MINUTES

Members Present: Bob Brown, Mark Renner, Dave Bazard, Peter Blakemore, Steve Brown, Dan Calderwood, Mike Cox, Kady Dunleavy, Marcy Foster, Philip Mancus (by phone), Laura Mays (by phone), Richard Ries (by phone), Sandra Rowan, Chris Vicory, John Johnston, Keith Snow-Flamer, Jerred Scheive

Members Absent: All representatives present

1. Call to Order: Co-President Brown called the meeting to order at 1:36 pm

2. Introductions and Public Comment: Co-President Brown welcomed the Senators and audience, introduced new Senators John Johnston (Humanities) and Jerred Scheive (ASCR), and called for public comments. No comments were forwarded.

3. Approve the February 21, 2014 Meeting Minutes: On a motion by Dan Calderwood, seconded by Kady Dunleavy, the minutes were approved as written.

4. Action Items
   4.1 Approve Curriculum Committee Feb 28 Recommendations: On a motion by Steve Brown, seconded by John Johnston, the recommendations were approved by roll call vote: Bazard – ab; Blakemore – y; Brown – y; Calderwood – y; Cox – y; Dunleavy – y; Foster – y; Johnston – y; Mancus – y; Mays – y; Ries – y; Rowan – y; Vicory – y.

   4.2 Approve Academic Standard & Policies Committee Recommendations: As Connie Wolfsen was not present yet, the Senate went on to 4.3 and then came back to 4.2. They are presented in agenda order, here:

   4.2.1 New BP 7384 Emeritus Title & Status: On a motion by Dan Calderwood, seconded by Kady Dunleavy, Co-President Brown remarked that this BP was old and some provisions no longer existed. Chair Wolfsen then added that the intent was to include all employees and that privileges were updated. It was then approved by roll call vote: Bazard – y; Blakemore – y; Brown – y; Calderwood – y; Cox – y; Dunleavy – y; Foster – y; Johnston – y; Mancus – y; Mays – y; Ries – y; Rowan – y; Vicory – y.

   4.2.2 Revised AP 7384 Emeritus Title & Status: On a motion by Steve Brown, seconded by Dave Bazard, the AP was approved by roll call vote: Bazard – y; Blakemore – y; Brown – y; Calderwood – y; Cox – y; Dunleavy – y; Foster – y; Johnston – y; Mancus – y; Mays – y; Ries – y; Rowan – y; Vicory – y.

   4.3 Approve Certification Standards for Online Instructors: On a motion by Dan Calderwood, seconded by Steve Brown, the document was presented by Co-President Renner who remarked that after substantial discussion at the last Senate meeting and at
an Executive Committee meeting, the title was changed (“Certification” replaces “Readiness”), a comment was added to #3 and a paragraph added after #3 (recommended by the DE Cmte). Also, working with ASPC, they are looking at a way to insert the language into AP 4105 Distance Education. Discussion involved:

- Is “or equivalent” phrase acceptable for instructors currently teaching online? Response – the language includes (for example), so the criteria listed does not reflect all the possibilities for satisfying #3. The person would need to supply adequate examples of “successful experience”.
- Is there a definition of an online course anywhere; for instance, is a hybrid course always an online course and therefore applied? Response – the ACCJC sees a course as online if any delivery occurs other than face-to-face. Perhaps that definition could be added to the document? If not here, then include it in AP 4105.

The document was approved by roll call vote: Bazard – y; Blakemore – y; Brown – y; Calderwood – y; Cox – y; Dunleavy – ab; Foster – y; Johnston – y; Mancus – y; Mays – y; Ries – y; Rowan – ab; Vicory – y.

4.4 Approve Faculty Development Recommendations for Funding Round Two: On a motion by Peter Blakemore, seconded by Dave Bazard, FDC Chair Kerry Mayer took questions. She explained the criteria used by the Committee: In one case, they felt money could be funded via Basic Skills; in another, they reduced the amount requested to bring transportation/parking costs in line with other requests; some requests just did not make the connection with Faculty Guidelines and strategic planning goals and there is also some confusion about Noncredit and Community Ed courses and how they should be prioritized in future; another applicant will be better funded through Articulation funds, but the committee stressed that Articulation is VERY important, but the training funds should come through the District; they did not give money to anyone who received funding last year, except for Mina Cohen who only received $65 last year; the remaining money was distributed to applicants who received funding two years ago. There is $5.59 left after Round 2. It was really tough to make decisions, and the committee will work on surveys to help find people who don’t ask for money, and on the whole process to streamline it more and have more guidelines for prioritizing requests based on all the changes going on in the District and the State (Noncredit/not-for-credit, leaves, reductions in force, etc.). The form will be revised before Round One in Fall 2014. Kerry does contact all applicants as to the whys and wherefores of the committee decisions. The recommendations were approved by roll call vote: Bazard – y; Blakemore – y; Brown – y; Calderwood – y; Cox – y; Dunleavy – y; Foster – y; Johnston – y; Mancus – ab; Mays – y; Ries – y; Rowan – y; Vicory – y.

4.5 Approve MDC Multicultural Understanding Proposal and Process to Implement: On a motion by Dave Bazard, seconded by Peter Blakemore, the MU was approved by roll call vote: Bazard – y; Blakemore – y; Brown – y; Calderwood – y; Cox – y; Dunleavy – y; Foster – y; Johnston – y; Mancus – ab; Mays – y; Ries – y; Rowan – y; Vicory – y.

4.6 Approve Revisions to Faculty of the Year Eureka Campus Process: Co-President Brown briefly explained that discussions last fall came to the conclusion that the presentation would be at Convocation instead of Commencement. Also language was added listing that the recipient could present a speech to the students at
Commencement (not an acceptance speech), and if they refused, last year’s recipient would have next refusal, and Co-Presidents would fill in if both recipients refused. On a motion by Dan Calderwood, seconded by Peter Blakemore, discussion revolved around whether discussions had been adequate to this point. Also, the separate campus processes may not be necessary anymore. There are “loose ends”, but the timeline for this year required that a decision be made. It could be brought back next year for more unified discussion. The Eureka FOY process was approved by roll call vote: Bazard – ab; Blakemore – y; Brown – y; Calderwood – y; Cox – y; Dunleavy – y; Foster – y; Johnston – y; Mancus – ab; Mays – y; Ries – n; Rowan – y; Vicory – y.

5. Discussion Items

5.1 Outreach Efforts: Dan Calderwood reported that President Smith has asked that we improve our outreach efforts to improve enrollment, and wanted to share what is being done and hear what people may be doing, already. Sheila Hall said that this is perfect timing to get involved! Angela Winkle and Pru Ratliff joined Sheila for additional input. Sheila went through some supplemental materials made available to Senators (the three documents will be available on the Senate Agenda website). Everything is more coordinated and consistent. New students will be required to: start a Student Education Plan, apply, read their email, go through placement process, orientation and register for classes, Pay to Stay, and activate their Access Card. Timeline registration will start earlier (next Monday, March 10 they expect the summer class schedule to be out; Fall schedule to be available soon after!); March 24 is the start of priority registration; April 7 is the first day for new students to register. Counseling/Advising personnel are traveling to high schools, and the faculty can participate in any stage of the process. March they’ll be helping with applications, orientations in April. Lots going on through the Counseling & Advising, but other things are happening, also; hopefully centralizing everything will make it easier for everyone to join in the process to inform students. Angela says the high schools are enjoying seeing the outreach efforts, and each school tells Angela what they’d like to have us do with them. Faculty joining these visits would be very helpful. A lot of it is marketing, advertising, and welcoming visits. Students can come to CR for placement testing and Angela will also be proctoring testing at high schools. Proctoring is new to her. College Night is a new event at high schools. Faculty are welcome to join in all events! Career Fairs: one on April 19? And May 8; it’s open for anyone to have a table at the presentations. Everyone is welcome to participate-her extension is 4158? Dan Calderwood says they outreach and a field trip by high school to CR happens. All divisions could do this type of thing. Centralizing the activities so everyone knows what other people are doing! Where can instructors find the information so they know when to volunteer? Not known yet, but soon! Chris Vicory has found a lack of promotional materials for some of his outreach events. Where can he get them? Printing Services! What’s available for instructors to do to help? Like Transfer Day, etc. Angela says just being there at College Nights, Career Fairs, application workshops… Bob Brown mentioned that catching the prospective students earlier, before registration, in the fall or earlier in the spring semester when juniors and seniors are already. Marcy Foster suggested there should be a specific place that these dates and plans and events be available to see what’s coming up. Peter Blakemore wants to know if they can facilitate instructors to see where they can actually fit into these and other events. Sheila said there are lots of places they could fit everyone. The more we can all work together
(counseling/instructors/staff/admin/etc.) the better we can make CR look to public.

5.2 Publicity and Growing Enrollments: Bob Brown reported that we’re still struggling with budget issues but we need to keep thinking about positive publicity and growing enrollments. Dave Bazard says that we are going to schools. Lost Coast Outpost/High School Paper have a lot of information, we should utilize. It’s so cool that we’re off sanctions and starting new programs. Kady Dunleavy remarked that it would be nice to have a centralized place to go to volunteer. Getting more events picked up for advertising would be nice. “Walk a mile in her shoes” was a very successful event that the nursing program did last year. Sports dominate the web page, because Joe is great at his job. How do we get other departments to get the word out? What are our efforts to utilize the media realm? The more new media we use, the better. A student survey question suggestion is “Where do you look for information?” They still don’t check their email, but they use twitter and the like. Meet them halfway somehow? “Campus wide” is an oft-used term, but there are other campuses; we should be DISTRICT WIDE!!

6. Reports

6.1 Writing Across the Curriculum Update: Peter Blakemore reported that they’ve had 3 meetings, and have decided to develop a Clearing House or library of assignments that would be a resource for multiple divisions, all across disciplines. Submissions will be requested by email, soon. The ad hoc committee also decided that a group would convene to discuss readings in critical and analytical thinking and inquiry, perhaps with John Gage’s The Shape of Reason, as some already use this book in their classes. They might try an off-campus, after-hours venue in order to entice participants.

6.2 LMS Task Force Update: Mark Renner reported that this Task Force includes Angelina Hill (co-chair with Mark Renner), MaryGrace McGovern, Steven Roper, Reno Giovanetti, James Hays, Mark Winter, Mike Butler, Gary Sokolow, and Lisa Sayles. They will try to have another meeting next week before spring break. A replacement vendor would be the first choice as the least impacting to all; if a vendor cannot be found, then other platforms will be researched, which will take a lot longer. Angelina said that we do not want to get rushed into selecting another inadequate vendor. We don’t want to get pushed into something too quickly, and we need to have the appropriate vetting that did not occur when rSmart was chosen. It would also be helpful to have something in place before the end of semester, so everyone has time to get a feel for the program before Fall 2014.

6.3 Institutional Learning Outcomes Update: Dave Bazard reported that they took ILOs to Expanded Cabinet March 6 and the Board has seen them. They need to go into the catalog and be incorporated into Assessment. There may be surveys for some of the assessment of ILOs. Then analyze data for at least two outcomes with dialogue and discussion at Convocation and inclusion in the planning process. One Senate component is to put it on a Syllabus template. The ILOs have a succinct statement and a paragraph below; they would be listed in the catalog without indicators, and the Syllabus would be the bolded statement only (if approved by Senate). The same two year cycle would be used for assessments. Yes, the Senate will have the discussion about adding them to the template.

6.4 Distance Education Substantive Change Update: Jeff Cummings was not available and will be invited to attend the next meeting. CIO/CSSO Keith Snow-Flamer mentioned
that CR is trying hard to get the Distance Ed online, but he is not sure we will make the May deadline. It does not mean a lack of commitment, and if we don’t make it for May, we will prioritize for October. In the meantime, do not schedule over the 50% threshold.

6.5 Board of Trustees March 4 Meeting Update: Bob Brown referred to the long discussion about BOT health benefits. Reclassification of Dean titles was approved and Measure Q projects are moving ahead with revised priorities. The budget update included having brought the current deficit down to $820K. The BOT also authorized beginning the discussion about an MOU with Mendocino.

6.6 College Council February 24 Meeting Update: AP 4105 went out for constituent review. There were language questions about tracking student hours for revision. DE Certification (agenda item 4.3) may be added to AP 4105.

6.7 College Update: Keith Snow-Flamer Educational Pathways Task Force met this morning. Dialogue included guidelines for ADT development and for choosing which ones to go forward with. They also talked about how AP 4021 is connected to ADT development.

6.8 ASCR Update actually came first, before all other reports, so that Jerred could join the ASCR meeting downstairs: Jerred Scheive reported on ASCR activities past and current: ASCR hosted Erin Senack and her day on campus went very well with talks and exercise; ASCR sent several students to March-in-March in Sacramento over the past weekend-M-in-M is sponsored by the Student Center for California Community Colleges (SCCCC); horseback riding in Orick will be offered to students over spring break; ASCR is looking for ways to engage students more in Eureka – Del Norte students are very engaged; several ASCR students will attend General Assembly this spring, which Jerred feels is one of the best events for students all year; Pi Day is coming with ASCR giving away pies on March 13 and 14 if approved, and also will soon approve participation in the Dash of Color event coming March 23; applications for ASCR offices are coming in; and Jerred thanked everyone for allowing him to join the Senate and looks forward to participating for the remaining semester.

7. Announcements and Open Forum

7.1 Spring Break: No Senate Meeting March 21; next meeting April 4.

7.2 Faculty Meeting March 28

8. Adjournment: On a motion by Sandra Rowan, seconded by Dan Calderwood, the meeting was adjourned at 3:12 pm.

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