1. Call To Order – 3:04 p.m.

2. Introductions and Public Comment: Sandra welcomed attendees and welcomed Vinnie Peloso, the new Permanent Faculty representative. No other comments

3. Approve Thursday, May 15, 2014 Meeting Minutes – MOTION: FALBO/CAIN move to approve the minutes of May 15, 2014. APPROVED

4. Reports
   4.1 Associate Faculty Information/Reminders, Connie Carlson – welcome back! Now have the new Associate Faculty office space in the old Forum building (FM 108). There are 214 Associate Faculty this semester; flex forms due by Friday, September 26th; 38 people attended the Associate Faculty Development day - thanks Tracey Thomas & Erin Wall for helping out; please be sure to vote for either Colette Beaupre or Kyle Falbo for Academic Senate representation; Academic Senate is looking for Associate Faculty to be on AS committees – let John Johnston or Dan Calderwood know if you’re interested.
   4.2 CRFO Update – Sandra Rowan – Sandra has sent out an all Associate Faculty request for representation on the CRFO executive committee – CRFO will be putting out a survey monkey for voting on this, should be getting an email to vote - Jacqui Cain and Kyle Falbo are the candidates. Negotiations regarding the scheduling process for all faculty is currently happening – they are using Interest Based Bargaining for resolving this issue; looking at what’s best for the district and faculty. Update tomorrow. Evaluation process has been implemented and those being evaluated should have been notified. The CRFO collective bargaining agreement is on the HR website. Be sure to save your flex forms for your evaluation.
   4.3 Academic Senate Update – Sandra Rowan – at the Academic Senate retreat they utilized small groups to brainstorm on how to retain students and see them through graduation. Keith Snow Flamer has been sending out information on student success; workshops were held at convocation/flex activities – there was discussion about how to help students make the leap from high school to college. Any ideas/suggestions please let Sandra know. Academic Senate meets tomorrow. Jacqui – Academic Senate is trying to
come up with best practices – what is the end game of these practices? We will go back to our disciplines and get feedback, provide hands-on tools on how to accomplish this. Email Sandra soon with your comments. To become an action item at the senate, first gather information, then discussion, more feedback, and then take action.

5. Discussion Items
5.1 Policy for meeting with students and FERPA requirements – an Associate Faculty met with her student and her Dean on how to manage students who are disruptive in class. It was determined that observable behavior is not a record, so this information can be shared. Research showed that at other sites, faculty didn’t talk about the behavior but they are able to discuss these situations. The HU 113 office has no phone, our backs are to the door, so there is no way to be notified of any hazardous situation. Colette – both humanities and science have public speakers, but there is no way to communicate out. It was suggested that you designate a student in class, who when given the signal, would step out to make the call if necessary. Take advantage of the behavior intervention team, before the problem escalates. The email system has a BIT email, for more immediate response call Trish Blair. Reminder that you include a statement in your syllabus about behavioral expectations in the classroom. Quick links on the website – Behavioral Intervention
5.2 Sick/Personal Days for summer non-instructional faculty – several of the non-instructional faculty emailed Sandra regarding the lack of sick leave or personal days during summer months – the contract does not specify that summer has sick days or personal days. Discussion arose about accruing sick time during the year that could carry over into each semester or summer. But as we are per semester contract this might not be attainable. Personal use days will go away with the end of this contract, be sure to request your personal day off in advance to your dean and if possible plan it into your syllabus.
5.3 Available research sources in addition to the library – discussion with Jacqui Cain led to the awareness of other available resources. Jacqui could present a workshop on these, the library also is available for information. Free resources and tools are available on the internet. If the Associate Faculty could brainstorm things that would be useful. What works well for you, what would you like help with? Kyle – would be nice to have mentoring from the Permanent Faculty. Nothing in the contract that states this might be based on the size of the department.

6. Announcements and Open Forum - Sandra – Trish Blair spoke about accessibility to students at the Associate Faculty Development Day. DSPS can help review your power points; any videos must be captioned or have a written script available. Dragon Naturally Speaking can do translation from spoken word to written; also checking out YouTube videos. If students are caught cheating – bring this issue to your dean first, so it is handled appropriately. If you see cheating take action immediately, then notify the dean, if you are going to fail or drop the students – then go to the dean. Assessment – make sure the loops are closed, some faculty in earlier years left loops open, take care of these. There should only be one report for each class – multiple same classes should be combining their reports into one; this
shows communications. Vinnie pointed out that Taylor Mali – Slam Poet will be presenting on Friday night.

7. Adjournment – MOTION: BEAUPRE/CAIN move to adjourn. APPROVED – The meeting adjourned at 4:00 p.m.

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Next Meeting:
October 16, 2014