

Yuba College
Academic Senate
MINUTES
September 18, 2008

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

Guests: Mendoza, Trutna,

Meeting began at noon, though Nickolson arrived early to make up for the previous meeting.

1. Agenda approved with additions.
2. Minutes for both Sept. 11, 2008 and for the special Sept. 15, 2008 meeting approved, with much mutual back-patting for the excellence of the 15th meeting.
3. **Committee Reports:**
 - a. **EEO** – deferred until 10/2/08
 - b. **Code of Conduct** – President Mendoza made himself available for questions and thanked the Senate for such a thorough review. He noted that the SCoC is a District document for now, but foresees a time when it will become college based. He has received input from Clear Lake, but is still waiting for input from Woodland.

Re: Section 12.24, he expects to keep much of the language since it is “Code language.” Davidson recalled two main concerns from the 9/15/08 special meeting: first, that there need to be a clear reasonability threshold in the guideline, such as being disruptive to the classroom environment, and second, that there might be a conflict with the Americans with Disabilities Act (for example, not all contagious diseases are publicly so and are protected under the ADA). Dr. Trutna pointed out that the threshold is in fact disrupting the class, and President Mendoza reiterated that the SCoC is a “living document,” open to regular change. Davidson beat Kemble to the point that the document may have been living, but it has not been well, since its last draft was dated 1991. Approved to submit changes (outlined in minutes of 9/15/08) for a new draft. President Mendoza hopes to present an approved document at the Oct. 8 Board meeting—or, at the latest, at the Nov. meeting.
 - c. **Curriculum** – deferred until 10/2/08
4. **President’s Report** (report follows)
 - a. An issue has arisen with the waitlist. A clerical error, which allowed a number of students to register for classes ahead of students who had been on the class’s waitlist, revealed a potential problem in the general waitlist policy (which would allow the same problem, though not as often). The issue is still in discussion. Of the two

departments most affected by the proposed change, the English Dept. approves, and the Math Dept. has reservations. Boren noted that waitlists are a mess for many students and so the issue needs more attention.

Nickolson handed out a pretty red (folder from the Sept. 12, 2008 Forum given by the Community College Consortium for Open Educational Resources) and copies of the BSI document from the previous meeting.

- b. Approved Myers and Syda to Director of Research/Student Success Hiring Committee.
- c. Approved Wagener and Schumacher for BSI Committee, after Willson clarified that these candidates were from appropriate divisions (recalling the question of equity on the committee raised in the previous session).

5. **Vice-President's Report:**

- a. Discussed when the next mentoring meeting is scheduled.
- b. Distance Education Evaluation sheets are being used, though there was some confusion as to whether they are considered permanent or for pilot use.

6. **Old Business**

- a. Minimum Qualifications for Agriculture approved. Nickolson clarified that Sept. 30 is the deadline to get the proposal to the state, but locally we still have flexibility. Next in the cross-hairs: General Studies.
- b. Heaton requested that Clear Lake adjuncts be encouraged to participate in the nomination process for the adjunct opening in the Senate.

7. **New Business**

- a. Nickolson and May announced that they will attend the Plenary Session in Los Angeles on Nov. 6-8 and called for others to attend as well. Willson expressed interest.
- b. **Program Innovations** - Nickolson handed out a draft of a "2008-2009 Purpose Statement." President Mendoza is asking for written feedback from ourselves and constituents. The project proposes a think tank that examines trends and prepares for the future. Davidson pronounced it fantastic. Nickolson proposed Oct. 9 as the deadline for responses.
- c. **Sabbatical Replacement Hiring Committees** – Nickolson presented a proposal to adapt the process for hiring sabbatical replacements leaner and meaner by reducing the number of members on the committee. Davidson raised two concerns: 1) why now? Nickolson explained that the current hiring manual, approved in 2007, does not have a section devoted to hiring short-term sabbatical replacements. 2) Are we

implying that faculty input is less important by reducing the number of faculty on the committee? Are we reducing our voice on faculty replacement issues? Nickolson explained that the YFCA approved the proposal because a one-year replacement is not as high stakes as a tenure-track position and because so many of these committees occur during the summer when it is notoriously difficult to populate a committee with the required tenured faculty. Dr. Trutna noted that the proposal reduces administration involvement too, most often bringing the committee down from six members (two administrators and four faculty) to three members (one administrator and two faculty). Kemble noted that “proportional reduction” doesn’t sound nearly as onerous as “reduced faculty involvement” (actually, he didn’t use the word “onerous,” but he should have). May wanted to be sure to guard against cronyism (another great word!), and Nickolson emphasized the need for flexibility (a reasonably good word). For example, Nickolson won’t be available to be on sabbatical hiring committees next summer (“Greece, here I come!”) as she was last summer.

- d. **Portal** – Willson informed the Senate about the proposed portal, in which every student will have one central page with access to all the various aspects of the college web—WebAdvisor, WebCT, individual course and/or instructor pages, etc.—accessible with a single log on. Trimble is requesting faculty and student input in time for the April/May implementations.

Davidson praised Trimble’s mentor meeting as being by far the most informative meeting of them all. Kemble whined that Trimble’s announcement of the portal meetings could have been presented in a more informative way.

8. **Bin**

- a. May noted that we have consistently made it through the entire agenda largely due to Nickolson’s hard work. Nickolson tried humbly to pooh-pooh the notion, but the Senate raised its voice in support of May.

Meeting adjourned at 12:51—a record, as far as this recorder can tell...

YUBA COLLEGE

Academic Senate

TO: Academic Senate Members

FROM: Helen Nickolson

SUBJECT: Weekly P Report

DATE: September 17, 2008

- Meeting with Mendoza and Trutna—9/11
We discussed:
 1. The process of Wait lists for college courses
 2. A Yuba College secretary being reassigned to take minutes for the Senate
 3. Status of the draft template to move the Study Abroad Committee to a Standing Committee of the College
 4. A new project team called Program Innovations (Research Based Think Tank to look at trends) —Draft to be distributed to the Senate 9/18 for input by senators and constituents

- Open Educational Resources Workshop
 1. The workshop was held Friday, 9/12, from 2-6
 2. Approximately 22 people attended
 3. Juan Cervantes, Student Trustee, is interested in developing a flex workshop and sharing information
 4. The Board will need to decide if we become members of CCCOER

- Code of Conduct Special Meeting
 1. The meeting was held Monday, September 15, for approximately 40 minutes
 2. The group covered the entire code and will present it for action at the 12/18 Senate meeting—President Mendoza will also attend the Senate meeting to respond to any questions

- Grade Appeal
 1. I have received two grade appeals
 2. One appeal is incomplete and we need information from the student before we can proceed
 3. Tim May, Greg Kemble and I will schedule a meeting on the other

- Coordinators
 1. There appears to be a discussion/review of coordinator positions
 2. The discussion and who is supposed to do what is very confusing right now—this is just a heads-up with more to follow

YUBA COLLEGE

Academic Senate

TO: Academic Senate Members

FROM: Tim May

SUBJECT: Weekly VP Report

DATE: Sep 17

- Recruiting people to serve on committees has been part of the week.. Candidates for BSI, an instructional IA, and an Admin Hiring Committee were recruited.
- The Vice President of Instruction asked the Composition Coordinator to estimate the number of hours each task on his MOU entails. This has raised a discussion with the Senate and YCFA about what constitutes a review of the coordinator positions. The contract specifies a process. What the comp coordinator is being asked to do appears to be contrary to the process. Since coordinators like that in composition affect everything from evaluations to scheduling to grade appeals and program review, the Senate has an interest in how the positions are reviewed or modified. Discussions on the topic are just beginning.
- The ad hoc committee to discuss our faculty hiring process and make recommendations will meet for the first time next Monday, Sept 22. May, Bliss, Thoo, Langston, Syda, and Alt have agreed to be on the ad hoc committee.
- A meeting to review the student code of conduct went well; Helen recorded our recommendations and forwarded them for review.

- A meeting to resolve the wait list procedure was fruitful; the process will be before us this week for confirmation.
- A question has been raised by YCFA whether the distance ed student evaluation sheet approved last year by the Senate was approved as a pilot or as the final document. Helen and I believe it was to be a pilot document. We are checking with the Curriculum Committee Chair to verify.