



Fresno City College Academic Senate

MEETING MINUTES ACADEMIC SENATE January 23, 2008

1. CALL TO ORDER

- 1.1 President Santos called the meeting to order at 3:02 p.m.

2. ROLL CALL

- 2.1 **Present:** Albright, Andreen, Arredondo, Baber, Berg, Bezerra-Nader, Bigham, Boltz, Brewer, Campbell, Canales, Chandler, Colbert, DeKruif, Demanett, Dunklin, Emerling, Fletcher, Garoupa, Gaxiola, Gonzalez, Gruet, He, Honda, Hubbard, Kane, Koshear, Kulbeth, Maroot, Martin, Martinez, Miller, Mohle, Navarro, Ostrander, Parks, Radnejad, Samra, Santos, Schmalle, Seely, Shirey, Siroky, Slaton, Smith, Sosa, Spohrer, Taylor, Trezza, Ugwu-Oju, Ybarra.
- 2.2 **Absent:** Bates, Boyd, Byrns, Chacon, Denis-Arrue, Erven, Ferrer, Gutierrez-Osborne, Hiebert, Hill, Huneault-Schultze, Kato-Gee, Logan, Meyer, Ockey.
- 2.3 **Guests:** Gerry Bill – Shared Governance Committee; Bill Doolley – Police Academy; Lisa Kooiman – ASG Representative; Linnea Tschetter – Academic Senate Secretary.

3. APPROVAL OF MINUTES

- 3.1 The January 9, 2007 Academic Senate Meeting Minutes were approved with corrections.

4. OPEN FORUM

- 4.1 Senator Chandler requested a payphone be reinstalled in the library lobby.
- 4.2 Comments were made about Police Chief Callahan's visit.
- 4.3 Senator Martin brought up problems with Blackboard taking very long to post, experience with helpdesk not being available and being told that it would be a matter of months before issues would be resolved. Since this is a working condition issue, the matter will be taken to the Union.
- 4.4 ASG Representative Kooiman asked about possible notification of students on cell phones in situations such as cancellation of classes campus-wide. Senators made the following suggestions:
 - 4.4.1 Move DSP&S students' classrooms to the ground floors of buildings to avoid being trapped without the use of the elevators in emergencies.
 - 4.4.2 Use the panic button speakers in the classrooms to make campus-wide announcements of evacuation and emergency information.
 - 4.4.3 Training/communication of emergency procedures including posting of procedures at each building.
 - 4.4.4 Have police drive through campus and make announcement of information with a bullhorn.
 - 4.4.5 Assign student email accounts and send a mail-all to faculty, staff and students.

5. OFFICERS' REPORTS

5.1 President – Rick Santos

- 5.1.1 President Santos announced that work has begun on the AR4000-5000 series. President Santos will ensure that senators have access to a copy of the series on BlackBoard.

- 5.1.2 Board members will be invited to address the Senate. President Santos asked for parameters to be established. Some topics brought up at the meeting were growth of the District, the new Ed Code which requires a Master Education Plan, faculty not having been addressed on college program duplication and Facilities Maintenance.

5.2 **Past-President – Paula Demanett**

- 5.2.1 No Report

5.3 **Membership Secretary – Ted Ostrander**

- 5.3.1 Membership Secretary Ostrander needs a few division representatives on the nomination committee for spring elections.

5.4 **Officer-at-Large – Linda DeKruif**

- 5.4.1 No Report.

5.5 **Curriculum Committee Chairperson – Maggie Taylor**

- 5.5.1 Curriculum Committee Chair Taylor brought three items from the committee for Senate approval, which were all passed:
 - 5.5.1.1. Change name of Certificates below 12 units to "Certificate in _____";
 - 5.5.1.2. Courses that are Credit/No Credit to be changed to Pass/No Pass; and
 - 5.5.1.3. Alignment of course units and contact hours required rounding up/down of units on .49/.51 basis, which is necessary because of recent Title 5 changes. Units that come out exactly .50 will remain half units.
- 5.5.2 The next two Curriculum Committee meetings have been cancelled (Monday, January 29 and Monday February 4).

5.6 **Recording Secretary—Lynn Campbell**

- 5.6.1 No Report.

6. **COMMITTEE REPORTS**

6.1 **Basic Skills – Rick Santos**

- 6.1.1 Thursday, January 17, 2008 the committee held a Retention workshop with 56 in attendance. The workshop on February 21st will be "Assessment." Please email or call Rick Santos to RSVP.
- 6.1.2 The next meeting will be Wednesday, January 30, 2008, at 1:00 pm. Humanities Conference Room.

6.2 **Budget – Craig Bigham**

- 6.2.1 The next meeting will be Wednesday, February 13, 2008 before the Senate meeting. SDR.

6.3 **Certificated Personnel – Donna Chandler**

- 6.3.1 The committee met on January 16, 2008, to discuss the Faculty Manual. The committee asked for clarification of the charge.
- 6.3.2 President Santos explained that the committee is to determine which sections need to updated.
- 6.3.3 The Senate discussed whether or not to produce a new manual on paper or only electronic copy.
- 6.3.4 The next meeting will be Wednesday, February 6, 2008 at 2:00 p.m. LCR.

6.4 **Distance Education – Sheila Martin**

- 6.4.1 The next meeting will be Thursday, January 31, 2008, at 3:30 p.m. SO-110.

6.5 **Equivalency – Dennis Byrns**

6.5.1 The first meeting of 2008 will be Wednesday, January 30, 2008, at 2:00 p.m. SO-110.

6.6 **Instruction – Sylvie Huneault-Schultze (Kerry Ybarra)**

6.6.1 The committee discussed documentation of plagiarism and cheating. They reviewed current policies/form and found that the catalog is obscure, with no references to the form. There is a reference to AR 5410, but the committee was unable to find the ARs.

6.6.2 President Santos asked for delineation of recommendations and a written policy.

6.6.3 The next meeting will be Wednesday, January 30, 2008 at 3:00 p.m. Humanities Conference Room.

6.7 **Instructional Technology – Larry Honda**

6.7.1 The next meeting will be Thursday, January 24, 2008 at 3:00 p.m. LI-141.

6.8 **Senate Shared Governance – Becky Slaton**

6.8.1 Senator Slaton was elected Chair.

6.8.2 The committee will be reviewing AR4000-5000 series from the perspective of Shared Governance. President Santos requested that the committee send their comments to him.

6.8.3 The committee is reviewing the procedures for Administrator Evaluations.

6.8.4 The next meeting will be Wednesday, February 6, 2008 at 3:00 p.m. SO-221.

6.9 **Staff Development – Jean Rice-Kulbeth/Linda Kane**

6.9.1 Senator Kulbeth reported the committee met on January 23, 2008, and approved four Travel and Conference Requests; approximately 8 more requests can be funded. The T & C balance is \$3,900.

6.9.2 Fall 2008 Flex Day Funding Requests must be received by Friday, April 4, 2008.

6.9.3 The next meeting will be Wednesday, February 13, 2008 at 2:15 p.m. Staff Dining Room.

6.10 **Student Welfare – Robert Martinez**

6.10.1 Senator Martinez reported that no members of Students for Sustainable Action attended the scheduled meeting to discuss the issues they presented to the Senate last semester.

6.10.2 The next meeting will be Wednesday, February 27, 2008 at 2:00 p.m. T-303A.

6.11 **Ad Hoc Committees – Linda DeKruif**

6.11.1 Due to the power outage on Monday, the Campus Governance Council meeting was cancelled.

6.11.2 The meeting has been rescheduled to Monday, January 28, 2008 at 4:00 p.m. PCR.

7. **COMMUNICATIONS**

7.1 **Academic Standards Report – Rick Santos**

7.1.1 The first meeting of 2008 will be Monday, February 4, 2008. President's Conference Room.

7.2 **AFT Report – Sheila Martin**

7.2.1 The membership meeting to discuss restructuring dues on Monday, January 14 was cancelled due to the power outage.

7.2.2 The meeting has been rescheduled to Monday, February 25, 2008 from 3:00-5:00 p.m. in MS-132.

7.3 **ASG Report – Lisa Kooiman**

7.3.1 The ASG has "Go Green" activities planned during March and asked senators to visit the booths.

7.3.2 The Faculty/Staff Appreciation Banquet is being planned and nomination forms are being distributed.

7.3.3 Please encourage students to become involved in ASG.

7.3.4 The next meeting is tentatively scheduled for Tuesday, January 29, 2008 at 8:00 a.m. Senate Chambers.

8. UNFINISHED BUSINESS

8.1 None.

9. NEW BUSINESS

9.1 None.

10. ITEMS FOR FUTURE AGENDAS

10.1 None.

11. ADJOURNMENT

11.1 President Santos adjourned the meeting at 4:10 p.m.

Lynn Campbell
Recording Secretary