REDWOODS COMMUNITY COLLEGE DISTRICT  
Meeting of the Academic Senate  
- Eureka: 7351 Tompkins Hill Road, SS 202 (New Board Room)  
- Mendocino Coast: 1211 Del Mar Drive, Ft. Bragg, Room 106 B  
- Smith River: 360 Bradford Avenue  

Friday, December 7, 2012, 1 p.m.  

AGENDA  

1. Call To Order  

2. Introductions and Public Comment: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Senate.  

3. Approve the November 16, 2012 Meeting Minutes  

4. Action Item  
   4.1 Approve November 9 Academic Standards and Policies Committee Recommendation – BP 2520 Responsibilities of the Academic Senate, Mike Richards (Attachment)  

5. Reports  
   5.1 January 18 Closed Session Meeting to Hear Tenure Review Committee Recommendations, Mike Richards (Attachment)  
   5.2 Accreditation Oversight Committee Update, Dave Bazard  
   5.3 Spring 2013 Flex Activities, Mike Richards  
   5.4 Budget Planning Committee Update, Bob Brown  
   5.5 ASCR Update, Solomon DeCamp  
   5.6 Vice President of Instruction Update, Utpal Goswami  
   5.7 College Council November 19 and December 3 Meetings, Bob Brown  
   5.8 Board of Trustees December 4 Meeting, Mike Richards and Bob Brown  

6. Announcements and Open Forum  
   6.1 December 15 CR Holiday Party, Mike Richards  
   6.2 Portugal Award Call for Proposals, Cindy Hooper  

7. Adjournment  

Public Notice—Nondiscrimination:  
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Next Regular Meeting:  
Friday, January 18, 2013, 1 p.m.  

Special Senate Meeting:  
Friday, January 18, 2013, 3 p.m.
Call to Order: Copresident Mike Richards called the meeting to order at 1:02.

Introductions and Public Comments: Copresident Mike Richards welcomed senators and guests, and he called for public comments; no public comments were forwarded.

Approve the November 2 Meeting Minutes: On motion by Ryan Emenaker, seconded by Kady Dunleavy, the minutes were approved as written.

Action Items

4.1 Approve November 9 Curriculum Committee Recommendations: Chair Peter Blakemore presented the recommendations. On motion by Kady Dunleavy, seconded by Ryan Emenaker, the recommendations were unanimously approved by the following roll call vote: Day – y, Dunleavy – y, Emenaker – y, Foster – y, Gardner – y, Gonsalves – y, Hole – y, Hooper – y, Peloso – y.

4.2 Approve October 26 Academic Standards and Policies Committee Recommendation – AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies: Copresident Richards presented the proposal, which included revisions based on the Senate’s feedback from the November 2 meeting. On motion by Kady Dunleavy, seconded by Ryan Emenaker, the recommendation was unanimously approved by the following roll call vote: Hole – y, Day – y, Dunleavy – y, Emenaker – y, Foster – y, Gardner – y, Gonsalves – y, Hole – y, Hooper – y, Peloso – y, White – y.

Discussion Items

5.1 Academic Standards and Policies Committee (ASPC) November 9 Recommendation – BP 2520 Responsibilities of the Academic Senate: Committee Chair Connie Wolfsen presented the proposal, and she highlighted issues that the committee discussed prior to making the
recommendations. Connie explained that the proposal reflects what is included in AB 1725, and feedback on the policy forwarded by President Smith was considered. Following discussion, there was consensus that the proposal will be forwarded for Senate approval on December 7.

5.2 AP 5055 Enrollment Priorities: Copresident Brown presented the proposal, which is out for constituent review from College Council, and he explained that the suggested revisions reflect the Student Success Task Force legislation and the revised League template. Senate concerns and feedback included: (1) the college is not currently staffed to meet the requirements of the procedure; (2) the term “basic English” needs to be defined; (3) the language needs to be consistent, and “effective Fall 2014” should be noted in each priority; (4) new students without student education plans (SEP) on file are not included; (5) continuing students without SEPs or those who haven’t completed an orientation are not included; (6) high school students with an SEP would have priority over continuing students; (7) it is unclear if brand new students are expected to have an SEP on file prior to registration; (8) the term “educational goal” needs to be defined, especially if it is supposed to mean SEP; (9) the Enrollment Management Committee recommended not offering priority registration to ASCR student government officers or ASCR Senate Board members; and (10) the college may need to redefine the orientation process and what a SEP means. Since the changes required by law will need to be implemented by Fall 2014, it was suggested that there may need to be one procedure developed for next year and another to begin in Fall 2014. The copresidents agreed to forward the Senate’s feedback for College Council consideration.

5.3 Multicultural and Diversity Committee (MDC) Recommendation – Proposed Revision to Academic Senate Bylaws, Article II, Section 10: In Chair Philip Mancus’ absence, Copresident Richards presented the recommendations, and he highlighted the proposed revisions. Mike informed the Senate that with the approval of the Student Equity Plan, President Smith is in the process of forming the new Student Equity Plan Committee, and the membership and responsibilities of that committee parallel the MDC’s. With the goal of supporting the work of each committee and ensuring that the two groups are not duplicating each other’s efforts, Mike suggested that this might be an opportunity to have the Senate’s Academic Standards and Policies Committee (ASPC) research how other institutions have delineated the roles and membership of the two committees. There was consensus to task ASPC with the research, and a future Senate discussion can take into consideration the broader implications and assess how the college wants to establish and support the work of the two groups using the ASPC’s findings.

6. Reports

6.1 Academy of the Redwoods Update: Academy Principal Danielle Carmesin presented a report on the Academy of the Redwoods (AR) that included a definition of an early college student, an overview of the application process, and the goal and vision of the Academy. Danielle also presented socio-economic and enrollment data on their student population, and she explained the concurrent enrollment process and fee structure. She also presented AR graduation rates for the past three years and data on the number of CR degrees and certificates awarded from 2008-2012. Danielle answered a number of senators’ questions, and they thanked her for her report.
6.2 Accreditation Oversight Committee (AOC) Update: In Co-chair Dave Bazard’s absence, AOC member Mike Richards reported that the committee has met twice since the ACCJC site visit to address the continuing oversight of accreditation. One goal is to incorporate the roles and duties of those responsible for meeting accreditation into job descriptions and evaluations, and the AOC may become a steering committee that oversees the ongoing assessment of how the college is meeting each of the Standards. In addition, the AOC will be involved with the December addendum to CR’s Accreditation Report, which will focus primarily on CR’s fiscal stability and a plan for balancing the budget.

6.3 Budget Planning Committee (BPC) Update: Co-chair Bob Brown reported that the BPC meeting scheduled for this week was rescheduled for November 28, and he anticipates that the agenda for the next meeting will include: (1) a review of the comprehensive list of revenue generating ideas, (2) a discussion of how program review information is forwarded to the BPC, and (3) a review of the ranked list of projects and a look at additional ideas to be vetted through the BPC that may be added to the ranked list. In response to questions, Bob reported that with the passage of Proposition 30, the college will attempt to increase enrollment for spring and summer of 2013, and with the sale of state bonds, funds will be forwarded to the college to cover bills incurred by Measure Q projects.

6.4 ASCR Update: Solomon DeCamp’s report included the following: (1) on Monday, November 19, ASCR will begin a brand awareness campaign by distributing T-shirts to students; (2) a subcommittee is investigating the placement of the Hobart Brown art piece that was purchased with student funds with the goal of making it visible on campus; (3) ASCR is working with the Senate’s Multicultural and Diversity Committee to establish a Multicultural and Diversity Center on the Eureka campus; (4) ASCR is working with Vice President Snow-Flamer to establish a new student center on campus; (5) the ASCR Bylaws are being reviewed; and (6) travel arrangements are being made for the students who will be attending the Presidential Inauguration in January, and an email will be distributed announcing the names of the winners.

6.5 Vice President of Instruction Update: VPI Goswami was not present to give his report.

6.6 Board of Trustees November 7 Meeting: Copresident Richards reported that the Board approved the authorization for President Smith to transfer funds from the retiree benefit fund if they are needed to help balance the budget. The student trustee made motions to place on a future agenda redistricting for Board members and Board stipends and compensation, but the motions were not approved.

7. Announcements and Open Forum

7.1 December 15 CR Holiday Party: Copresident Richards encouraged everyone to reply to the email invitation by the December 7 deadline and to attend the party if possible. There is a $15 per person fee, and he emphasized that no CR funds will be used for the party. The event will include food, music and a no host bar.

7.2 November 30 Faculty Meeting: Copresident Richards announced that a faculty meeting has been scheduled for Friday, November 30, from 11:40-1:00 in FM 100. President Smith has agreed to address the faculty, and an agenda will be distributed once it is confirmed.
7.3 Writing Across the Curriculum Ad Hoc Committee: Copresident Brown asked if there were any additional faculty members interested in serving on the ad hoc committee. Senators reported that Ruth Rhodes and Connie Wolfsen are interested in participating.

7.4 Student Success Essay Competition: Vinnie Peloso asked senators to encourage their students to enter the Student Story of Success competition by the November 26 deadline. Essays should be submitted to Dave Holper, and CR’s Book of the Year Committee will be choosing the four winners, each of whom will receive $500 and be invited to present their stories to the community in February. Complete information is available on the Book of the Year website.

7.5 Tenth Annual Tregs Classic: Copresident Brown announced that the Coach Tregs Corsair Classic Basketball Tournament is scheduled for Friday through Sunday, November 30-December 2, in the CR gym. Both the men’s and women’s CR basketball teams are playing a number of other community college teams, and Bob invited everyone to attend.

8. Adjournment: On motion by Ryan Emenaker, seconded by Maggie White, the meeting was adjourned at 2:54 p.m.

Respectfully submitted by Sally Frazier, Administrative Secretary to the Academic Senate.

Next Meeting:
Friday, December 7, 2012
RESPONSIBILITIES OF THE ACADEMIC SENATE

The Board of Trustees (Board) recognizes the College of the Redwoods Academic Senate as the organization formed in accordance with the California Code of Regulations Section 53200 to represent the faculty to the administration of the College and to the Board with respect to academic and professional matters. Recognition of the Academic Senate ensures that faculty have a formal and effective procedure for participating in the development and implementation of district policies on academic and professional matters.

The Board delegates to the President/Superintendent the authority to consult collegially with the Academic Senate on these matters prior to making a recommendation to the Board. The President/Superintendent will rely primarily upon the advice and judgment of the Academic Senate and/or reach mutual agreement with the Academic Senate for the designated academic and professional matters.

Primary Matters

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Standards or policies regarding student preparation and success
5. Policies for faculty professional development activities

In these areas, the recommendations of the Academic Senate will normally be accepted. Only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Board or the President/Superintendent, upon request of the Academic Senate, will communicate its reasons in writing.

Mutual Agreement Matters

1. Educational program development
2. District and College governance structures, as related to faculty roles
3. Faculty roles and involvement in accreditation processes, including self-study and annual reports
4. Processes for program review
5. Processes for institutional planning and budget development
6. Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate.

In these areas, when agreement cannot be reached between the President/Superintendent and the Academic Senate, existing policy shall remain in effect unless continuing with
such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy be changed, the Board and the President/Superintendent will act, only after a good faith effort to reach agreement.

In addition to the specific responsibilities noted above, the Academic Senate is responsible, after consultation with the President/Superintendent or his or her designee, for making faculty appointments to all committees, task forces, or other groups dealing with academic and professional matters.

Nothing in this policy is intended to preclude the Academic Senate from exercising its right to present its views on any issue it deems appropriate directly to the Board at a regularly scheduled meeting.

Former Board of Trustees Policy No. 203, number change only on May 1, 2012
Adopted by the Board of Trustees: June 6, 1994

References:
Education Code 70902 (14), 87357, 87359, 87360, 87458, 87663, 87743.1, 87743.2
California Code of Regulations 53200, 53203, 51023.5, 51023.7

REDWOODS COMMUNITY COLLEGE DISTRICT
BP 2520
Board Policy

Number Update only from Board of Trustees Policy No. 203

RESPONSIBILITIES OF THE ACADEMIC SENATE

In order to ensure that the faculty have a formal and effective procedure for participating in the development and implementation of district policies on academic and professional matters, the Board of Trustees recognizes the College of the Redwoods Academic Senate. The Board will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters and will rely on the knowledge and experience of the faculty as expressed through the Academic Senate. The Board will, in turn, expect the Academic Senate to communicate the Board's issues and concerns clearly and effectively to the faculty.

In the following areas the Board delegates authority and responsibility to the Academic Senate for making recommendations to the Board. In making decisions in these areas, the Board will rely primarily upon the advice and judgment of the Academic Senate:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Standards or policies regarding student preparation or success
5. Faculty qualifications, including equivalencies, internships, and the placement of courses in disciplines for the purpose of establishing minimum qualifications
6. Decisions to offer tenure.
7. Policies for faculty professional development activities

In these areas, the recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Board or its representative, upon request of the Academic Senate, will communicate its reasons in writing.

In the following areas, the Board or its representatives will reach mutual agreement with the Academic Senate, and such agreement will be expressed either by written resolution, administrative regulation, board policy, or other board action:

1. Educational program development, including both the initiation and elimination of programs
2. College governance structures, as related to faculty roles
3. Faculty roles and involvement in accreditation processes, including self-study and annual reports
4. Processes for program review
5. Processes for institutional planning and budget development
6. Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate

In these areas, when agreement cannot be reached between the Board and the Academic Senate, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board will act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

In addition to the specific responsibilities noted above, the Academic Senate is responsible, after consultation with the President or his or her designee, for making faculty appointments to all committees, task forces, or other groups dealing with academic and professional matters. Notwithstanding this provision, the collective bargaining representative may also seek to appoint faculty members to such committees, task forces, or groups.

Nothing in this policy is intended to preclude the Academic Senate from exercising its right to present its views directly to the Board on any issue it deems appropriate. Nor is anything intended to impinge upon the due process rights of faculty or to detract from any negotiated agreements between the Board and the collective bargaining representative.

Former Board of Trustees Policy No. 203, number change only on May 1, 2012
Adopted by the Board of Trustees: June 6, 1994
Closed Session Guidelines

For the

Friday, January 18, 2013

Academic Senate Meeting

1. **Everything discussed in a closed session is strictly confidential.**

2. Meeting participants need to attend in person (no teleconferencing).

3. Only specific items described in the Brown Act (pursuant to Government Code Section 54957) may be discussed in closed session. Included in those items are public employee performance evaluations, which allows the Senate to address probationary faculty evaluations as they pertain to tenure recommendations.

4. Only items directly related to the closed session agenda may be discussed. Related items such as the evaluation process, past procedures or recommendations, process revisions, etc. must be discussed in open session.

5. To maintain confidentiality, attendees should not take notes during the closed session.