be weighed to show a shift in focus toward Basic Skills. Nickolson noted that Leslie Williams, chair of the Faculty Staffing Committee, will address the Senate about this issue.

- e. Farrell pointed to various sections of the Action Plan Template. The next time the committee meets they'll develop subgroups to get to work on this ambitious listing. They are a highly motivated group.
- f. **Constitution and by-laws committee:** deferred until Sept. 25 to accommodate Canto-Lugo's surgery. Davidson volunteered to replace Heaton on the committee, since she had only agreed to help with the "elections" section, not the whole document.. Nickolson requested that issues related to election date changes be presented to the committee; she has made recommendations – and they are only recommendations – and will present her case to the committee, who will then discuss the issue.
- g. **Curriculum committee:** Michels presented a proposal to change the Agriculture Discipline at the state level. The proposal is to eliminate the words "and a Bachelor's in animal and plant sciences." The goal is to broaden the requirements to be inclusive for all agriculture disciplines, since most scholars get a Masters in a specific agricultural are. As an example of the effect of this change, our own pool of applicants shot up from 6 to 30 when the Senate permitted this change in our own hiring process. The change needs to be approved locally by Sept. 30 to be submitted to the State Academic Senate during this 2-year cycle. Nickolson clarified that three disciplines are listed for review so far; they are introduced (at the state level) in the Fall session to be voted on in the Spring session.

4. **President's report** (report follows)

- a. Nickolson introduced Fatima Ruiz, the new full-time counselor.
- b. Nickolson thanked the faculty who attended the Board meeting on Sept. 3 The room was full; it was a great meeting with wonderful reports.
- c. No questions.
- d-e. Willson moved the Senate approve Ramsey for Facilities Design Guidelines Committee, H. Morgan as the Senate evaluator for Mickie Mann, and Mello and Condrey for BSI. During discussion, Davidson expressed concern with appointing Mello and Condrey to the BSI committee, arguing that it might be better to leave positions open than to overweigh them with representatives from a single discipline. At present, there is only one math faculty on that committee, for example. Willson amended motion to remove approval of BSI appointees until further discussion. Ramsey and Morgan approved.

5. **Vice President's Report** (report follows)

- a. Following up on the issue of administrative evaluations, Boren pointed out that there really is no management handbook. When he inquired about it, he was told alternately that they were working on it, that it was scattered, that it was online, etc.

This keeps coming up, Boren notes, and we don't do anything about it. Discussion deferred to 7a (below).

6. Old Business

- a. **Ad hoc committee on Hiring:** May as chair, Alt, Langston, Jensen, Bliss scheduled to meet Monday Sept. 15 at 2:00.
- b. **Special meeting for Student Code of Conduct** scheduled for Monday Sept. 15 at 1:00.

7. New Business

- 8. Evaluation of administrators:** Boren reiterated that he went to look for the Management Handbook that Dr. Harrington mentioned (in May's report). In HR, it sounds like they're putting it together, though they used to have one dated 1998. As May's report says, Dr. Harrington "said we should examine the current procedure and make suggestions concerning what might be helpful from a faculty viewpoint." It makes no sense that we're not in the process, Boren argued; the language is all so vague that the administration gets to do whatever it wants. This is in contrast to faculty evaluations, which are laid out clearly. Davidson affirmed Boren's point, arguing that we should spend as much energy on the evaluation process for administration as everyone else.

Nickolson emphasized that the term "evaluation" should not be understood as necessarily negative; it should be positive. Dr. Trutna offered a comparison between administrative evaluation and faculty/classified evaluations: both of the latter were developed and approved by a union. The process with management is similar; there's no union, but the District Management Council is involved—and has to deal with different kinds of managers, all with their own protections. Nickolson asked if there would be any spot for faculty involvement in evaluation; Dr. Trutna responded that the idea is not opposed; deans in Marysville currently, by mutual agreement, involve faculty, though faculty is not appointed.

Nickolson asked if a copy of the handbook could be made available; Dr. Trutna pointed out that it is still being developed. Davidson asked who is responsible for getting it done. Nickolson suggested an ad hoc sub-committee to research what other places do, survey faculty, etc., before making suggestions in reply to Dr. Harrington's request.

Willson pointed out that we have a lot of ad hoc sub-committees and recommended a procedure whereby a Senator serving as chair request participation from faculty at large. Right now the Senate divides up all the work; it would be nice to get outside help. Buckley volunteered to join Boren as co-chair of an evaluation subcommittee. Dr. Trutna advised that the Senate think of "down the road"—a developing contract might proscribe official faculty involvement, but the Senate could still come up with ways to be an informal part of the process.

9. **Bin:**

a. Nickolson called for items for the next agenda.

Meeting ended at 12:55.

## **Report to the YCCD Board of Trustees--September 10, 2008**

**By Helen Nickolson, YC Academic Senate President**

- Congratulations to Roger Davidson for having been selected by the American Mathematical Association of Two-Year Colleges as a fellow!
- Miriam Root and Elizabeth Bowman organized a great cultural event on Thursday, September 4<sup>th</sup>. There were displays and food representing cultures throughout the world.
- We began the process for hiring recommendations for next year by starting with the Automatic Refill of Positions which was approved by the Academic Senate in May 2007.
- The WWC Senate and YC Senate approved a process whereby the two colleges will consult and coordinate whenever an equivalence request is submitted to Human Resources.
- The Disciplines List Review is in progress and the Senate will be reviewing one request tomorrow for a change in the Disciplines List.
- The two Senate President and the Vice-Presidents met with Human Resources Director Al Alt to discuss faculty input into District Administrative hiring. The recommendation from both Senates

was to have the presidents and vice-presidents—at a minimum—from each college involved.

We

have been assured that there will be faculty involvement in the future and are waiting for a more specific response from administration.

### **Progress on Academic Senate Goals for 2008-09**

1. Improve communication with constituents—**Progress:** Senators are regularly requesting feedback
2. Hold effective meetings—**Progress:** Pres. And VP send reports on Wed. before Thurs. meeting
3. Review Evaluation procedures—**Progress:** Have an ad hoc committee which includes YCFA rep
4. Develop manual for adjunct faculty—**Progress:**

5. Clarify policy regarding cheating--**Progress:**
6. Review flex guidelines--**Progress:**
7. Review Constitution and By-Laws--**Progress:** Have an ad hoc committee which will report 9/25/08
8. Be involved in implementing BSI--**Progress:** BSI committee will report to the Senate on 9/11/08
9. Change 80-20 syndrome--**Progress:** All committee positions have been filled. Two faculty are awaiting Senate approval to be on the hiring committee for the new Director of Research/Student Success.
10. Contribute to Evaluation of administrators--**Progress:** We have spoken with administration and have been asked to check with faculty at large as to what type of input would be most helpful
11. Expand Mentoring Program--**Progress:** All non-tenured faculty have been invited to participate
12. Research lowering textbook costs--**Progress:** The CCCOER workshop will be Friday, 9/12/08

#### **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

YUBA COLLEGE

Academic Senate

TO: Academic Senate Members

FROM: Tim May

SUBJECT: Weekly VP Report

DATE: Sep 10

I will not be at this week's Senate Meeting, so here is my report, submitted early.

Lauren Syda, John Langston, John Thoo, Al Alt, and Tim May have agreed to form an ad hoc committee to discuss faculty hiring procedures. I have also asked Lisa to appoint someone from YCFA. We are trying to get a meeting in next week, but we will no doubt need several work sessions before we are ready to make any suggestions to the Senate. So while it is not likely we could enact changes to our hiring protocols for the new 2008-2009 hiring cycle, we will begin work and keep the Senate informed.

Due to the diligence of Roger Davidson, there will be special session of the Senate to discuss the Student Code of Conduct. President Mendoza will not be able to attend, but he wants to assure faculty he is open to discussing the document. He would also like to assure everyone that the Code has been carefully reviewed by legal counsel and that his primary use of the document is during appeals processes, usually initiated by students. It acts rather like a syllabus for faculty, providing a framework for decisions by the President.

Dr. Harrington noted in a meeting with the Senate leaders of both campuses that several management positions will be announced soon. Campuses will hire registrars, both will hire directors of research, development, and student success, and the District will hire one person as Director of Facilities Planning.

Job descriptions for these positions will be available soon. The Director of Facilities Planning will be in charge of Measure J construction, the Sutter County Outreach facility, facilities grants, sustainability upgrades, 5-year construction plans, and the fusion program.

Dr. Harrington said that the current system for administrative evaluations is contained in the Management Handbook. When asked by us whether faculty would be able to provide input in the evaluation of administrators, Dr. Harrington said we should examine the current procedure and make suggestions concerning what might be helpful from a faculty viewpoint. The item will be on the agenda of this week's meeting.

Both Senates have signed off on an equivalency process—a document that was shared at last week's Senate Meeting. For a future Senate meeting, we need to form an ad hoc committee to examine the minimum qualifications process and determine if both Senates are in agreement, similar to equivalency.

The College Writing Center is now open and accepting tutoring appointments. The 1251 building has been organized with partitions. Furniture and computers have been installed and the place is rocking. Please come over and take note of all the hard work by the BSI faculty and the two instructor aides.