1. MEETING CALLED TO ORDER: 4:02


2. PUBLIC COMMENT: None.

3. APPROVAL OF MINUTES: The minutes for Sept. 10, 2014, were approved unanimously with these changes: Replace initial on #11 M. to N. Ward and change votes for A. Wise and C. Diaz on the Veteran’ Center from oppose to abstain. M. Allegre will review the voting roster and make the changes. (M Bierly, S Lucas). (24-0-0). 


Minutes from the Sept. 24, 2014, meeting were distributed for review and approval at the next meeting.

4. FINAL 3SP PLAN WITH BUDGET/STUDENT EQUITY PLAN: Vice President of Student Services N. Ornelas presented the final version of the 3SP plan with the proposed budget included, which is ready for the Academic Senate President’s signature. The plan, due October 17, outlines core activities we are doing to support students such as assessment and orientation. The state was late in notifying us of the amount of our allocation, over $1.2 million. We need to look at how many students are using these services and where we need to provide additional support. There is a 2-to-1 matching requirement with general fund dollars, but we can include the costs of transitional services such as tutoring and admissions and records. Part III lists positions and expenses that will be counted toward the match. $171,000 is carried forward for 2013-14 expenses such as online orientation and translation, out of class pay, and an academic advisor module for the abbreviated Student Educational Plan. There are several new positions in the 3SP budget. The Academic Senate President is directed to sign the 2014-2015 Credit Student Success and Support Program (3SP) Plan with Budget. (M Reardon, S Blanchard). Approved unanimously. (24-0-0).

K. Runkle spoke about the draft Student Equity Plan, which will be posted to the portal for feedback. It is a three-year plan with annual updates required. The Chancellor’s Office extended the deadline to submit the plan to January 1, 2015, so the hope is to take it to the December board meeting for final approval. The committee is seeking feedback in particular on the goals and activities, which fall into five areas: access, course completion, transfer, degree and certificate completion, and basic skills completion. Data are disaggregated by age, ethnicity, veteran status, disability, gender, and foster youth. There is a link to the Chancellor’s Office guidelines for what qualifies as allowable expenses. Send feedback any member of the Equity Committee. Senators should share with departments.

5. CALENDAR/WINTER INTERSESSION: M. Perry, senate representative to the Calendar Committee, summarized the proposal from last meeting to offer a four-week online session in 2015-2016. It will require no changes to the currently approved calendar. The issue is whether we want to offer the intersession or not. There were several questions about selection of courses, availability of resources, and appropriate pedagogy. M. Allegre noted that the research supports the effectiveness of short-term intensive courses when these issues are addressed and that the Student Learning Council is looking at these issues and will be bringing forward recommendations. (M Bierly S Derry) to support the offering of a four-week online only intersession in 2015-2016 as scheduled. Approved unanimously. (24-0-0) AYES: Allegre, M.; Alvarez, H.; Baker, R.; Blanchard, D.; Brannon, T.; Caddell, A.; Derry, J.; Diaz, C.; Elliott, H.; Estrada, P.; Kopecky, S.; Lucas, A.; McGuire, P.; Mesri. B.; Nelson, M.; Read, J.; Readon, S.; Scarffe, J.; Stevens, C.; Teniente, Y.; Treur, K.; Tuan, J.; Ward, N.; Wise, A. NOES: None. ABSTENTIONS: None.

6. BASIC SKILLS COMMITTEE: There is a request from the current chair of the committee, Academic Dean N. Meddings, that senate appoint a chair for this committee. G. Owen showed the current CCPD description of the committee; M. Allegre noted that the Student Learning Council had recently approved a few changes to the description that were not yet reflected in the document. Meddings will soon be talking on additional duties under the new Title V grant; the grant will also be hiring a new classified Basic Skills Coordinator who will do the reporting for BSI funding that Meddings currently handles. Since BSI is a senate initiative, it could make sense to have a senate chair, though the current description has the chair elected by the committee. It was noted that the functions of the committee extend well beyond reviewing proposed BSI projects. Several senators asked how the current committee members feel about the chair position; it was decided to table the question until we can hear from other committee members.

7. PROGRAM VITALITY BOARD POLICY 4021: D. Passage, chair of the task force, summarized the changes to the board policy and administrative procedures. The title was changed to make it less ominous, an executive team was created, the timeline was clarified and improved, Senate Exec was made responsible for appointing the chair of the review committee to avoid conflicts of interest. The burden of proof is on the administration to provide evidence that a program should undergo discontinuance review; a list with accompanying evidence must be provided to the Academic Senate no later than the 4th week of fall. There is also a process for student services programs. The role of Academic Senate is clearer, and there is a role for
Institutional Research. A follow-up process has been added. **(M Ward S Lucas) to approve the proposed revisions to Board Policy and Administrative Procedures 4021. Approved.**


8. **APPOINTMENT OF TASK FORCE MEMBERS:** G. Owen reported that the two task forces, on Baccalaureate Degrees at AHC and on revising the Faculty Resource Guide, have been meeting regularly. The membership needs official senate approval. The BA Degree task force members are L. Haddad, D. DeGroot, M. Allegre, S. Reardon, J. Vasques, L. Maxwell, D. Blanchard, and S. Kopecky. The Faculty Resource Guide members are R. Andres, G. Owen, W. Sutter, S. Kopecky, D. Blanchard, and C. Reed. **(M Bierly, S Blanchard) to approved the proposed membership of the two task forces. Approved unanimously.**


9. **AP & P LAB PROPOSAL Postponed.**

10. **BP 3280 GRANTS:** G. Owen reported that there has been a discussion in College Council about the role of the council in relation to grant proposals. Our current board policy has not been revised in years and still references the President’s Advisory Council, which no longer exists. Along with ensuring that Academic Senate is kept in the loop, Senate Exec is proposing a change to the AP 3280 that gives College Council the charge to review—not approve—grant proposals to ensure they directly support the mission and strategic planning goals of the District. **(M Mesri, S Reardon) to support the proposed change to AP 3280. Approved unanimously.**


On the topic of the recent Title V grant, G. Owen acknowledged that both Academic Dean N. Meddings and Director of Institutional Grants S. Valery came to senate and shared overviews of the grant, including the information that it included institutionalization of several positions. We did not ask the right questions to get a breakdown of these costs. Through recent discussions we have all become aware that institutional processes can make this communication clearer. Dr. Walthers said that he and Dr. Sanchez didn’t t pay as close attention as they should have to these details either.

11. **BP 4020 PROGRAM AND CURRICULUM DEVELOPMENT:** The revision clarifies language that requests can come from different venues to trigger the committee to do work and includes a mandated definition of the credit hour. Throughout it clarifies vague language and processes. **(M Estrada, S Wise) to approve the revision of BP 4020. Approved unanimously.**

Read, J.; Reardon, S.; Scarffe, J.; Stevens, C.; Teniente, Y.; Treur, K.; Tuan, J.; Ward, N.; Wise, A. **NOES:** None. **ABSTENTIONS:** None.

11.BP 4022 COURSE APPROVAL: postponed

12.BP 4260 PREREQUISITIES, COREQUISITES, AND ADVISORIES: S. Ramirez Gelpi noted that this is one of the most convoluted issues AP & P has had to deal with due to changes at the state level mandating procedures for content review or content review with statistical evaluation. The revision formalizes the way that AP & P looks at courses, the challenge and appeals processes, elements of course review, as well as implementation through Admissions and Records. (The Model District Policy mentioned in AP section 3 is the 3SP Plan). **(M Bierly, S Lucas) to approve the revised Board Policy and Procedures 4260. Approved unanimously.** **(24-0-0) AYES:** Allegre, M.; Alvarez, H.; Baker, R.; Blanchard, D.; Brannon, T.; Caddell, A.; Derry, J.; Diaz, C.; Elliott, H.; Estrada, P.; Kopecky, S.; Lucas, A.; McGuire, P.; Mesri, B.; Nelson, M.; Read, J.; Reardon, S.; Scarffe, J.; Stevens, C.; Teniente, Y.; Treur, K.; Tuan, J.; Ward, N.; Wise, A. **NOES:** None. **ABSTENTIONS:** None.

13. PRESIDENT’S REMARKS:

- **Student Rep:** Our student representative has not attended. G. Owen will contact her.

- **Proposal for New VP:** Dr. Walthers wants to hire a new vice president combining the Public Information Office with Institutional Advancement. There is a new organizational chart showing what this structure would look like. Senate Exec has voiced concerns about programs needing faculty, classes with long waitlists, and overworked and understaffed deans. Dr. Miller’s last day is Dec 19, but as yet there is no word about a replacement.

- **Dean Positions:** D. Senior plans to retire this summer and there will presumably be a need for a replacement. R. Bennie’s position was filled on an interim basis and that position will be open as well.

- **AP & P Chair:** Our AP&P chair is retiring and we need a replacement; the committee will be voting.

- **Dual/Concurrent Enrollment:** We have asked for a collegewide plan for consistency and clarity. Issues of concern to senate include course rigor, evaluation, monitoring of minimum qualifications, adherence to the course outline of record, selection of courses.

- **Faculty Hiring:** Senate Exec reminded Dr. Walthers of the agreement at College Council on full-time faculty hiring to replace resignations and retirements plus two to help improve our FON and 75/25 numbers and enhance student success. He didn’t remember it exactly as we did but agreed to include the concept in budget planning.

- **CWE Plan:** Our plan is outdated and is being revised. We will have a presentation soon.

ADJOURNED 5:31