SADDLEBACK COLLEGE – ACADEMIC SENATE

MINUTES

December 3, 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

Erin Maremont, Student Development Office Asst.
Lise Telson, Vice President of Student Services
Rajen Vurdien, Vice President of Instruction
Courtney Zupanski, The Lariat
Andrew Bennett, The Lariat
Jan Mastrangelo, Applications Specialist
Jenny Langrell, Systems Librarian
Rocky Cifone, Dean of Fine Arts
Jennie McCue, Director of Public Information & Marketing
Mark Schiffelbein, Director of Technology Services
Rob Hartman, Webmaster

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 Carol Ziehm and affirmed that the minutes from November 19 be approved.

5. PUBLIC COMMENTS

Karla Westphal reiterated faculty concern about invocations offered during college and district events.

Jeanne Smith noted that some local high schools do not have the same scheduled break for Thanksgiving that Saddleback has.
Larry Perez relayed his students’ concern that they may not be able to sell their pre-algebra textbook back to the bookstore if the accompanying CD-ROM has been opened.

Dan Walsh reported that the college bookstore manager is being replaced.

6. PRESIDENT’S REPORT

A. Board Meetings/ District/ Chancellor

The following issues are scheduled to be discussed at the upcoming Board of Trustees meeting:

- Institutional Effectiveness Committee Reports
- Study Abroad to Peru
- Approval of honoraria for speakers at the college
- The proposed Delegation of Authority to the College President may be accepted for review and study
- An increase in Trustee compensation commensurate with the increase in the colleges’ FTES

The memo that was distributed to the Senators included notes on the following:

- Chancellor’s Cabinet Meeting
- ATEP
- ASG Budget review by the Board of Trustees

7. ADOPTION OF CONSENT CALENDAR ITEMS

8. OLD BUSINESS

A. Approval of Faculty to Sit on Committees

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

B. Senate Compensation Issues for Spring Semester

It was suggested that the Senate Executives use Senate Compensation to fulfill typical Senate obligations during the Spring Semester. The additional responsibilities the fall to Senate Executive Council during the process of preparing the Accreditation Report Process in the Spring will be supported through the Accreditation Compensation that has been proposed.

C. 6 Year Accreditation Report – Update
15 LHE were approved for the Accreditation Report Process. Some of these may be used in the Spring to support initiating the process of identifying and training the Chair and Co-Chairs for the Accreditation Report.

Dan Walsh requested that, before the next regular Senate meeting, the Senate Executive Council tell Senators what decision is made for the Accreditation Report Process in the Spring.

D. ATEP/City of Tustin

The Senators discussed the list of those “who assisted with the preparation of the ATEP Academic Program plan” and requested that the Senate President seek clarification on the nature of the involvement of the individuals listed. The goal is to gain a better understanding of the level of faculty and college participation in planning for ATEP.

E. Institutional Effectiveness

Discussion about the policy proposals from the Institutional Effectiveness Committee continued.

Senators should share the Institutional Effectiveness Committee’s proposal with their departments and seek feedback so that a decision can be made next semester.

F. State Academic Senate – Hayward Award

The deadline passed and no nominations were submitted by Saddleback faculty.

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

Senators were directed to share the proposed Board Policy with their departments.

H. Department Chairs Information

Packets were distributed to Senators for their divisions’ Chairs. These materials will be discussed at the upcoming Chairs meeting.

9. NEW BUSINESS

A. Strategic Planning

A meeting on December 12 will be held to renew the college’s strategic planning process. The Senate President will report on the meeting and the process at a Senate meeting next semester.

B. ASG Budget
Erin Maremont, representing the office of Student Development, described the current state of the Saddleback ASG budget approval process. At the last Board meeting, the Trustees tabled a motion to approve the ASG budget until it is revised. The revisions requested include a specific percentage of the budget allotted for scholarships, savings and contingencies. The ASG will present their revised budget to the Board in January.

Discussion followed.

C. Web-Site Taskforce Presentation

The Web-Site Taskforce Committee presented the new college website. A student survey and an analysis of website use patterns informed decisions about the design. New templates are available for the division websites as well as some departments. Individual faculty may use the new template for their websites if they choose to. The website will be launched in mid-December.

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 December 3, 2008 from the Senate President
Agenda Item 8.A.1 Approval of faculty to sit on the following committees
Agenda Item 8.D.1 ATEP Committee Members
Agenda Item 8.G.1 BP 2101 – Delegation of Authority to the College President
Agenda Item 9.A.1 College Planning Discussion
Agenda Item 9.C.1 Website Taskforce Survey Answers

KEYWORDS
Accreditation
ASG Budget
ATEP
College Website
Delegation of Authority
Reassigned Time
Student Learning Outcomes