• REDWOODS COMMUNITY COLLEGE DISTRICT
  Meeting of the Academic Senate
  ➢ Eureka: 7351 Tompkins Hill Road, SS 202 (Board Room)
  ➢ Fort Bragg: 227 North Harold Street
  ➢ Crescent City: 883 W. Washington Blvd, ASCR Office, Room DM 7
  ➢ Smith River: 10 Oma Ln
  ➢ Crescent City: 165 Courtney Ln

  Friday, December 6, 2013, 1 p.m.

  MINUTES
  Members Present: Bob Brown, Mark Renner (by phone), Dave Bazard, Peter Blakemore,
  Steve Brown, Dan Calderwood, Mike Cox, Alicia Flowers (by phone), Garth Johnson,
  Philip Mancus (by phone), Laura Mays (by phone), Sandra Rowan, Keith Snow-Flamer,
  Chris Vicory, and Kevin Yokoyama
  Members Absent: Kady Dunleavy, Marcy Foster

  1. Call to Order: Co-President Brown called the meeting to order at 1:04 pm.

  2. Introductions and Public Comment: Co-President Bob Brown welcomed the Senators and
     audience and called for public comments. No comments were forwarded.

  3. Approve the November 15, 2013 Meeting Minutes: On a motion by Steve Brown, seconded
     by Dave Bazard, the minutes were approved as written.

  4. Discussion Items
     4.1 AP 4105 Distance Education, Connie Wolfsen: Academic Standards and Policies
        Committee Chair Connie Wolfsen presented the draft of AP 4105 and explained that
        there was no existing AP, so they did extensive research in order to pull it together. They
        looked at different CR policies, other college BPs, and the CCLC template, as well as
        inviting Mark Winter to a meeting for feedback. There was a change in wording; to drop
        “their” under student grievances, which can be done without committee feedback. The
        question of a Distance Education Committee came up; there is a Distance Education
        Advisory, as well as a future task force to be put together in spring. The committee was
        commended for a well-written AP. The AP will be brought back to the next Senate
        meeting as an action item, and will then be forwarded to College Council.

     4.2 Multicultural and Diversity Committee and Diversity Training: Co-President Brown
        introduced the topic and spoke to some areas of concern; access, course completion,
        degree and certificate completion, ESL and BSI completion, and transfer. Philip Mancus
        went on to discuss what can be done by the Senate to promote diversity training. He
        wants to ensure that CR is addressing Chancellor and ACCJC requirements on both an
        institutional and an Academic Senate level. The MDC has worked to address diversity
        training, but there is no process for making requests for resources related to training,
        such as who would give the training and how training would be implemented at all sites.
        Discussion included the part that the Student Equity Plan committee plays, since the
        latest Chancellor directive mandates that colleges combine equity and success into
planning. The membership for MDC and SEP should overlap. SEP is working with the Institutional Effectiveness Committee to ensure that equity is implemented in planning as per SB 1456.
The Program Review aspect was discussed. Physical Sciences recognized through review that they were not doing well with underrepresented groups. Monetary items in program reviews follow a process, while non-monetary items seem not to, and it is wondered what happens to these items. MDC and SEP is trying to heighten awareness of equity needs in program review. A Diversity Resource Center would be perfect to house resources and also to raise awareness of issues. Co-President Brown asked MDC to forward goals to Academic Senate.
Suggesting that folks take advantage of trainings in professional development have not succeeded in getting a lot of people to attend. Using available statistical data to target areas of concern and requiring participation might be more effective. Learn from each other.

4.3 Proposed Accreditation Standards Changes: Co-President Brown spoke to problems finding the standards and interpreting them, and that they are currently being rewritten. There is a state accreditation institute coming up that Mark Renner and Dave Bazard will hopefully get permission to attend. One concern of Co-President Brown’s is geared toward potential evaluation of our assessment outcomes. Another is the language changes in Standard IV that removes the development guidelines for curriculum and program development. There is a proposed resolution to reinstate that language. Senator Calderwood suggested that our Accreditation Liaison Officer (ALO) would be another logical participant at the institute. Senator Blakemore asked about the process and whether is it transparent to those who will be affected. The Commission will present proposed changes at their meeting in January (Agenda Item 5-Standards Review Committee). What drives the process to review? It is a regular 10 year process. It was suggested that feedback regarding the changes may be emailed to Barbara Beno and/or John Nixon (Associate Vice President).

4.4 Accreditation Institute February 7-8 in La Jolla: Co-President Renner and Dave Bazard intend to go to this institute. The suggestion to invite the ALO to attend was heralded.

5. Reports
5.1 State Academic Senate Fall Plenary Update: Co-President Brown spoke to some of the resolutions from Fall Plenary that were passed and can be accessed here.

5.2 January 17 Closed Session Meeting to Hear Tenure Review Committee Recommendations: Co-President Brown reviewed the guidelines for the closed session Senate meeting scheduled for Friday, January 17 at 3 pm. During the special closed session, which will follow the regularly scheduled Senate meeting and is for tenured senators only, the Senate will consider the Tenure Review committee’s recommendation on tenure track, non-tenured faculty. Senators are asked to inform the Copresidents if they intend to have a substitute for the closed session meeting.

5.3 Spring 2014 Flex Activities: Co-President Brown mentioned a few of the flex activities, and that the schedule is still being worked out. The intent is to keep the Senate meeting
time free of activities that senators will be interested in.

5.4 BookLook and BookNow from Follett: Lauria Gehr explained the documents that were attached to the agenda. Lauria is the manager of the CR Bookstore and is a CR graduate. BookLook and BookNow are two free software programs that will be interfaced with the online bookstore site. BookLook lets a student see course materials and costs before registration and keeps within Higher Education Opportunity Act (HEOA) guidelines. BookNow comes in after the registration process and offers options for buying, picking up or having items delivered to students home. Instructors must input a course import file to populate their course material management system. Discussion included when faculty would have to get their course materials in, and how to update if changes occur. There is a “course materials yet to be determined” option if you’re not quite ready. There is also a text field to include notes about required materials not available through the bookstore (bus pass, etc.). The bookstore is moving toward digital book availability, also.

5.5 College Update: Keith Snow-Flamer introduced his report with the updated ADT Status Summary. We have four approved, five in development and three more being written. Both task forces will be pulled together next Thursday. It will be a brief organizational meeting regarding scope and the roles of members.

AB 86: Education finance: education omnibus trailer bill – the grant is not competitive. Administration met with Eureka City Schools last week. The president will call for a meeting with superintendents/principals to talk more specifically with them to see if they want to partner with us for adult education in the future. The grant is on a fast track for submission by late February and will include ESL and not-for-credit courses. Our service area is our district area. It would help our enrollment.

5.6 ASCR Update: Alicia Flowers
- Progress on the ASCR office- it’s done, waiting on furnishing
- The food bank is still on hold, waiting on cabinetry (furnishing) to store the food.
- Thanksgiving turkey raffle went off pretty well; 10 turkey dinners to Del Norte campus and 20 Turkey dinners to the Eureka campus.
- Making plans for a trip for students.
- Getting prepped for “March in March”.

5.7 College Council Update: Co-President Renner attended the last College Council meeting. New business to be cycled out for constituent review includes BP/AP 3280 Grants.

Some of the old business was sent to the board for their first reading. Non-agenda item AP 3310 Records Retention and Destruction includes guidelines for email and storage space on mail server, which are current concerns. This AP will be going out for a 60 day constituent review. The language will be revised by the business office and IT. BP/AP Speech: Time, Place and Manner is still under review by CRFO. Please be looking for emails from College Council in order to review and provide feedback!
6. Announcements and Open Forum

6.1 Portugal Awards – The Senate office sent out the call for Portugal Award Proposals on Friday, November 22. The proposals are due to the Academic Senate office by the February 7, 2014 deadline.

6.2 Writing Across the Curriculum has 22 members! First meeting is Tuesday, December 10 12 to 1 at a place TBD.

6.3 Pru Ratliff spoke about her Middle School Visits on March 7 and 28 and April 11. She would like faculty to provide an hour and a half of time to talk about career information in their discipline. You would be in your room with a hands-on activity. Needs Forestry/Natural Resources, HOCC, Chemistry, Geology, Math, English Physics and Political Science. Kinesiology was a suggestion that Senator Chris Vicory and Co-President Brown will put something together for.

6.4 CR Treg’s Classic started today in the Gymnasium and will continue Saturday and Sunday.

6.5 It is Garth and Kevin’s last meeting! Garth suggested everyone lean on Humanities to replace him as Senator. Also suggested anyone should look him up if they find themselves in Philadelphia. Co-President Brown thanked Garth and Kevin for their participation in and support of the Academic Senate.

7. Adjournment: On a motion by Sandra Rowan, seconded by Garth Johnson, the meeting was adjourned at 2:23 pm.

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Next Meeting:
Friday, January 17, 2014