

1 **SADDLEBACK COLLEGE – ACADEMIC SENATE**

2
3 **MINUTES**

4
5 November 19, 2008
6 2:00 p.m. to 4:00 p.m.
7 AGB Conference Room – AGB 107

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9 **1. CALL TO ORDER**

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11 The meeting was called to order at 2:00 pm.

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13 **2. INTRODUCE AND WELCOME GUESTS**

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15 Rajen Vurdien, Vice President for Instruction
16 Mary Williams, Grants Analyst
17 Margot Lovett, Social and Behavioral Sciences
18 Morgan Barrows, Advance Technology and Applied Science
19 Gary Luke, Liberal Arts

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21 **3. ADOPTION OF AGENDA**

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23 *Jeanne Smith moved, it was seconded by Carol Ziehm, and approved that the agenda be*
24 *adopted with the following revisions: agenda items will be moved to accommodate*
25 *presenters' schedules.*

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27 **4. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

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29 *Jeanne Smith moved, it was seconded by Dan Walsh and affirmed that the minutes from*
30 *November 12 be approved.*

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32 **5. PUBLIC COMMENTS**

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34 Miki Mikolajczak distributed the Transfer Newsletter that will be mailed to high school
35 seniors in our area. She announced that the CSU system is limiting enrollment and this
36 may impact our college through higher enrollment of students who were not admitted to
37 the CSUs. Counselors from Saddleback College are being invited to high school classes
38 to describe the transfer process because so many students are anticipating that they will
39 not be able to enter the CSUs and UCs as freshmen.

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41 **6. PRESIDENT'S REPORT**

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43 A. Board Meetings/ District/ Chancellor

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45 The memo that was distributed included notes on the following:
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47 New Faculty Training
48 Special Board of Trustees Meeting regarding ATEP
49 Senate Report to the Board of Trustees
50 AGB Remodel
51 Hayward and other awards
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53 7. ADOPTION OF CONSENT CALENDAR ITEMS

54 55 8. OLD BUSINESS

56 57 A. Approval of Faculty to Sit on Committees

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59 *Dan Walsh moved, it was seconded by Carol Ziehm and passed that the list of*
60 *Faculty to Sit on Committees be approved.*
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62 B. Faculty Hiring Prioritization

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64 *Jeanne Smith moved, it was seconded by Dan Walsh, and approved that the*
65 *following proposals be added to the Faculty Hiring Prioritization Process:*
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67 Proposed Additions to the Faculty Hiring Prioritization Process

68 69 Membership

- 70
71 1. Faculty membership is a 2 year term.
72 • Faculty Representatives (different from those serving in Fall 2008) will be
73 selected by their instructional areas during Fall in service and submitted for
74 appointment by the Academic Senate at the first regularly scheduled Fall
75 semester Academic Senate meeting.
76 1. Stagger the implementation – ½ the divisions change in 2009, half change
77 in 2010.
78 2. If divisions are unable to comply with sending a new faculty member they
79 have an option of recommending to the Senate that the same faculty
80 member from the previous year be appointed.
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82 Meeting schedule:

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84 2. Meeting Schedule.
85 • 2nd Monday in September of each Academic Year. – Organizational Meeting.
86 • 1st Monday in October of each academic year: Oral presentations for each
87 new requested position.
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89 C. Senate Compensation Issues for Spring Semester

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91 The List of Academic Senate President Duties prepared by the State Academic
92 Senate was distributed.

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Discussion followed. Senators were encouraged to share with their divisions the concerns regarding Senate Compensation and the increasing responsibilities of the Senate Executives. Senators were asked to report on their divisions' positions at the next Senate Meeting.

D. 6 Year Accreditation Report

The outline of requested reassignment allocations for Accreditation Chair/Co-Chairs through fall 2010 was distributed. The proposed plan for the full reporting process was also distributed.

Discussion followed. The importance of this Accreditation process and the amount of effort it will require were discussed.

E. ATEP/City of Tustin – Update

A special meeting of the Board of Trustees was held on November 12 regarding ATEP. Senators viewed an excerpt of the video recording of the meeting.

Carmen Dominguez moved, it was seconded by Susan Nawa Raridon and passed unanimously that any program that moves to ATEP has to go through a process developed by the Academic Senate and the College President and approved by the College President.

9. NEW BUSINESS

A. Institutional Effectiveness – Update

Morgan Barrows reported that the review of course level SLOs is almost complete.

The following recommendations have been made by the IE committee:

1. Approve the posting of course-level SLOs (course ID, course title, SLO, and method of assessment) on the IE website.
2. Approve the inclusion of course-level SLOs into the syllabi for all courses.
3. Approve the assessment of SLOs for every student in every section for every course at least once a year, but encourage faculty to assess every semester.
4. Approve the submission date of the third Friday of September to turn in assessed course-level and program-level SLOs from the previous academic year and submit new program-level SLOs through column III for the current academic year.
5. Continue to support the assessment of SLOs campus-wide.

138 Senators were asked to review these recommendations with their divisions and be
139 prepared to take action at the next Senate Meeting.

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141 B. State Academic Senate – Hayward Award for “Excellence in Education”

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143 The Faculty is encouraged to recommend names for the Hayward Award.

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145 C. Board Policy 2101 – Delegation of Authority to the College President

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147 A draft of the Board Policy was distributed.

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149 D. Great Teachers Seminar

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151 Gary Luke described the Great Teachers Seminar, being held in January, and
152 Senators who participated in the past described their positive experiences.

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154 **10. COMMITTEE REPORTS**

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156 A. Executive

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158 No report.

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160 B. Senate Standing Committee

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162 No report.

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164 C. College, Division & District Committee

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166 No report.

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168 **11. DIVISION REPORTS**

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170 **12. CONSTITUENCY GROUP REPORTS**

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172 A. Faculty Association

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174 No report.

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176 B. Student Government

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178 No report.

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180 C. Classified Staff

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182 No report.

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184 **13. ADJOURNMENT – The meeting was adjourned at 4:00 p.m.**

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186 HANDOUTS DISTRIBUTED WITH AGENDA

187 Agenda Item 6.A.1 – Memo to the Senate for November 19, 2008

188 Agenda Item 8.A.1 – Approval of Faculty to Sit on the Following Committees

189 Agenda Item 8.B.1 – Proposed Additions to the Faculty Hiring Prioritization Process

190 Agenda Item 8.C.1 – Academic Senate Reassigned Time/Stipends

191 Agenda Item 8.C.2 – Local Senate President Duties from the State Academic Senate

192 Agenda Item 8.D.1 – Academic Senate Reassigned Time/Stipends

193 Agenda Item 8.D.2 – Condensed Plan for Accreditation Self Study for October of 2010

194 Agenda Item 9.A.1 – Institutional Effectiveness

195 Agenda Item 9.B.1 – Hayward Award for “Excellence in Education”

196 Agenda Item 9.C.1 – Delegation of Authority to the College President

197 Agenda Item 9.D.1 – Saddleback College Great Teachers Seminar

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199 **KEYWORDS**

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201 Accreditation

202 ATEP

203 Delegation of Authority

204 Faculty Hiring Prioritization

205 Great Teachers Seminar

206 Reassigned Time

207 Student Learning Outcomes