

Yuba Community College District  
**Academic Senate**  
M I N U T E S  
February 22, 2007

**Senators Present:** Rubiales (Chair), Nickolson (Vice Chair), Althausen, Canto-Lugo, Correa, Galamba, Gomez, Heaton, Kitchen, May, Ng-Hale, Parsafar, Willson.

**Senators Absent:** Schoenherr.

In Attendance: Jensen, Lowe, Staferro, Strannix.

1. Meeting was brought to order at 12 p.m. Agenda was approved with additions for D & D final exam policy draft, Senate Plenary Session, and Distributive Ed.
2. President's Report
  - a. Rubiales discussed in general the procedure for evaluations in which a problem is being documented by the evaluation committee. Members on the evaluation committee should be sure that all evaluations are performance based. In addition, they should be sure that the faculty member being evaluated is given an opportunity to address any necessary improvements. Ng-Hale emphasized that such criteria should be included in the Faculty Handbook evaluation procedures.
  - b. The Chair asked that Senators emphasize to their Division faculty that Census Rosters be submitted on time. Also, Division faculty should be reminded to post office hours on their door.
  - c. Rubiales is working with information systems to improve our electronic grading default protocols.
3. Vice-President's Report
  - a. Nickolson distributed a list of Senate Representatives on Non-Tenured Faculty Evaluation Committees. Forty-eight faculty have volunteered. (Kudos to Helen for the time involved in recruiting and compiling the list.)
  - b. Four Senate positions will be up for election this spring: Health/PE; Life Science; Social Science; At Large.
4. Senators discussed the issue of closed Senate sessions. A consensus was reached that no administrators or non-Senate faculty should be allowed to sit in on a closed session.
5. The Senate Chair invited an analysis of the tenure hearing process. On Friday, February 16, the annual tenure hearings were held, but several problems were discussed. Senator Gomez expressed her disappointment with the lack of attendance and the failure by tenure committee chairs to complete and submit the required paperwork. President Rubiales concurred and expressed dismay with how casually these requirements were dismissed by at least one Dean. Other Senators expressed their dissatisfaction regarding attendance and missing paperwork. To address problems with the process, the following resolution ( Canto-Lugo/ Galamba) was passed:

“Whereas, the faculty tenure process needs to be honored by all faculty and administrators with a professional, collegial process;

Be it resolved that all members of the tenure committee shall be required to attend the hearings in which tenure is granted or denied;

Be it further resolved that the Dean serving as chair of a tenure committee shall submit to the Senate President one week in advance of the hearings all the evaluations and summary statements required by the contract.”

6. A draft of a statement that came out of a Directors and Deans Meeting was brought forward for discussion. The document, labeled “AP 4510 Final Examinations,” outlines procedures and protocol for the final exam period. It specifies that all finals are to be given during the final exam period; that the final exam is a required class meeting and that instructors must meet with their students; that weekend and short-term courses will test on the last day of a scheduled meeting; that off-campus courses should hold exams during the scheduled times; and that no finals are to be given in advance of the scheduled exam period.

A strong consensus was voiced for the need to maintain the integrity of the final exam schedule; all faculty, it was agreed, must be on campus during the final exam sessions. But among the problems noted with this administrative action were questions concerning academic freedom, the lack of a consultative process with the Senate in developing a new academic policy statement, and issues regarding exceptions to such a policy. President Rubiales will meet with Vice-President Trutna to discuss the matter. Senator Gomez asked that President Rubiales also request that the agendas and minutes of the Directors and Deans Meeting be forwarded by e-mail to all faculty in a timely fashion, similar to the manner Senate minutes are distributed.

7. The meeting was adjourned at 1 p.m.