

1 **SADDLEBACK COLLEGE – ACADEMIC SENATE**

2
3 **MINUTES**

4
5 September 16, 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 Cheryl Altman
16 Claire Cesareo-Silva
17 Colette Chattopadhyay
18 Alannah Rosenberg
19 Rajen Vurdien, VP Instruction

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21 **3. ADOPTION OF AGENDA**

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23 *Jo Ann Alford moved, it was seconded by Jeanne Smith, and approved that the consent*
24 *calendar be pulled and the agenda be adopted.*

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

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28 *Jeanne Smith moved, it was seconded by Carol Ziehm and affirmed that the minutes from*
29 *September 2, 2009 be approved.*

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31 **5. PUBLIC COMMENTS**

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33 Miki Mikolajczak announced that Wednesday, September 23 is Transfer Day.

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35 Claire Cesareo-Silva shared her concerns about the slow progress of the Strategic
36 Planning process.

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38 Cheryl Altman announced On Course training being held October 22 and 23. Café BSI is
39 also meeting once a month to provide an opportunity for faculty to discuss issues and
40 innovations for developing students’ basic skills across the college.

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42 Jo Ann Alford announced Homecoming on October 10 at 4pm.

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44 April Cunningham announced that there will be classes held in the Library building at the
45 beginning of the spring semester that will later be moved to the Village.

47 **6. PRESIDENT'S REPORT**

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49 A. Board Meetings/ District/ Chancellor

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51 The President's memo was distributed and items covered included:

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53 Enrollment and zero growth

54 BSI

55 Proposed efficiencies

56 Accreditation initial drafts

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58 B. Inform

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60 C. Retreat (One or Two Sessions)

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62 **7. ADOPTION OF CONSENT CALENDAR ITEMS**

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64 **8. OLD BUSINESS**

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66 A. Approval of Faculty to Sit on Committees

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68 *The list of Faculty to Sit on Committees was approved.*

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- Strategic Planning Groups

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Membership on Strategic Planning Groups has been determined by the Academic Senate Executive Board.

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- Committee Procedures

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Kimberly Stankovich moved, it was seconded by Jo Ann Alford and

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approved that President-Elect Weston's proposed Committee Procedures

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be adopted with the following amendment: the procedures will be reviewed annually.

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- District Hiring Committee

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A hiring committee is being formed for an accounting position at the

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district and a representative from the Saddleback College faculty is

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needed. Please volunteer or encourage someone from your division to

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volunteer.

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B. Program Review

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Miki Mikolajczak moved, it was seconded by Jan Bagwell and affirmed that the

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Program Reviews submitted for 2009 be accepted by the Senate.

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C. Administrators and Managers' Efficiencies and Productivities Recommendations by College Units

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Senators were encouraged to review the proposed efficiencies and to share the list with their divisions. The next Senate meeting will focus on the proposals.

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9. NEW BUSINESS

A. SLOs on Course Outlines

Claire Cesareo-Silva, EPA Chair

The ACCJC Standards handbook states that SLOS need to be on the course outlines and ultimately on the course syllabi. SLOs are in CurricUNET but approval from the senate is being sought to have SLOs show up on the Course Outlines of Record when their printed out from CurricUNET and to recommend that SLOs are put on course syllabi by faculty. The EPA is also seeking to include SLOs on the course details information page of the schedule. Senators were encouraged to discuss this proposal with divisions and expect to vote on it at the next meeting.

B. Request of Administration to Consider a Summer Reduction of 1 Session: Advantages and Disadvantages

Implications of this proposal were discussed.

C. Honors Committee

The Co-chairs of the Honors Committee, Alannah Rosenberg and Collette Chattopadhyay, described the structural changes necessary to allow the Honors Program to continue to develop in accordance with the needs of Honors Students. Specifically they sought Senate support for their suggestion that the OSH available for Honors Courses be maintained in the office of Instruction so that new courses can be developed in various departments.

D. Academic Calendar 2011-2012

Discussion. Senators were encouraged to share the proposed calendar with their divisions and to expect to vote on it at the next meeting.

E. Flex Handbook

Senators were encouraged to inform their divisions about the update to the Flex Handbook that has now been posted. This will direct users to the correct forms. The Division Reps list has also been updated.

10. COMMITTEE REPORTS

A. Executive

No report.

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139 B. Senate Standing Committee

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141 No report.

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143 C. College, Division & District Committee

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145 No report.

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147 **11. DIVISION REPORTS**

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149 **12. CONSTITUENCY GROUP REPORTS**

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151 A. Faculty Association

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153 No report.

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155 B. Student Government

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157 No report.

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159 C. Classified Staff

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161 No report.

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

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165 **HANDOUTS DISTRIBUTED WITH AGENDA**

166 Agenda Item 4.A.1 Minutes from September 2, 2009

167 Agenda Item 6.A.1 Memo to the Senate for September 16, 2009

168 Agenda Item 7. A.1 Activity & Agenda Planning Calendar for 2009/2010

169 Agenda Item 8.A.1 Approval of faculty to sit on the following committees

170 Agenda Item 8.A.2 Revised Process for Committee Approval

171 Agenda Item 8.B.1 Program Reviews to be Accepted by the Academic Senate 9/16/09

172 Agenda Item 8.C.1 Saddleback College Proposed Efficiencies Draft

173 Agenda Item 9.A.1 ACCJC Standards

174 Agenda Item 9.C.1 Honors Program Resolution

175 Agenda Item 9.D.1 Academic Calendar 2011-2012

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178 **KEYWORDS**

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180 Accreditation

181 Committee Approval

182 Efficiencies

183 Honors

