REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Academic Senate

Eureka: 7351 Tompkins Hill Road, SS 202 (Board Room)
Fort Bragg: 440 Alger St (Fine Woodworking)
Fort Bragg: 33403 Simpson Rd
Crescent City: 883 W Washington Blvd, Room E7

Friday, February 6, 2015, 1:00 pm

MINUTES

Members Absent: Kady Dunleavy, Laura Mays, Sandra Rowan, Sally Urban

1. Call to Order: Copresident Dan Calderwood called the meeting to order at 1:04 pm.

2. Introductions and Public Comment: Copresident Calderwood welcomed everyone to the meeting and called for public comments. None were forwarded.

3. Approve December 5, 2014 Academic Senate Minutes: On a motion by Steve Brown, seconded by Peter Blakemore, the minutes were approved as written.

4. Action Items
   4.1 Approve January 23 Curriculum Committee Recommendations: On a motion by Colette Beaupre, seconded by Deanna Herrera-Thomas, the recommendations were presented. There were no suggestions for edits, and the recommendations were approved unanimously by roll call vote: Colette Beaupre – y; Peter Blakemore – y; Steve Brown - y; Deanna Herrera-Thomas – y; Ed Macan – y; Jon Pedicino – y; George Potamianos – y; Ruth Rhodes – y; Richard Ries – y.
   4.2 Approve January 16 Faculty Qualifications Committee Recommendations: On a motion by Peter Blakemore, seconded by Steve Brown, Michelle Haggerty presented the Equivalency recommendation. There were no comments, and the recommendation was approved unanimously by roll call vote: Colette Beaupre – y; Peter Blakemore - y; Steve Brown - y; Deanna Herrera-Thomas – y; Ed Macan – y; Jon Pedicino – y; George Potamianos – y; Ruth Rhodes – y; Richard Ries – y.

5. Discussion
   5.1 Add Emergency Procedures to Syllabus Template: Ron Waters has requested that the Senate recommend that Emergency Procedures be added to the syllabus template so students have one more notice of the procedures during emergency situations. Senators discussed the syllabi elements and whether this was a useful place to find these procedures. It was also suggested that other important dates be added (“Last Days” for dropping, filing, etc.). Would all this make a rather cumbersome syllabus, and who would actually pay attention were problems brought up by Senators. This idea will be brought back for action at the next meeting.
   5.2 GS 215 Implementation: Sheila Hall reviewed the GS 215 timeline; the course was approved (see AGENDA ITEM 4.1) and Sheila asked for input on the implementation plan. Many aspects of requiring students to have a Student Education Plan (SEP) were discussed. Data has shown that student success is better when they have a plan, but there are circumstances where no plan or an abbreviated plan would be acceptable. Generic plans for students to choose from would be particularly helpful when a student is undeclared for a degree. While it is not currently and absolutely required to have an SEP in order to register, students without an SEP have no enrollment priorities.
***At this point, the Senators agreed to move right to AGENDA ITEM 6.4 to give President Kathy Smith an opportunity to read a letter to the Senate regarding CR’s Accreditation Status. We were notified that we have sustained our progress and will not be required to report again until October 2017! Since she later sent a letter to the entire community, the content will not be repeated here.

5.3 Instruction Within the Set Calendar: Keith Snow-Flamer was responding to a request from Senate Executive members to find language specifying “working within the academic calendar”. There are no Ed. Code or Title V regulations regarding this or detailing when to turn in grades. However, it is unfair to other students if one or more students are “allowed” to start their course work before the course begins, and the same goes for turning in assignments after the course is over. The Academic Calendar does establish the START and END dates for instruction as per distinct rules. This has come up in regards to the jails wishing for course dates that don’t follow the calendar, and this is also not allowed. It was recommended that CRFO, Academic Senate, and the CIO jointly draft a statement that will be brought back to the Senate for discussion.

5.4 Multicultural & Diversity Award Revisions: Deanna Herrera-Thomas presented the Multicultural and Diversity Committee (MDC) form and process for the Multicultural and Diversity Annual Award. She explained that the reasoning behind the revisions was to broaden the nominee pool and adjust the timeline accordingly. Senators pointed out some editing issues and also asked for clarification about: whether students can receive the award (no, but they can nominate someone) and whether a nomination must include every one of the six criteria (no, the criteria are all suggested content for detailing how a nominee demonstrates their commitment to campus diversity). Deanna will make revisions and the documents will be brought forward for Action on February 20.

5.5 Consideration of Regular Divisional and/or Departmental Reports: At the previous Senate meeting (Dec. 5), Senators asked for clarification of what these reports would consist of and how often they should be given. After consultation with Senate Executive members, Copresident John Johnston created the attachment which combined guidelines and form. Senators made suggested edits (note that it’s NOT mandatory) and then discussed other ways to communicate the objective, which is to have divisions/departments share academically noteworthy accomplishments and problems with the Senate and other divisions/departments. Suggestions were to: 1) share at Faculty Meetings, 2) Share in the Committee Digest (under Academic Senate), and 3) Invite other members of the discipline to present to Senate. Then it was suggested to do all three: 1) Oral reports at Senate based on this revised document, 2) The Copresidents would “distill” the report and share at Faculty Meetings, and 3) The distilled/bullet point report would then be entered into the Committee Digest (under Academic Senate).

5.6 Associate Dean Position Update: Keith Snow-Flamer presented the proposal. He remarked that this position gives faculty a “training ground” for future Dean position opportunities. This document had been updated since the original packet with the job duties clarified (the revised version had been sent to Senators before this meeting). Many of the questions brought up had to do with Stipends and Release Time Committee (SARTCO) and contractual business and could not be discussed in this venue. The general comments at Senate were that it was a good idea, needed much clarification via CRFO/SARTCO, and that it would, indeed, help the current Deans. Training for the position could be crucial.

5.7 March 6* and April 3* Senate Meeting Late Starts: Dan Calderwood announced the future Middle School dates that cause conflict with Senate Meeting start times. With no objections from the Senators, it was agreed to start a half hour late on these two
6. Reports

6.1 Executive Committee December 15 Meeting Approvals: For informational purposes, the Curriculum Committee recommendations for December 12 were presented. These recommendations were approved by the Senate Executive Committee due to the necessity to get them approved in a timely manner, as the next Senate meeting would not be for two months. The recommendations were approved unanimously on December 15.

6.2 President’s Hiring Committee Update: Dan Calderwood reported that the next meeting is Wednesday, February 11. The pool of applications has been disseminated to the committee and applicants are being rated by individual committee members.

6.3 Board of Trustees Update: John Johnston reported that the January meeting was short, and shared that CR’s nonresident tuition was the highest among community colleges of the region, and a vote was taken to reduce the amount CR requires which should make us more competitive (tuition went from $234 to $200/unit). In February’s BOT meeting: Philip Mancus has been approved for reassignment to the Addiction studies program here on the Eureka campus; Ryan Emenaker approved for another leave of absence to pursue a PhD; three sabbaticals were approved (Peter Blakemore, George Potamianos and Cindy Hooper); student housing/dining fees were increased in order to fund infrastructure upgrades and maintenance; the English Placement Process revisions were presented as well as acceleration program progress.

6.4 College Update, Keith Snow-Flamer had no more to add to President Smith’s earlier comments (This agenda item was moved up between 5.2 and 5.3 above). However, he was asked about FTES, and reported that census was coming up but that the current projection is at 3971 (the goal being 4137) and our FTES apportionment amount went up to 4695/FTES (it was 4564/FTES). We will remain on stability for the next year. The summer schedule will be full.

6.5 ASCR Update: Jerred Scheive wrote a very nice Annual ASCR report for the Board Meeting on Feb. 3. He added that they have a full Senate so event activity will start picking up; their General Assembly is coming up; the ASCR approved five Leadership Scholarships (2 awards at $750 and 3 for $500 each) and faculty can look for the details about nominating students soon. The scholarship is based on community activities as well as having academic requirements.

7. Announcements and Open Forum

7.1 Upcoming CR Events (please announce any events!):

- Portugal Award: 2015-16 Proposal Submission Deadline February 20
- Faculty Development Fund Proposals Deadline March 6
- Two Senate Representatives Needed for College Council Spring 2015
- ***NEW - Deanna Herrera-Thomas announced that the Heritage Calendar has been integrated into the online calendar, and you click on an event to get information; if you are planning events, you may tie it in with one of the heritage calendar events.

8. Adjournment: On a motion by Peter Blakemore, seconded by Colette Beaupre, the meeting was adjourned at 2:37 PM.

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*Friday, March 6 * late start at 1:30 pm
*Friday April 3 * late start at 1:30 pm
Friday April 17
Friday May 1