

1                                   **SADDLEBACK COLLEGE – ACADEMIC SENATE**

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3   **MINUTES**

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5   March 25, 2009  
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                                   Kevin O’Connor, LA/LR  
16                                   Rajen Vurdien, VP Instruction

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18                                   **3. ADOPTION OF AGENDA**

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20                                   *Dan Walsh moved, it was seconded by Carol Ziehm, and approved that the consent*  
21                                   *calendar be pulled and the agenda be adopted with the following provision: that items be*  
22                                   *discussed in the order that will accommodate guests’ schedules.*

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

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26                                   *Jeanne Smith moved, it was seconded by Carol Ziehm and affirmed that the minutes from*  
27                                   *March 4 be approved.*

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29                                   **5. PUBLIC COMMENTS**

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31                                   Miki Mikolajczak announced the first meeting of the Transfer Committee on April 7.  
32                                   Additionally there are several scheduled meetings for students who want to transfer.

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34                                   **6. PRESIDENT’S REPORT**

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36                                   A. Board Meetings/ District/ Chancellor

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38                                   The President’s memo was distributed and items covered included:

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40                                   Climate Survey for Accreditation  
41                                   Faculty Development Augmentation  
42                                   Area D Meeting  
43                                   Senate Elections  
44                                   Blackboard Connect/Alert U  
45                                   Strategic Planning  
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B. Letter from CSUF regarding GPAs

**7. ADOPTION OF CONSENT CALENDAR ITEMS**

**8. OLD BUSINESS**

A. Approval of Faculty to Sit on Committees

*The list of Faculty to Sit on Committees was approved with the addition of Steve Hondo and Patrizia Bowen on the American Reconstruction and Recovery Act.*

B. DE: Regular Effective Contact

Claire Cesareo-Silva brought back the proposed Board Policy and Administrative Regulation on Regular Effective Contact with the revisions suggested at the last meeting. The goal is to develop a proactive policy to propose to the Board. Quantitative measures are not part of this policy. The approval will be on a faculty by faculty basis so that the wide range of appropriate methods for regular effective contact will be recognized and assured for each class. Senators were encouraged to share the draft with its revisions to their divisions for their input. Claire will provide an electronic copy of the policy to facilitate communication with divisions.

C. Program Review – Changes to Process

*Miki Mikolajczak moved to approve the new Program Review Process, it was seconded by Jeanne Smith and passed.*  
14 yea, 0 nay, 1 abstention

D. Curriculum Committee By-Laws

*Jeanne Smith moved to preserve deans' membership and voting status on the Curriculum Committee and to amend the Curriculum Committee By-Laws to require a quorum of 12 members with at least 12 faculty, it was seconded by Janet Bagwell and passed.*  
13 yea, 5 nay, 1 abstention

E. Department Chairs

The meeting will be scheduled by April 8.

F. District Goals

Meeting all capital and maintenance commitments is a top goal listed by participants in the goal setting exercises so far.

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G. Board Policy on Sustainability & Faculty Reassigned Time and Stipends

Recently there was a student presentation to the Board of Trustees regarding global issues of sustainability.

The BP & AR regarding Faculty Reassigned Time and Stipends contradicts the Delegation of Authority to the College Presidents.

**9. NEW BUSINESS**

A. SC Categorical Program Technical Site Visit

Jo Ann Alford

Postponed until the next meeting.

B. By-Laws Changes: Standing Committee IE/EPA

Postponed until the next meeting.

C. Faculty Hiring

Department chairs should be advised to begin the process of identifying new and vacant positions to be hired next year.

D. Report from the Accreditation Steering Committee

Postponed until the next meeting.

E. Facilities Update

Input on facilities, including what needs to be fixed or renovated, needs to be put on the docket by the April 1 deadline.

The various offices and functions of the Library building will not be moved until January 2010 because of the need for extra time to prepare temporary buildings in the Village, including classroom space.

F. Chain of Command: Working through the appropriate channels

Postponed until the next meeting.

**10. COMMITTEE REPORTS**

A. Executive

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No report.

B. Senate Standing Committee

No report.

C. College, Division & District Committee

No report.

**11. DIVISION REPORTS**

**12. CONSTITUENCY GROUP REPORTS**

A. Faculty Association

No report.

B. Student Government

No report.

C. Classified Staff

No report.

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

HANDOUTS DISTRIBUTED WITH AGENDA

Agenda Item 4.A.1 Minutes from March 4, 2009

Agenda Item 6.A.1 Memo to the Senate for March 25, 2009

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

Agenda Item 8. B.1 Draft of BP on Regular Effective Contact in Distance Education Courses

Agenda Item 8.B.2 Draft of AR on Regular Effective Contact in Distance Education Courses

Agenda Item 8.D.1 Draft of Curriculum Committee By-Laws

Agenda Item 8.F.1 Draft of District-Wide Goals of 2009-2010

Agenda Item 8.G.1 Draft BP on Sustainability

Agenda Item 8.G.2 Draft AR on Energy and Sustainability

Agenda Item 8.G.3 Draft BP on Faculty Reassigned Time and Stipends

Agenda Item 8.G.4 Draft AR on Faculty Reassigned Time and Stipends

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|-----|---------------------------|
| 184 | <b>KEYWORDS</b>           |
| 185 |                           |
| 186 | Accreditation             |
| 187 | Curriculum Committee      |
| 188 | Distance Education        |
| 189 | Regular Effective Contact |
| 190 | Senate Elections          |