

Yuba College  
**Academic Senate**  
M I N U T E S  
February 26, 2009

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

**Guests:** Hulin, Stemmon, Turner

Meeting was called to order at 12:02.

1. Agenda: Approved, with the addition of 3c.
2. Minutes from Feb. 19 approved.
3. Committee Reports
  - a. Hiring Process (May)
    - i. May reported on changes the ad hoc committee on hiring practices is recommending (summary attached). The primary focus is on interview spontaneity.
    - ii. These suggestions are likely not in time for the current round of hires. There may also be issues that need to be addressed by the YCFA.
    - iii. May requested that any notes or responses be sent to the committee. He will also report to YCFA, the Dean's group (along with President Mendoza and Dr. Trutna), and, finally, the faculty at large, possibly in the form of a hearing.
  - b. Constitution (Canto-Lugo)
    - i. On Feb 19, a group of Senators met for several hours to finish a draft of the Constitution and By-Laws. From there, Canto-Lugo made some stylistic changes and passed it on to Kemble for formatting.
    - ii. A motion passed to leave the number of at-large Senators at 3. Willson wondered if the number should be changed now that Woodland has its own Senate.
    - iii. A motion passed that the Vice President *not* be required to attend curriculum committee meetings. Willson noted that there is already a Senate representative on the curriculum committee, and Nickolson noted that this hasn't taken place for 6 years anyway.
    - iv. A motion passed to be sure the election dates re: adjunct representatives be made the same as full-time representatives in Section 3.
    - v. A motion to require a president to have *two* terms off, rather than one, after serving two consecutive terms did not carry.
    - vi. Along with the discussion about the Constitution came a discussion of the discussion process. Boren asked if discussion is appropriate when a Senator is *reporting*; he wondered, too, if Senators respect each other so much that they simply incorporate all suggestions. Nickolson argued that the Senate needs to

trust its appointed subcommittees; discussion should thus be much more limited. Nickolson recommended that this metadiscussion take place at the Senate retreat.

- c. FLEX (Canto-Lugo)
  - i. Hogging the stage, Canto-Lugo raised the issues of the 4:00 rule and FLEX time for Senate appointed faculty evaluators. After chaotic discussion:
  - ii. A motion passed (pending discussion with the YCFA about contractual obligations) that FLEX activities be allowed all day, as long as the activity does not conflict with an individual faculty member's scheduled teaching time or office hours.
  - iii. A motion passed that *Senate-appointed* faculty evaluators (not department or peer appointed evaluators) be allowed FLEX credit for evaluations.
4. President's Report (see attached)
  - a. Nickolson reported that the Diversity Plan was pulled back so that only the skeletal version was presented to the Board. It will go to each campus for further development.
  - b. Woodland agreed that a District Senate would be a good idea. George Galamba and Dena Martin will meet with Nickolson and May before every Board meeting to discuss areas of mutual interest. A process will need to be developed for resolving possible issues of disagreement in district-wide policies between the two Senates.
  - c. Nickolson reported that the Administration has expressed appreciation for faculty involvement in student activities, governance and special events.
  - d. Nickolson announced a number of upcoming events: Boren & Buckley will report on the evaluation committee (Mar. 5); Bookstore update, discussing student options for cheaper materials, ebook options, etc. (Mar 12); the Senate will invite the *brilliant and suave suave*—other than the debonair Greg Kemble, since he has already been nominated for a couple of raises—newly tenured faculty to be welcomed and congratulated, as they should be (March 19); Green Futures presentation (Apr. 2); BSI presentation (Apr 9); State Academic Senate Plenary Session (Apr. 16); YCFA party (May 1); Senate retreat (possibly May 21).

Adjourned 12:55.

Report to the Board of Trustees

February 25, 2009

By Helen Nickolson

Yuba College Academic President

- I would like to thank Trustee Nicholaou for joining us at a January Senate meeting and sharing New Year's bread with us.
- Announcement: A rally has been organized by the Student Senate for California Community Colleges. The March in March: Rescue Education in Sacramento will take place on March 16, 2009. The rally begins at 10:00 a.m. from Raley Field and will move to the steps of the Capitol. More details are posted on the Student Senate website at [www.StudentSenateCCC.org](http://www.StudentSenateCCC.org).
- Update on Senate Goals:
- The Senate had tenure hearings and sent forward its recommendations. To improve the evaluation and tenure process, which is one of the Senate's goals, the Senate is now working on a document which includes expectations for faculty members in their 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> years. Upon completion, this document will be incorporated into the current Faculty Evaluation Document and be used as part of training for all non-tenured faculty and Evaluation Committee members.
- Also, as part of evaluation and tenure review goal, The Senate and Yuba College Administration have invited the State Academic Senate to provide a workshop on evaluation, tenure, equivalence and disciplines. The workshop will be held Friday, April 3 from 2-5 in the multi-purpose room at Yuba College. Everyone is welcome.
- We have almost completed our work on the Senate's Constitution and By-Laws and plan to send out the draft to all faculty by March 17<sup>th</sup>. We will then have a hearing and, after that, the proposed Constitution will go through the faculty approval process.
- The Senate had as one of its goals the development of a manual for adjunct faculty. It turns out that Tanna Thomas has updated that manual on a yearly basis, so we would like to thank her for saving us a great deal of time.
- We are reviewing flex and have requested that the Flex Coordinator position be re-opened.
- Another Senate Goal is to be involved in implementing the Basic Skills Initiative. We have received reports regularly from the BSI Team and have another report scheduled for March.
- Under VP May's leadership, the Mentoring Program is continuing to provide workshops to non-tenured faculty members. He has several additional workshops scheduled for the remainder of this semester and is providing the energy that this critical program requires.
- Last fall, the Senate and Yuba College Administration co-sponsored a workshop on lowering textbook costs. We had Judy Baker from CCCOER explain the consortium and how faculty members are working together to write books and make them available to students at minimal cost. Since this is one of the Senate's goals, we have requested Marylou Brown, Bookstore Manager, to present information on the bookstore and on electronic books that might be available to our students. She will do so on March 12.
- Other Senate Activities:
- The Senate requested the Curriculum Committee to work on clarifying both disciplines in which our General Studies courses should be placed and the minimum qualifications that are required for those disciplines. Consequently the Curriculum Committee approved at its Feb. 17 meeting the change in title of General Studies to Learning Assistance and it approved the restructuring of courses into specific disciplines. This will come forward to the Board later this spring in a full packet after the State Academic Senate also makes some changes. I've included the following for clarification, but the Board will see this list again when it's asked for approval of all Minimum Qualifications changes:

**Learning Assistance is for courses that are offered in a learning center environment.**

LEARN-102R	LA	Directed Study	Counseling; Learning Assistance
LEARN-111B	LA	Struct Gramm 2	English; Learning Assistance
LEARN-115R	LA	Academic Strat	Learning Assistance; Special Education
LEARN-118R	LA	Wkfrc/Read-Write	English; Learning Assistance; Special Education
LEARN-120R	LA	Basic Subjects	Learning Assistance
LEARN-122R	LA	Basic Studies	Learning Assistance
LEARN-125R	LA	Spelling Improvement	English; Learning Assistance; Special Education
LEARN-126R	LA	Study Techniques	Counseling; Learning Assistance
LEARN-128R	LA	Writing	English; Learning Assistance
LEARN-155R	LA	Adapt Comput Tech	Special Education
LEARN-156R	LA	Int Assist Comp Tech	Special Education
LEARN-170R	LA	Basic Education	Special Education
LEARN-172R	LA	Real Life Math	Learning Assistance; Mathematics
LEARN-173R	LA	Understand Word Problem	Learning Assistance; Mathematics
LEARN-174R	LA	Basic Math Facts	Learning Assistance; Mathematics
LEARN-175R	LA	Workforce/Math	Learning Assistance; Mathematics; Special Education
LEARN-180	LA	Read/Writng Dev	English; Learning Assistance; Reading
LEARN-251	LA	Academic Eval	Special Education
LEARN-283R	LA	Acad Skill Math	Learning Assistance; Mathematics
LEARN-52R	LA	Disabilities Fld	Special Education
LEARN-520	LA	Basic Subjects	Special Education
LEARN-590	LA	Supervised Tutoring	Learning Assistance
LEARN-70R	LA	Supplemental Instruction	Learning Assistance
LEARN-77	LA	College Vocab	English; Learning Assistance; Special Education

- President Mendoza, Vice-President Trutna, Curriculum and SLO Co-Chair Michel, Academic Senate VP May, Foundation Executive Director Krebs and I met and will meet again for a one-day planning session on March 6<sup>th</sup> to begin structuring the Yuba College upcoming Accreditation

Reports. We are starting early to have better planning and to also capture President Mendoza's knowledge and expertise while he is still available to us.

- Senate Viewpoint on EEO and Diversity Plan:
  - EEO—HR Director reviewed the EEO Plan with the Senate on February 19<sup>th</sup>. The Senate requested that he provide a general summary and section summaries that will assist the layperson understand the legal language currently in the Plan.
  - Diversity Plan—The Diversity Plan, which will be presented to the Board for information this month, has been revised. The revised document is a result of a very thoughtful discussion among Harrington, Jensen, May, and Nickolson on Monday, February 23<sup>rd</sup>. The consensus of the group was that the Board is interested in seeing documents at the policy level and, since much of the Plan is at the implementation level, those implementation portions should not be forwarded to the Board. Implementation needs to stay at the college level. Consequently, each college will form a Diversity Committee and will receive a packet of resource information which will include the previous appendix. The college-specific Diversity Committee will then be charged with developing an implementation plan that will address the needs and unique nature of each college.

## YUBA COLLEGE ACADEMIC SENATE

TO: Academic Senate Members  
FROM: Helen Nickolson  
SUBJECT: Weekly P Report  
DATE: February 18, 2009

### Meeting with President Mendoza and Vice-President Trutna:

- Mendoza forwarded the Senate request to Dr. Espinoza to re-open the Flex Coordinator position. The request was forwarded to Dr. Espinoza since she is a District administrator and Flex Coordinator is a District position. I have not heard what the District is planning to do with Flex but I have provided Mendoza with Ed Code areas that specify Flex to be under the purview of the Senate (attached)
- Both Mendoza and Trutna offered assistance with accomplishing Senate goals, especially the goal to clarify the policy regarding cheating
- They suggested that we revise the Faculty Evaluation Handbook and include Senate expectations for tenured and non-tenured faculty; for non-tenured faculty, the expectations should be noted by year and should increase in scope without being unrealistic
- We discussed the committees of importance for accreditation and the need to start developing the structures. The committees include SLO, Accreditation, and Ed Master Plan. We scheduled a full day planning session on Friday, March 6
- One of the Senate's goals is to develop a Manual for adjunct faculty. It turns out the Tanna Thomas has produced such a manual for approximately 15 years. She gave me the latest copy and I will bring it to the Senate. According to Thomas, all adjunct faculty receive the manual every year.

### Tenure Hearings

- The Tenure Hearings had some very difficult moments and we need to continue working on smoothing out both procedures and policy

### Area A Meeting

- This is an FYI in case you're interested in attending the Area A meeting. The meeting will be held at San Joaquin Delta on Friday, March 27<sup>th</sup>

### Plenary Session

- This is also an FYI in case you're interested in attending the next Plenary Session. This Session will be held April 16, 17, and 18 in San Francisco

### State Academic Senate Workshop

- Friday, April 3—Beth Smith from the State Academic Senate will conduct a workshop on equivalence, minimum qualifications, evaluation, and tenure. Please put this on your calendars

### Diversity Plan

- I requested clarification from Dr. Harrington about how the Diversity Plan will be presented to the Board but have not received a full reply. The Senate has very clearly expressed the desire to not have the appendix presented as part of the Plan since it contains so many elements that fall under the purview of the Senate: curriculum and evaluations to name just two

## **Tim May's report on proposed Hiring Manual changes**

### Summary of Hiring Manual Changes (Proposals by Ad Hoc Committee)

#### Committee Composition

-Faculty members who have completed three years of satisfactory service may serve on hiring committees. (*Formerly, only tenured faculty were to serve on hiring committees.*)

-A certificated administrative designee of the college president to be co-chair. (*Formerly, only the chief instructional officer or chief student services officer.*)

-Retiring faculty members may serve on the hiring committees to determine their replacements. (*New provision.*)

#### Co-chair Duties

-Co-chairs to conduct orientation session with hiring committee members, covering hiring manual and EEO guidelines. (*New provision.*)

#### Committee Member Duties

-Whenever possible, all hiring committee meetings, including interviews, are to be scheduled at times that allow members to attend without the necessity of cancelling class or counselor appointments. HR Office to provide clerical support to set up meetings. (*New provision.*)

#### Interview

##### Purpose

-Candidates to receive tour of college. Will meet some members of the relevant department. Tour and meetings organized by co-chair and conducted by a designee or co-chair. (*Formerly, candidates may receive tour if all receive tour. No provision to meet department members.*)

##### Process

-The meeting with the President should take place after the interview. (*Formerly, the meeting could occur before or after interview; the sequence may affect candidates and interview.*)

##### Qualities

-Interviews will use a 90-minute time frame, to include breaks and immediate discussion/analysis by committee. (*The Ad Hoc Committee wants the process slowed down. And the immediate analysis is a needed to avoid a rushed discussion at the end of the day after a round of five or six interviews. The message to the hiring committees is: slow the process down.*)

-Co-Chair shall be time keeper of interview. (*Language – No substantive change*)

-Candidates for interview wait in area away from interview room. (*Formerly, one interview right after another, with candidates sometimes waiting in wings while another is escorted out.*)

-Preparation by committee before interview. (*Slow process down; review paperwork as a group.*)

### Interview Questions

-Types of questions left up to the committee (*Formerly, the prescriptive notes about the types of questions left little to the imagination and professionalism of the hiring committee.*)

-Committee agrees to core questions. (*Language– no substantive change.*)

-Candidates should never be prompted, even when they stray off topic. (*Formerly, candidates could be prompted, giving an unfair advantage to one over another.*)

-Follow-up questions encouraged. (*Follow-up questions encouraged. Co-chair reminded to exert discretion in disallowing irrelevant or unfair questions. Less rigidity, more spontaneity for session.*)

-Six or seven questions total. (*Formerly, 9-10 questions. Slow the process down.*)

- Hiring committee determines demonstration(s). (*Language - no substantive change.*)