

Yuba College  
**Academic Senate**  
M I N U T E S  
May 27, 2009

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

**Guests:** Michel and, toward the end, Galamba & Brown

Meeting was called to order at 9:00 am. Diverse menu, all wonderful.

1. Agenda: approved
2. Minutes for the previous three meetings all approved with minor clarifications.
3. Shared Governance Survey: completed
4. Planning and Budget Process
  - a. The Planning and Budget Process Draft document includes a purpose statement, a budget review process, a guide for requesting faculty and non-faculty positions, a guide for requesting non-personnel items, an explanation of the Budget Sub-Committee, and a flow chart of the Budget Process Timeline.
  - b. Senators had previously reviewed the Draft Yuba College Planning and Budget Process provided by President Mendoza, and they approved the Draft with a couple of recommendations: 1) The document should specifically include the membership of the sub-committee, and 2) the Senate should review the document annually.
5. Election of Vice-President
  - a. Tim May announced that he is indeed interested in being President after Nickolson's term is completed.
  - b. Senate members affirmed that they are pleased that May will run for this position.
  - c. Turner moved (Willson seconded) that May be elected as Vice President for next year. Motion passed unanimously, with much applause.
6. Holding effective meetings (Parliamentary Procedures and YC Senate Procedures)
  - a. Nickolson hoped for a balance between cold parliamentary procedures and the human interaction of a more flexible style. In order to increase both efficiency and efficacy, the Senate agreed (except in emergencies or clear urgencies):
    - i. to require presenters to offer their information in writing two days before the meeting on which they appear on the agenda;
    - ii. to begin discussions and pursue questions via email and a Senate discussion group

- iii. to limit presentation length to 10 minutes with a focus not on reiterating the written presentation, but emphasizing important parts and, most important, addressing questions;
- iv. to begin action items with a motion; after discussion, the motion may be approved, denied, withdrawn, or amended.

7. Accomplishments for 2008-09 (refer to strategic goals)

- a. The Senate agreed that the most important accomplishment was, with the support of the entire faculty, the defense of the Senate and the faculty in the face of challenges from administration and the Board.

Though there was some skepticism about the depth of the improvement, most agreed that the Senate finished the academic year with an improved relationship with administration and the Board, evidenced (and to be built upon) by

- i. a training workshop on shared governance and closed sessions in August or September
- ii. a review of Board Policies and Administrative Procedures on shared governance and administrative hiring
- iii. increased optimism that the faculty voice is being heard and that areas of Senate purview are being recognized

- b. Re: 2008-09 goals:

- i. **Goal #1—Improve communication with constituents:**
  - 1. Minutes were thorough and regularly distributed
  - 2. Non-senate faculty attended regular and special senate meetings
  - 3. Faculty attended Board meetings as requested by Senate
- ii. **Goal #2—Hold effective meetings:**
  - 1. President and Vice President sent out reports prior to meetings
  - 2. Meetings ended on time and sometimes early
  - 3. Special meetings were held as necessary (e.g., constitution)
  - 4. Senate sponsored a parliamentary procedure flex activity
- iii. **Goal #3—Review evaluation procedures:**
  - 1. The Senate formed an ad-hoc committee for this purpose but disbanded the committee after complications arose with tenure
  - 2. The Senate held a forum on Evaluation and Tenure Procedures
  - 3. The Senate started a revision of procedures on evaluation and tenure
- iv. **Goal #4—Develop manual for adjunct faculty:**
  - 1. A manual for adjunct faculty already exists
- v. **Goal #5—Clarify policy regarding cheating:**
  - 1. The State Academic Senate will state a position in the fall of 2009
- vi. **Goal #6—Review flex guidelines:**
  - 1. The Senate reviewed Flex. Beginning with the fall of 2009, Flex will be college based and will have a college coordinator
- vii. **Goal #7—Review Constitution and By-Laws:**

1. The Constitution and By-Laws were revised
- viii. **Goal #8—Be involved in implementing BSI:**
  1. The BSI Team has reported to the Senate approximately once per month
- ix. **Goal #9—Change 80-20 syndrome:**
  1. So many faculty would like to be on committees that the Senate has had to expand membership in some cases (committees list with faculty attached)
  2. Nursing membership on committees has increased under the leadership of Toni Christopherson
- x. **Goal #10—Contribute to admin evaluations:**
  1. The Senate received written reassurance from President Mendoza and Vice-President Trutna that faculty will be part of admin evaluations whenever appropriate
- xi. **Goal #11—Expand mentoring program:**
  1. Vice President May included all non-tenured faculty in the program and held monthly presentations
- xii. **Goal #12—Research lowering textbook costs:**
  1. The Senate sponsored an Open Educational Resources Workshop on September 12, 2008
  2. The Senate invited the Bookstore Manager to present information on lowering textbook costs at Yuba College
- c. Other accomplishments:
  - i. Coordinated with WCC Academic Senate to develop one district-wide procedure for equivalence requests
  - ii. Processed equivalence requests for various disciplines
  - iii. Submitted a change for minimum qualifications at the State level for agriculture and approved a change for local minimum qualifications for mathematics (these will be brought to the Board for approval in the fall)
  - iv. Requested that the Curriculum Committee review General Studies and place courses into appropriate disciplines on the course outlines
  - v. Supported the Curriculum Committee in putting all courses into an electronic format
  - vi. Planned for convocation and provided ideas to administration in fall 2008 instead of spring 2009
  - vii. Formed a College SLO Committee and made plans to deliver SLO Course-Level training during convocation
  - viii. Established Accreditation Co-Chairs for seven standards (coordinated with VP Trutna)
  - ix. Dealt with several Change of Grade Appeals from students
  - x. Reviewed numerous lengthy documents—including the Diversity Plan, EEO Plan, Student Code of Conduct, the Administrative Handbook, the Planning and Budget Process:
    1. Modified and passed the Diversity Plan
    2. Made recommendations and gave support to the EEO Plan
    3. Modified and passed the Student Code of Conduct

4. Made recommendations for the administrative hiring process
5. Made recommendations for the Planning and Budget Process
- d. Special Activities
  - i. Provided Educational Forums with State Academic Senate:
    1. Shared Governance Forum—Nov. 14, 2008—Mark Wade Lieu and Scott Lay presented
    2. Evaluation, Tenure, Minimum Qualifications and Equivalence—April 3, 2009—Beth Smith, Chair of Standards and Practices Committee, presented
  - ii. Sponsored the Open Educational Resources Workshop:
    1. September 12, 2008-- Yuba College and the Community College Consortium for Open Educational Resources—Dr. Judy Baker presented
  - iii. Hosted the Region A Senate Workshop at Yuba College on Saturday, October 25, 2008
8. New Goals for 2009-10
  - a. Hold effective meetings
  - b. Develop procedure to better communicate with constituents
  - c. Be vigilant of curriculum and academics during financial crisis
  - d. Be involved with educational program development and training funding opportunities
  - e. Implement appropriate faculty evaluation and training procedures
  - f. Provide training for committees
  - g. Continue the mentoring program
  - h. Participate in administrative evaluations
  - i. Improve working relationship with CSEA, Administration, the Board, and WCC Academic Senate
  - j. Work closely with new College President
  - k. Actively assist the Study Abroad group to develop a SA Program
  - l. Research lowering textbook costs
9. New College President
  - a. Senate's expectations and priorities: For the most part, Senate expectations of the new Yuba College President focus on open communication including:
    - i. The willingness to review AB 1725 and YCCD Policies and Procedures on shared decision making
    - ii. A very definite and visible presence on campus
    - iii. Weekly meetings with the Senate President and Vice-President
    - iv. Discussions on administrative hiring and evaluation
  - b. Welcome/reception
    - i. The Senate would like to have a faculty-based welcome reception and invite Administration, Board members, classified staff, Foundation members. This will be discussed at either the first or second Senate meeting in the fall.
10. Old Business
  - a. Faculty evaluation and tenure

- i. This item was tabled while the Senate waits for legal clarification re: the process.
  - b. Elections and Election Committee for 2009-10
    - i. Heaton agreed to operate elections with the support Turner.
  - c. Administrative evaluations—Boren and Buckley
    - i. Buckley moved that faculty be included on all administrative evaluation committees. After some discussion, Turner amended the motion to say that the Senate recommends that all faculty be included on all administrative evaluation committees. The motion did not carry.
    - ii. Kemble noted that the current system, in which an administrator interviews faculty members (mutually selected by the evaluator and evaluatee) and then summarizes their responses, offers no checks on the accuracy of that summary. Even if one faculty member saw the summary, there would be no way of identifying misrepresentations (honest or otherwise) because one could always assume the questionable content came from another faculty member.
  - d. AP 7121 Administrative hiring procedure—feedback to administration
    - i. The Senate disagrees that the Procedure not be extended to include CEOs (Chancellors, Vice-Chancellors, and College Presidents). The Senate notes, as one important reason, the fact that Dr. Espinoza was presented occupying a position that would not affect faculty, yet she appears as sponsor of numerous committees with crucial faculty interests.
    - ii. The Senate believes that hiring and administrative staff allocations should be determined not only by the Chancellor but by a staffing committee comprised of all segments of the District.
    - iii. The Senate noted that the EEO and the Diversity and Equity items (#3 & 4) could be combined as 3.0 and 3.1, and should add a statement that YCCD does not limit itself to the state mandated categories (of ethnicity).
    - iv. The Senate strongly believes that faculty participation should be a requirement for screening committees for all administrative positions, including Classified managers and District Office administrators, and CEO positions.
  - e. AP 2510—Shared decision making—feedback to administration
    - i. Nickolson noted that BP2510 and AP 2510 remove important language from the earlier 1994 versions, weakening the role of the Senate—which is not the direction the Senate wants to take. She will inform the Senate of those changes and elicit feedback at that time.
  - f. AP 7161—Flex guidelines—feedback to administration
    - i. The Senate noted that the hours awarded for Senate appointees to are not in AP 1761.
    - ii. The Senate also the mandatory days listed are not correct.
  - g. Study Abroad—information
    - i. Nickolson noted that the policy confusions of the past year have created some frustration on all sides. Basically, the Study Abroad committee is being required to start over. Dr. Harrington has offered to help shepherd the committee through the process, though some expressed suspicion

because they've seen her as an opponent to the Study Abroad Program in general.

- h. Senates/Board training session in August
  - i. It will happen in August.
- 11. New Business
  - a. Freeze on faculty and/or administrative positions – Discussion
    - i. The Senate believes that, since faculty hiring has been frozen including for ten replacement positions, administrative hiring should similarly be frozen. The Senate is especially concerned that management is expanding even as it cuts classes and reduces the size of our full-time and part-time faculty ranks.

Meeting adjourned to much merriment and food at 1:30 pm.