SADDLEBACK COLLEGE – ACADEMIC SENATE

MINUTES

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

1. CALL TO ORDER

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

2. INTRODUCE AND WELCOME GUESTS

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

3. ADOPTION OF AGENDA

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

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

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

5. PUBLIC COMMENTS

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

6. PRESIDENT’S REPORT

A. Board Meetings/ District/ Chancellor

The memo that was distributed included notes on the following:
7. ADOPTION OF CONSENT CALENDAR ITEMS

8. OLD BUSINESS

A. Approval of Faculty to Sit on Committees

Dan Walsh moved, it was seconded by Carol Ziehm and passed that the list of Faculty to Sit on Committees be approved.

B. Faculty Hiring Prioritization

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

Proposed Additions to the Faculty Hiring Prioritization Process

Membership

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

Meeting schedule:

2. Meeting Schedule.
   • 2nd Monday in September of each Academic Year. – Organizational Meeting.
   • 1st Monday in October of each academic year: Oral presentations for each new requested position.

C. Senate Compensation Issues for Spring Semester

The List of Academic Senate President Duties prepared by the State Academic Senate was distributed.
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.
Senators were asked to review these recommendations with their divisions and be prepared to take action at the next Senate Meeting.

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

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

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

A draft of the Board Policy was distributed.

D. Great Teachers Seminar

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

10. COMMITTEE REPORTS

A. Executive

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 6.A.1 – Memo to the Senate for November 19, 2008
Agenda Item 8.A.1 – Approval of Faculty to Sit on the Following Committees
Agenda Item 8.B.1 – Proposed Additions to the Faculty Hiring Prioritization Process
Agenda Item 8.C.1 – Academic Senate Reassigned Time/Stipends
Agenda Item 8.C.2 – Local Senate President Duties from the State Academic Senate
Agenda Item 8.D.1 – Academic Senate Reassigned Time/Stipends
Agenda Item 8.D.2 – Condensed Plan for Accreditation Self Study for October of 2010
Agenda Item 9.A.1 – Institutional Effectiveness
Agenda Item 9.B.1 – Hayward Award for “Excellence in Education”
Agenda Item 9.C.1 – Delegation of Authority to the College President
Agenda Item 9.D.1 – Saddleback College Great Teachers Seminar

KEYWORDS
Accreditation
ATEP
Delegation of Authority
Faculty Hiring Prioritization
Great Teachers Seminar
Reassigned Time
Student Learning Outcomes