

2005-2006 Academic Senate Minutes

September 20, 2005

October 18, 2005

November 1, 2005

November 15, 2005

November 29, 2005

February 7, 2006

February 21, 2006

March 7, 2006

March 21, 2006

April 4, 2006

April 18, 2006

May 2, 2006

May 16, 2006

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
September 20, 2005

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Arts & Humanities Social Science & PE	John Carrion	Present
Arts & Humanities Social Science & PE	Eric Narveson	Absent
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Instructional Services & Technology	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math & Science	Bruce Carroll	Absent
Math & Science	<i>Vacant</i>	Absent
Nursing & Allied Health	Shirley Chang	Present
At Large	Jack Baker	Present
At Large	Harvey Gipson	Present
Adjunct	Lisa Giglio	Present
Adjunct	Nannette Regua	Present

Guests: Vicki Atherton, Leticia Clark, Teck Ky, Nancy Zeiszler

I. CALL TO ORDER

President Henry Gee called the meeting to order at 3:05 in the Gullo Conference Room

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections Item D.Shared Governance moved to Action Discussion "H"
Items to be Deferred

Adoption of Agenda (Including CONSENT ITEMS marked #) *Adopted as amended*

III. APPROVAL OF MINUTES: May 17, 2005 - deferred

IV. RECOGNITION -- none

V. PUBLIC COMMENTS -- none

VI. INFORMATION ITEMS

A. Salzburg Seminar

This was a board item, and is going to the board for its approval. This may be on a future agenda as an action item. Information was distributed to the Senate.

B. Proposal for a Different Calendar

Senator Bruce Carroll presented a proposal for a different class schedule, one that would call for a ten-minute passing time between classes and a shared governance hour on Wednesday afternoon.

C. Faculty Association Picnic

FA representative, Teck Ky announced the annual picnic and invited the Senate to attend. It will be held on Saturday, September 24th, at Vasona Park in Los Gatos from 11:00 a.m. until 3:00 p.m.

VII REPORTS (20 min): Informational/Questions for clarity only

If any Discussion or Action is planned, it will be discussed/acted later on the Agenda.

A. College Council-Henry Gee – no meeting

B. Deans Council -- not given

C. Board of Trustees

President Gee reported on the budget report from Mike Hill. The fund balance is currently \$7 million, with budget cuts. Mr. Hill expects to have a surplus of \$300,000 at the end of 2006. Neither cap nor growth was realized this year. There is a one-time fund of \$2.5 million slated for retention/success, image, and matriculation. The Chancellor has been directed to use these funds to achieve this goal. The Budget Committees at the college level will be assisting in the details in using the money most effectively.

D. District Council

In August, Robert Dias gave the Council the Capital Construction Update document and a copy was distributed to the Senate. President Gee also gave a copy of the Update to the Facilities Committee. The report breaks down the construction projects into detail. Fifty million dollars in projects were completed at EVC and seventy million dollars at SJCC. As far as construction underway, SJCC has 128 million dollars and EVC is budgeted for 78 million dollars.

E. Treasurer's Report – none given

F. College Committees (1 minute @)

VIII. COMMITTEE APPOINTMENTS

The applications will be available at the senate meeting but maybe previewed in the Academic Senate office.

A. Non-Screening Committees

1. College Council: Elaine Ortiz-Kristich

2. Archives: Bill Lakatos (Math & Sciences) and Steven Blades (Language Arts)

3. College Safety/ADA/Facilities Planning: David Ames and Mark Gonzales (Business and Applied Technology), Richard Longacre and Helen Han (Language Arts)

4. College Technology: David Eisenberg (Business and Applied Technology), Nasreen Rahim (Library), Steven Mentor (Language Arts)

5. College Budget: Maggie Fieler (Language Arts)

6. College Curriculum: Lydia Rodriguez-Botsford (Business and Applied Technology), Jan Wang (Nursing), Carol Bristow (Library), Leticia Clark (Language Arts), Rich Baiardo (Counseling) and Arturo Villarreal, John Carrion (SSHAPE)

7. Resource Development

8. Retention Matriculation: Joe Shakarchi (Language Arts)

9. Staff Development: Nancy Wambach (Language Arts)

10. Strategic Planning

11. Events Advisory Group

12. Graduation: Sterling Warner and Sandra Radabaugh-Rich (Language Arts)

13. Marketing

14. Outreach: Bev Stewart (Counseling)

15. Scholarship: Sandra DeWolfe (Nursing), Sandra Radabaugh-Rich and Scott Wilson (Language Arts)

16. Student Services: Maria Elena Gressel (Counseling)

B. Screening Committees

1. **Vice President Student Services:** Gam Nguyen
2. **EVC Bookstore Operations Coordinator:** Soledad Santos

C. #Tenure Review Committees

1. **Todd Marvin:** Keith Aytch (Dean's), Nancy Wambach
2. **Robin Hahn:** Sravani Banerjee (Dean's), Nancy Wambach
3. **Carmen Solorzano:** Rich Longacre (Dean's)
4. **Shelley Blackman:** Joy Chase (Director's)
5. **David Hendricks:** Eric Narveson (Dean's)

IX. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: "EVC Academic Senate": "Documents for Meetings")

A. Meeting Schedule:

Fall Semester 2005	Spring Semester 2006
Sep 20	Feb 7
Oct 4	Feb 21
Oct 18	Mar 7
Nov 1	Mar 21
Nov 15	Apr 4
Nov 29	Apr 18
Dec 13	May 2
	May 16

B. Senate Rules

President Gee felt the by-laws needed clarification regarding Senate term endings, especially for adjunct and at-large and asked the Senate for concurrence. A motion was made to allow the current senators to serve through the month of September until they are replaced or until the by-laws are amended to be more specific as to the term endings. *The motion was seconded and passed.* Another motion to table the vote (on a screening committee item) until after the new senators were seated was rescinded. There was also discussion about the new division representatives and a new location for the Senate meetings.

C. Senate Roster

A roster from last year was circulated to check for the accuracy. Senators revised the roster to make it current. There was discussion about dean-less faculty and in which division they belonged. A suggestion was made to have those faculty serve under the new classification of either Vice President of Instructional Services or Vice President of Student Services and will be continued at next meeting.

D. Senate Elections – At-Large seats for tenured/tenure-track/full-time contract faculty and Adjunct Faculty will be held immediately.

E. Fall State Academic Senate Meeting

There is a budget for 1 or 2 persons to attend. It will be held in Pasadena.

F. Committee Apportionment by division and at large

Because of the realignment of divisions the Collaborative Decision Making Handbook is not accurate. It was suggested that ACCC have a category for faculty not reporting directly to a dean.

G. Invitation to Faculty Association for the EVC/district representatives to attend Senate meetings as ex officio members

President Gee invited the Faculty Association representatives to attend Academic Senate meetings in order to have better communication and cooperation between the two bodies. Teck Ky was present as the representative for today's meeting.

H. Shared Governance

Concern was expressed over the recent formation of a campus committee without its going through the Senate and the College Council or appearing before the campus constituencies before it appeared before the Board. There was also a concern over the role of the College Council and whether its function was that of a steering committee or merely advisory in nature. It was explain that the Council is a setting where all the college constituencies can gather together and discuss the issues and it is strictly advisory. It was suggested that the concept of shared governance be revisited for clarification and with the new campus leadership. Some of the Senate thought it was OK to take issues to a higher level if all else has been exhausted in the process. This will be an agenda item at the next meeting.

X. DISCUSSION ITEMS (First Reading):

A. Accreditation Report

Vicki Atherton spoke to the Senate on the current status of the Accreditation report. She presented a matrix with twenty recommendations and asked the Senate and faculty to send in revisions and input. The types of input she would like are plans, progress, accomplishments, and analysis of the matrix. There are still many unresolved issues.

Vicki will present the information during the next College Council meeting after she does more work on it, then go out to the campus for review. The College Council does not have to approve but accept the Report, then go to the board on October 11, 2005. The report will go to the Accreditation Commission who will then visit in late October or early November. If time permits, she will hold an open forum. She does not think that EVC will get off warning soon, possibly in the spring if the plans suggested will be instituted. President Gee asked for participation from the Senate and for the Senators to poll their division for examples of progress that had been made.

B. District Policy/Procedure Manual

1. Board/District items

A copy of the policy was given to the Senate and will come back for approval at the October 4th meeting. The board is going to the California Community College league format from the existing one. The language in the Board Policy dealing with the Board of Trustees was translated as closely as possible to the League's language. President Gee asked the Senate to take a look at the policy and to share it with their constituents and bring back comments to the next meeting. The Accreditation Team and the District want the Policy updated for instructional policies; therefore, at least two volunteers are needed to serve on the committee at the District.

2. Academic Items

a. Volunteers to Serve-none

C. Student Equity Plan

Laura Bettencourt at SJCC has volunteered to spearhead the committee to write the Student Equity Plan. The Academic Senate is also responsible for this and should be getting progress reports from Ms. Bettencourt.

D. Shared Governance – moved to Action Discussion “H”

E. New Faculty Positions

President Gee asked the Senate to discuss with their divisions whether or not there needs to be new faculty positions. He asked that this information be brought back to the Senate for discussion.

XI. ADJOURNMENT - President Gee adjourned the meeting at 5:00 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
October 18, 2005

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts and PE	Eric Narveson	Present
Social Science, Humanities, Arts and PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Instructional Services & Technology	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math & Science	Bruce Carroll	Present
Math & Science	<i>Vacant</i>	-----
Nursing & Allied Health	Shirley Chang	Absent
At Large	Jack Baker	Present
At Large	Harvey Gipson	Present
Adjunct	Nannette Regua	Present
Adjunct	<i>Vacant</i>	-----

Guests: David Ames, Bruce Gordon, Teck Ky

I. CALL TO ORDER: President Gee called the meeting to order at 3:00 in the Gullo Conference Room

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections

Committee Appointments 16.Diversity Action Council removed from consent

Added to Discussion: H. Salzburg Seminar

Items to be Deferred

Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES:

May 17, 2005: deferred; September 20, 2005, October 4, 2005 were approved as amended.

IV. RECOGNITION:

- Custodial was recognized for their work on campus
- The Latino Student Association gave recognition to three veterans

V. PUBLIC COMMENTS:

There will be recognition of student veterans on campus November 10 at 12:30. The US Army will be present with an honor guard. Students who are veterans are invited to attend and speak.

VI. INFORMATION ITEMS

A. Senate Roster

Senator Narveson of the SSHAPE division announced they have elected Nancy Zeiszler as their representative to the Academic Senate.

B. FA Phone Banking – moved to Action/Discussion D.

C. Treasurer Vacancy

Senator Jack Baker volunteered to fill the vacancy. Harvey Gipson was nominated and Senator Baker withdrew himself from further consideration. The subject of a how to handle an uncontested election was discussed. The by-laws, as written, state that the voting period was past. A motion was made to suspend the by-laws. A friendly amendment was made to include into the motion a statement acknowledging the glitch in the by-laws regarding the election

process. *The motion was seconded and passed.* A motion was made to elect Senator Gipson to the office of Treasurer was made. The motion was *seconded and passed.*

- D. Diversity Action Council:** Keith Aytch Leticia Clark, Larry Crummer, Henry Gee, Elizabeth Nava, Elaine Ortiz-Kristich, Robin Salak, Soledad Santos, Lana Strickland, Rick Wagner.

There was concern that this council had been formed without the involvement of faculty and shared governance. The President sent out a campus e-mail and all who volunteered are on the council. There was discussion over the distinction of committee vs. council. A charge has not been written yet but the nature of the council is to be advisory. The names were placed on the agenda by President Gee for acknowledgement only. A motion was made to keep this to information and information only. *The motion was seconded and passed.* This will be discussed further at another meeting due to time constraints.

VII. REPORTS (10 min): Informational/Questions for clarity only

If any Discussion or Action is planned, it will be discussed/acted later on the Agenda.

A. College Council

President Gee announced that Elaine Ortiz-Kristich was elected chairperson of the Council. Also, the charges for the standing committees need to be updated.

B. Deans Council (not given)

C. Board of Trustees

The Board discussed and approved the Growth Initiative, including the funding. In addition, there was an introduction for new faculty.

D. District Council

President Gee explained the Chancellor's Enrollment Growth Investment Plan, which contained four elements: 1. immediate needs, 2. innovation, 3. educational initiatives, and 4. high school partnerships. In response to a question about ITSS, President Gee explained that ITSS was given the charge to work with the campuses and various committees.

Land development and the plan for housing were discussed. The plan is to build from 125 to 500 units. There was much concern about this stemming from additional traffic to the issue of having land that was designated for housing being lost to the college forever. Details about the housing plan, aside from the desire to have it be "affordable" and boundaries are unclear. A suggestion was made to approach the city with a resolution instead of the District and board, since they are the ones who have control over housing issues. The housing plans are much further along than is known by the EVC community.

E. Treasurer's Report: none

F. College Committees (1 minute @)

1. ACCC

Senator, and Chair of the ACCC, Eric Narveson reported that John Carrion resigned and he would like to change that seat into an at-large seat. It was clarified that adjunct are allowed to serve on the committee. In addition, in response to a inquiry, adjunct faculty are eligible to serve on the ACCC

VIII. COMMITTEE APPOINTMENTS

The applications will be available at the senate meeting but maybe previewed in the Academic Senate office.

A. Non-Screening Committees

1. #College Technology: (8 seats, 4 filled)

2. College Budget: (8 members, 2 filled) deferred, will be addressed within division
**Doug Threet, John Payne, John Carrion (SSHAPE)

3. College Safety/Facilities (8 and 4 – SSHAPE, Bus, DSP, Health, Math)

a. Ralph Nichols, Phil Carr, John Payne (SSHAPE)

There was a misunderstanding and previously three other faculty members were erroneously submitted for the committee and then approved by the Senate. A motion

was made to rescind the previous Senate action and approve the above names instead.
The motion was seconded and passed.

4. **#Retention Matriculation:** (8 members, 3 filled)
 5. **#Staff Development:** (8 members, 2 filled) – Tina Shaner
 7. **Strategic Planning**
 8. **Events Advisory Group:**
 9. **Graduation:** Bonnie Brown (Math & Science)
 10. **Marketing**
 11. **Outreach**
 12. **Scholarship**
 13. **#Student Grievance Board** (2 members, 1 filled): Clyde Ortiz
 14. **Student Services**
 15. **#District Policy Manual (Instructional Policies):** Harvey Gipson and Eric Narveson
- B. #Tenure Review Committees**
1. **TRC for Gemma Whalen:** Donna Mendoza (Dean's) and Sterling Warner (Gemma)
 2. **TRC for Rachel Lazo:** Mark Gonzales (Rachel), Eric Narveson (Dean)
- C. #Screening Committees**
1. **Instructional Support Assistant (Language Arts/Writing Center):** Nancy Wambach
 2. **Administrative Assistant to Business & Applied Technology:**
Tina Shaner and Soledad Santos
 3. **Groundskeeper II:** Lenny Wolff

IX. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: "EVC Academic Senate": "Documents for Meetings")

A. EVC Accreditation Report

A motion was made to approve the report. *The motion was seconded and passed.*

B. Faculty Replacement Positions

Dr. Coon--options by end of October vacancies from the following areas:

1. Communication Studies
2. Reading
3. CIT (Estrada to Math)
4. Counseling - Transfer
5. Counseling - Disability Student Program (Wagner to Counseling) Center
6. Nursing

These areas are in need of a full time replacement (not prioritized at this time.)

7. Nursing
8. Vietnamese Language
9. Articulation (from 50% to 100%)
10. Counseling (Transfer)
11. Counseling (DSP)

A concern was expressed about the needs of the college as well as the areas of growth being considered when adding new faculty positions. President Gee reminded the Senate that he had asked them to go back to their divisions and ask for input about their needs. He still needs this list and requested it again. The list above does not include the international student counselor requested at the last Senate meeting. A prioritized list is needed by the beginning of November. More than six areas can but put forward for consideration. It was suggested that the lower FTES areas be balanced with the higher areas.

C. Accreditation Steering Committee

The Academic Senate will ask the previous chairs working on the Accreditation Report to recommend work on upcoming progress reports.

D. FA Phone Banking

Teck Ky, FA representative passed out a resolution which will be announced to the Board:
Moved that the Evergreen Valley College Academic Senate oppose the passage of propositions 74, 75, and 76. *The motion was seconded and passed.*

X. DISCUSSION ITEMS (First Reading):

A. Credit/No Credit - Harvey Gipson distributed information and this will be on next agenda.

B. AB 982 Health Fee Waivers for Fee Waiver Students

The state used to reimburse colleges for health fees. A good part of the Health Services budget came from the reimbursement. AB982 allows the district to either require students to pay health fees, regardless of their waiver, or drop health care service completely.

C. Student Equity Plan First Draft: deferred

D. CSU MOU – Lower Division Transfer Major: deferred

E. Master Enrollment Plan: deferred

1. Review

2. Facilities Plan

F. Custodial Department Information

Bruce Gordon, Head of Custodial, distributed a custodial roster and explained the distribution, hours, and location of custodial personnel. He explained that there is a custodial presence on the campus from 6:00 a.m. until 4:30 a.m. Mr. Gordon also explained that the custodial staff have been identified as a search and rescue team because of their extensive knowledge of the campus. He acknowledged that more training is needed for all staff for disaster preparedness.

G. Disaster Preparedness/Planning/Recovery

David Ames, Chair of Facilities Committee reported on the current state of disaster preparedness. He said that 6 of the current 28 administrators have received disaster preparedness training. EVC is one of the Red Cross centers when a disaster occurs; there are no extra provisions at EVC for this. Law conscripts EVC employees to remain on campus in the event of a disaster regardless of their level of training. Professor Ames would like to see training for employees and to that end, a budget for such training. It was suggested that a checklist be given to all employees at the beginning of the academic year and it should address what needs to be in the classrooms. Professor Ames suggested that disaster plans should be included with the syllabus. Contact Rachel Chow if there is no campus evacuation map in your classroom. It was agreed that this would be a good IID day activity and it should be presented to the Chancellor in the form of a resolution. Also, more information is needed about the roles and responsibilities of campus staff.

H. Salzburg Seminar - deferred

XI. ADJOURNMENT – President Gee adjourned the meeting at 5:10 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
November 1, 2005

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Instructional Services & Technology	Joy Chase	Present
Language Arts	Steve Blades	Absent
Language Arts	Sravani Banerjee	Absent
Math & Science	Bruce Carroll	Present
Math & Science	<i>Vacant</i>	-----
Nursing & Allied Health	Shirley Chang	Present
At Large	Jack Baker	Present
At Large	Harvey Gipson	Present
Adjunct	Nannette Regua	Present
Adjunct	<i>Vacant</i>	-----

I. CALL TO ORDER - President Gee called the meeting to order at 3:05 in the Gullo Conference Room.

II. ADOPTION OF AGENDA (5 min)
Additions/Deletions/Corrections
Items to be Deferred
Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES: October 18, 2005 – approved as amended

IV. RECOGNITION – President Gee dedicated the meeting to the memory of Rosa Parks.

V. PUBLIC COMMENTS

VI. INFORMATION ITEMS

A. Accreditation Visit

The accreditation team visit is due on November 9th. Details on the visit are yet not known. President Gee has asked President Coon to allow the Senate to have time with the accreditation team. He will inform the Senate when the details are available. The team is evaluating both EVC and SJCC, but the assessments are completely separate.

B. Credit/No Credit

Senator Harvey Gipson discussed the current credit/no credit policy. He explained that the college is now in compliance with Title V. The policy is stated in the catalogue and it was suggested that instructors give clear information about the credit/no credit option on their green sheets. The credit/no credit information is supposed to be confidential, yet, currently it is visible to instructors on WebReg. President Gee will inquire about this with ITSS.

C. Salzburg Seminar

The Language Arts Division provided information on the Salzburg Seminar. Information on the program can be found in Outlook’s public folders in the November 1, 2005 folder. A committee is needed to investigate the seminar. Interested faculty should contact Cathy Kost, in the Language Arts Division Office.

- D. **New Nursing and Allied Health Senate Representative (Spring):** Linda Hoogendijk

VII. REPORTS (10 min): Informational/Questions for clarity only

If any Discussion or Action is planned, it will be discussed/acted later on the Agenda.

- A. **College Council-Henry Gee/Elaine Ortiz-Kristich**
The report distributed is located in Outlook's public folders in the November 1, 2005 folder.
- B. **Deans Council**
- C. **Board of Trustees** *no meeting*
- D. **District Council** *no meeting*
- E. **Treasurer's Report** The email will be sent on November 2, 2005 soliciting dues.
- F. **College Committees** (1 minute @)

VIII. COMMITTEE APPOINTMENTS

The applications will be available at the senate meeting but maybe previewed in the Academic Senate office.

A. **Non-Screening Committees**

- 1. **#College Technology:** (8 seats, 4 filled) D.P. Vu (replaced Robert Knight)
- 2. **#College Budget:** (8 members, 2 filled) Doug Threet, John Payne (SSHAPE)
- 3. **College Safety/Facilities** (8 and 4 – SSHAPE, Bus, DSP, Health, Math)
- 4. **#Retention Matriculation:** (8 members, 3 filled)
- 5. **#Staff Development:** (8 members, 2 filled)
- 6. **Strategic Planning:**
- 7. **Events Advisory Group:**
- 8. **Graduation:**
- 9. **Marketing:**
- 10. **Outreach:**
- 11. **Scholarship:**
- 12. **#Student Grievance Board:** MariaElena Gressel
- 13. **Student Services**

B. **#Tenure Review Committees**

- 1. **Peer Review for Joy Chase:** Nancy Zeiszler
- 2. **Sandy DeWolfe** - Dianne Helmer (replaces Liana Hain) and Rozanne Lopez
- 3. **Felicia Mesa** - Dianne Helmer (replaces Liana Hain) and Rozanne Lopez
- 4. **Jan Wang** - Dianne Helmer (replaces Liana Hain) and Rozanne Lopez
- 5. **Lynette Apen** - Dianne Helmer (replaces Liana Hain), Rozanne Lopez, Richard Baiardo
- 6. **Linda Hoogendijk** - Dianne Helmer (replaces Liana Hain), Rozanne Lopez, Lisa Hays

C. **#Screening Committees**

- 1. **Police Officer I:** Janice Toyoshima
- 2. **Supervisor** (Campus Technology): John Yu and Henry Gee
- 3. **Support Services/Customer Service Representative** (Traffic): D.P. Vu

IX. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: "EVC Academic Senate": "Documents for Meetings")

A. **Faculty Replacement Positions**

After considerable discussion, including comments from each of the Senators the following list will be presented to President Coon. The deans will also be sending the president their own list. The order given is a priority-rated, which the Senate determined by a paper vote. Art History,

Math, and Engineering were added for Senate consideration. The list is as follows, in the order presented:

1. Nursing
2. Vietnamese Language
3. Counselor (Transfer)
4. Articulation Office (from 50% to 100%)
5. Nursing (second position)
6. PE Instructor (Aerobics focus)
7. Counselor (Disabled Student Program)
8. Math
9. International Student Counselor
10. Art History
11. Engineering
12. Philosophy
13. Reading
14. Communication Studies

B. Accreditation Steering Committee – moved to X. A. 4

The Academic Senate will ask the previous chairs working on the Accreditation Report to recommend work on upcoming progress reports.

X. DISCUSSION ITEMS (First Reading):

A. Master Education Plan

1. Review

2. Task Force on Master Enrollment Plan, Program reviews coordination - *deferred*

- a. Eight faculty, one from each division
- b. Committee Charge
- c. Ex-officio members – Academic Senate President, All College Curriculum Committee Chair - *deferred*

3. Program Reviews

4. Accreditation Steering Committee - *deferred*

The Academic Senate will ask the previous chairs working on the Accreditation Report to recommend work on upcoming progress reports.

B. Visual and Performing Arts Building - *deferred*

1. Criteria: each recommendation should be supported with a justification that includes:

- a. Community Impact Statement
- b. Operational Cost Analysis to include an approximation of college funds required annually to sustain each program, including staffing that will be required to operate programs
- c. Five year programmatic review and analysis including FTES, WSCH, and other appropriate measures of productivity of each program that would be located in this building
- d. External SWOT Analysis (Strength, Weaknesses, Opportunities, Threats)
- e. List of potential community and corporate partners, identifying any that have made a commitment to provide ongoing support
- f. Statement as to how this project supports the core mission and strategic directions of the college
- g. Facilities Plan

C. Land Use Forum - *deferred*

1. **Nov 3, 2005**
2. **Questions should be submitted to the Academic Senate Office**
3. **Details**
 - a. Shopping
 - b. Office
 - c. Housing

D. Growth Initiatives - *deferred*

1. **Process**
2. **Proposals**
 - a. Immediate enrollment growth, \$400,000 (\$200,000 per campus)
 - b. Innovative grants—access, retention, student success, \$600,000 (\$300,000) per campus
 - c. Long-term academic initiatives – new programs district wide, \$1 million
 - d. Partnership – high school, college, university, community, corporate, \$500,000 district-wide

E. Senate Sub-committees - *deferred*

1. **Distinguished Faculty of the Year**
2. **Senate Scholarship**

XI. ADJOURNMENT President Gee adjourned the meeting at 5:06

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A C A D E M I C S E N A T E
MINUTES
November 15, 2005

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Absent
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Instructional Services & Technology	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math & Science	Bruce Carroll	Present
Math & Science	<i>Vacant</i>	-----
Nursing & Allied Health	Shirley Chang	Present
At Large	Jack Baker	Present
At Large	Harvey Gipson	Absent
Adjunct	Nannette Regua	Absent
Adjunct	<i>Vacant</i>	-----

Guests: Laura Bettencourt, Teck Ky, Romero Jalomo

- I. CALL TO ORDER** - President Gee called the meeting to order at 3:10 in the Gullo Conference Room
- II. ADOPTION OF AGENDA** (5 min)
Additions/Deletions/Corrections: *Added: X. G. Faculty Association*
Adoption of Agenda (Including consent items marked #) Adopted
- III. APPROVAL OF MINUTES:** November 1, 2005 – approved as submitted
- IV. RECOGNITION**
Frank Espinoza, Teck Ky, and Mark Newton of the FA were commended for their hard work, commitment, and organizational ability for the benefit of the college and district faculty.
- V. PUBLIC COMMENTS**
- VI. INFORMATION ITEMS**
 - A. Accreditation**
Vice President Elaine Ortiz-Kristich reported that overall the meeting was very positive. Senator and ACCC Chair, Eric Narveson was also present and feels the accreditation team was impressed with the committee’s efforts.
- VII. REPORTS** (10 min): Informational/Questions for clarity only, detailed reports may be found in the Academic Senate folder in MS Outlook
If any Discussion or Action is planned, it will be discussed/acted later on the Agenda.
 - A. College Council** (November 14, 2005)
Items which were discussed: Visual and Performing Arts Building subcommittee report, accreditation team visit, enrollment growth initiatives, Grants Purpose and Procedures, Collaborative Decision Making Handbook and a motion pertaining to college governance and standing committees and how they shall function.
 - B. Board of Trustees**-Henry Gee (November 8, 2005)

There was a report on the hostile work environment summary. There was also a report on workforce demographics comparisons research for 2003-2005.

C. District Council (November 10, 2005)

Topics discussed at the meeting: FTES Update, CSU/CCC Transfer MOU, Management training on sexual harassment and diversity, a hostile work environment investigation, Significant Issues Survey summary, Assistant Vice Chancellor for Research and Planning.

D. Treasurer's Report none

E. College Committees (1 minute @)

President Gee gave a list of committee appointments made thus far to the Senate. He hopes that agendas and minutes from the committees will be given to the Senate as they become available.

1. All College Curriculum

Eric Narveson discussed the current situation of a new-course backlog in response to a concern from Business and Applied Technology. Senator Narveson explained that there were 18 new courses submitted and each course needs review regardless of the number of units. The committee is able to process ten courses per meeting. He will create a flowchart-type document to help others better understand the ACCC process. Senator Narveson also wants a policy that would address course differences that may occur between the two campuses.

2. Campus Technology: Steve Mentor, Chair

3. Budget Committee: Abdie Tabrizi, Chair

4. Safety/Facilities: David Ames, Chair

5. Staff Development: Judy Rookstool, Chair

6. Retention/Matriculation: Christina Marsh, Chair

VIII. COMMITTEE APPOINTMENTS

Applications are available at the senate meeting but may be previewed in the Academic Senate office.

A. Non-Screening Committees

1. #College Technology (8 seats, 6 filled)

2. #College Budget (8 members, 6 filled) Lynn Apen (Nursing and Allied Health)

3. College Safety/Facilities (8 and 4 – SSHAPE, Bus, DSP, Health, Math) - 9 filled

4. #Retention Matriculation (8 members, 5 filled)

5. #Staff Development (8 members, 5 filled)

6. All College Curriculum (8 members; 7 filled) Nasreen Rahim

B. #Tenure Review Committees

C. #Screening Committees

A. Vice Chancellor of Administrative Services:

Mark Newton to serve jointly with SJCC Academic Senate (as FA rep.) President Gee asked the Senate to help find the EVC faculty representative for this committee. It was suggested that someone with a financial background be sought.

IX. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: "EVC Academic Senate": "Documents for Meetings")

A. Instructional Policies Task Force

1. Charge (considered a continuous process)

a. Master Enrollment Plan

b. Program reviews coordination

c. Accreditation

2. Composition

a. Eight faculty, one from each division (one at large)

b. Ex-officio members, Academic Senate President, All College Curriculum Committee Chair, Vice President, Academic Affairs

c. Two Administration

d. Two Classified

e. Two Students

It was noted that this is a huge undertaking. President Gee would like to see this become Standing Committee instead of a Task Force with the Chair of the ACCC acting as *ex officio*. A comment was made that release time should be *at least* that of the Curriculum Committee chair's. Since there is now a Vice President of Instructional Services this task force will have a greater chance of accountability and continuation.

3. **Move to Accept Task Force Charge and Recruit Members and Seek Reassign Time**

A motion was made to create the task force, ask for membership both from inside and outside of the faculty, start up the task force go to the college council at the end of the year and ask that this task force be moved into a standing committee and be part of the governance structure.

Another motion was made to form an instructional policies task force to look into the charge, structure and functioning of the committee, with the suggestion that this could be the framework for them to look at. The charge is to come back to the Senate and report to it about, scope of duties, composition of the committee of the and the release time ought to be involved and to pass on the recommendation to the College Council, before the first meeting in Spring. *The motion was seconded and passed.* President Gee requested the senators recruit faculty members for this committee and send forth their names. It was suggested that administration be included also.

X. **DISCUSSION ITEMS (First Reading):**

A. **Student Equity Plan (15 min)**

Laura Bettencourt and Romero Jalomo from Counseling were invited to the meeting to review the Student Equity Plan that they have been working on. The current Plan from 1984 is outdated and data is missing. The plan is due to the State on December 16, 2005. The Next board meeting for approval is December 13th for approval of the plan. Copies of the plan will be distributed by the end of the week to the Senate before the November 29th Senate meeting for approval. President Gee said there would be hard copies for the Senate by the end of the week and wants all input submitted by Wednesday, November 23rd. Ms. Bettencourt will email copies to the Senate. President Gee also would like to see this posted on a web site. They looked at the components of the five access areas as well as activities to meet the access goals. The Student Equity plan was due in June, 2005, but the deadline has been extended. Ms. Bettencourt would like the Senate to review the document and correct any glaring errors. A suggestion was made to provide hard copies to faculty outside of the Senate to get more input.

Ms. Bettencourt stated that the Plan is a living document and hoped it would help achieve accountability. They made recommendations looking at the five access areas of measurement, 1) access to the college, 2) ESL and basic skills, 3) course completion (retention), 4) transfer rate and 5) degree and certificate completion. There had been previous, more recent work done on the document but it is unknown where that document is. The data loss is attributed to staff turnover and the resulting lack of continuity.

B. **Committee Reports/Minutes/Agendas**

President Gee will collect them. College Council asked that the agendas and minutes to be sent to the president's office and posted in a public place with the agenda being sent out 72 hours before the meeting. He will post them to the meeting when available.

C. **Visual and Performing Arts Building**

There is concern about the timing and the money that is available. There was a feeling that the groundbreaking process should begin immediately to avoid forfeiture of the funds.

1. **Criteria:** each recommendation should be supported with a justification that includes:
 - a. Community Impact Statement
 - b. Operational Cost Analysis to include an approximation of college funds required annually to sustain each program, including staffing that will be required to operate programs
 - c. Five year programmatic review and analysis including FTES, WSCH, and other appropriate measures of productivity of each program that would be located in this building
 - d. External SWOT Analysis (Strength, Weaknesses, Opportunities, Threats)
 - e. List of potential community and corporate partners, identifying any that have made a commitment to provide ongoing support
 - f. Statement as to how this project supports the core mission and strategic directions of the college

D. Land Use Forum

More information is needed before the Senate can form a resolution of support about land use. President Gee will invite Mike Hill to a future Senate meeting to this end.

1. November 3, 2005
2. Questions
3. Details
 - a. Shopping
 - b. Offices
 - c. Housing

E. Growth Initiatives

President Gee distributed copies information on growth initiatives proposals. College Council will evaluate the proposals.

1. **Process**
2. **Proposals**
 - a. Immediate enrollment growth, \$400,000 (\$200,000 per campus)
 - b. Innovative grants—access, retention, student success, \$600,000 (\$300,000) per campus
 - c. Long-term academic initiatives – new programs district wide, \$1 million
 - d. Partnership – high school, college, university, community, corporate, \$500,000 district-wide

F. Adjunct Senate Representative

President Gee explained that an adjunct faculty member expressed her interest, after the election, in serving on the Senate. He also reported that there was a fraction of voting adjunct ballots cast, and therefore, he is reluctant to do another election. The by-laws state that an election is required, thus, a seat cannot be filled on an interim basis with the current by laws in effect. A suggestion was made that the by-laws be changed in cases such as this to and another idea was to suspend the by-laws. If there is a situation where there in only one applicant vying for one seat, it was suggested that there be no election held, which would necessitate a by-law change. President Gee will send out an email to adjunct to see determine if anyone else is interested in the adjunct seat. He will also ask for a suspension of the by-laws and to put in the by-laws a power of appointment item.

G. Faculty Association Membership

FA representative Teck Ky came to the Senate to get support for the FA. It was explained that the national and state funds are used for political action committees.

XI. ADJOURNMENT – President Gee adjourned the meeting at 5:10

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES

November 29, 2005

3:00–5:00 P.M.

Gullo Conference Room

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Vice Presidents Areas	Joy Chase	Absent
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Absent
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	John Yu	Present
Nursing & Allied Health	Shirley Chang	Absent
At Large	Jack Baker	Present
At Large	Harvey Gipson	Present
Adjunct	Nannette Regua	Present
Adjunct	<i>Vacant</i>	-----

I. CALL TO ORDER – President Gee called the meeting to order at 3:05 pm in the Gullo Conference Room

II. ADOPTION OF AGENDA (5 min)
 Additions/Deletions/Corrections
 Items to be Deferred
 Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES: November 15, 2005 – approved with corrections

IV. RECOGNITION

V. PUBLIC COMMENTS

VI. INFORMATION ITEMS
A. Math, Science, and Engineering Representative
 New Senator John Yu was introduced to the Senate.

VII. REPORTS (10 min): Informational/Questions for clarity only
 If any Discussion or Action is planned, it will be discussed/acted later on the Agenda.

A. College Council
 President Henry Gee reported on the meeting of 11/28/05. Discussions included the 30th anniversary of the college and a committee that will form in spring. He also reported on the six Strategic Planning Directives and Enrollment Growth Initiatives Proposal Process. He reviewed the 22 steps of the Construction and Project Enhancement Planning Process draft.

Regarding the Construction Project draft, President Gee suggested to President Coon that the steps be broken into five or six major groups. Concern was voiced about the lack of faculty input in the document and process. President Gee asked for volunteers to take a lead on making changes and forward those changes to the Senate for approval. The information will then be taken to the College Council. Senators John Yu and Nancy Zeiszler will work on the changes to the draft.

- B. **Board of Trustees**-Henry Gee – nothing to report
- C. **District Council**-Henry Gee – nothing to report
- D. **Treasurer’s Report** – nothing to report
- E. **College Committees** (1 minute @) – nothing to report
 - 1. All College Curriculum
 - 2. Campus Technology: Steve Mentor, Chair
 - 3. Budget Committee: Abdie Tabrizi, Chair
 - 4. Safety/Facilities: David Ames, Chair
 - 5. Staff Development: Judy Rookstool, Chair
 - 6. Retention/Matriculation: Romero Jalomo, Chair

VIII. COMMITTEE APPOINTMENTS

Applications are available at the senate meeting but may be previewed in the Academic Senate office.

- A. **Non-Screening Committees**
 - 1. **#College Technology** (8 seats, 6 filled)
 - 2. **#College Budget** (8 members, 7 filled)
 - 3. **College Safety/Facilities** (8 and 4 – SSHAPE, Bus, DSP, Health, Math) - 9 filled
 - 4. **#Retention Matriculation** (8 members, 5 filled)
 - 5. **#Staff Development** (8 members, 5 filled)
 - 6. **#Peer Evaluator for Carol Bristow**: Arturo Villarreal
- B. **#Tenure Review Committees**
 - 1. **Jack Da Silva**: Carol Bristow (Dean’s selection)
- C. **#Screening Committees**

IX. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: “EVC Academic Senate”: “Documents for Meetings”)

- A. **Student Equity Plan Approval**

The newest version of the Student Equity Plan (SEP) was given to the Senate. President Gee stressed the timeline for the Plan’s approval. He pointed out that the formatting had changed and that the executive summary is the same as the previous version. The Plan was reviewed page-by-page and various aspects of it were discussed. Many concerns arose about the college from the Senate and those items will be compiled in a document. A motion was made to approve the document. *The motion was seconded and passed.* President Gee was thanked for his work and time on the SEP draft.
- B. **Adjunct Senate Representative**

An email and ballot was sent to all adjunct faculty again, via e-mail, requesting nominees. The only faculty member expressing an interest had missed the previous election’s deadline. President Gee does not want to send out another paper ballot because of the low rate of returned ballots. There was a quandary raised about a few issues regarding Senate procedure: suspending by-laws when needed, revising the by-laws on the spot with a 2/3 approval, and revising the present by-laws. A motion was made to suspend the by-laws for one-time only for the appointment of the adjunct representative to the Senate. *The motion was seconded and passed.* The formation of a by laws subcommittee will be on the next agenda.

X. DISCUSSION ITEMS (First Reading):

A. Growth Initiatives

President Gee distributed copies information on growth initiatives proposals. College Council will evaluate the proposals.

1. Process

2. Proposals

- a. Immediate enrollment growth, \$400,000 (\$200,000 per campus)
- b. Innovative grants—access, retention, student success, \$600,000 (\$300,000) per campus
- c. Long-term academic initiatives – new programs district wide, \$1 million
- d. Partnership – high school, college, university, community, corporate, \$500,000 district-wide

The Senate discussed offering more sections and reinstating a mini or late-start semester as a means to increase enrollment. A suggestion was made to release some money in order to open up more sections. The Senate will make a proposal for opening up more sections to help with growth. Another suggestion was to earmark some money for spring for quickly-filling classes and possibly opening up another section for that course. And increase the capacity for second-year courses which are always in danger of cancellation.

XI. ADJOURNMENT President Gee adjourned the meeting at 5:00 p.m.

EVERGREEN VALLEY COLLEGE
ACADEMIC SENATE
MINUTES

February 7, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Absent
Vice Presidents Areas	Joy Chase	Absent
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Absent
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	John Yu	Present
Nursing & Allied Health	Linda Hoogdijk	Absent
At Large	Jack Baker	Present
At Large	Harvey Gipson	Absent
Adjunct	Blanca Ezquerro	Absent
Adjunct	<i>Vacant</i>	-----

Guests: Shirley Chang, Romero Jalomo

I. CALL TO ORDER – President Gee called the meeting to order at 3:08 pm in the Gullo Conference Room. The new senator from Nursing, Linda Hoogdijk, was introduced to the Senate.

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections

Additions: VI. B and C, H, X. J, K, L

Corrections:

VIII. D. Corrected to be Warner/Banerjee and Strickland/Rucker

Items to be Deferred

IX. A. Academic Senate By-Laws Subcommittee

Adoption of Agenda (Including consent items marked #) – The agenda was adopted with changes.

III. APPROVAL OF MINUTES: December 13, 2005 – The minutes were approved

IV. RECOGNITION

Recognition was given to all the counseling faculty, classified, and managers in Admissions and Records, the Green Jacket Brigade, faculty, and administrators who worked so hard to help our students in the weeks prior to the spring 2006, and at the start of every semester. Our students and college benefit from all your caring ways and hard work.

V. PUBLIC COMMENTS

VI. INFORMATION ITEMS

A. Faculty Hires

On IID President Coon gave a list of seven faculty positions that were being announced. The creation of job descriptions and turn around times was discussed. President Gee wants to assure that the job descriptions are in line with the general college view. The new positions are Nursing instructor (3), Math instructor, DSP Counselor, Transfer Center counselor, Vietnamese Language instructor.

B. Vice Chancellor: Human Resources

This position was formerly known as Associate Vice Chancellor. A consultant suggested that the name be changed and the salary be raised in order to attract more qualified applicants to the position, which before the change did not attract enough interest. While they have raised the salary

and upgraded the title, the experience level or requirements for the position have not increased. With the timelines involved in the process, the earliest the position could be filled is at the end of the semester. It will be on the next Board agenda.

C. Update on Presidential Powers

The only use of presidential power during the winter break by President Gee was the appointment of Laura Bettencourt to the Student Grievance Board.

VII. REPORTS (10 min): Informational/Questions for clarity only

If any discussion or action is planned, it will be discussed/acted upon later on the Agenda.

A. College Council

Vice President and College Council representative Elaine Ortiz-Kristich reported on the efforts to update the Decision Making Handbook. She first identified the committee chairs and then contacted them to update the charge. It is still in process. There is a plan to form a new standing committee, the Institutional Effectiveness. Discussion focused on the Educational Master Plan that still needs to be updated. Program Reviews are not consistently presented and there need to be guidelines and templates. It was suggested that other college's information be reviewed so unnecessary work is not done. President Gee would like the Senate sub-committees to work on tying together the processes. This will be on the next meeting for discussion/action.

B. Board of Trustees

The Board Policy, Chapters 1 and 2 were approved. There were 30 pages of revisions, but their acceptance would be a violation of process because no public input was considered. The reason for the revisions was the separation of policies and procedures.

C. District Council- has not met

D. Treasurer's Report – not present

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair

Senator and Chair of the ACCC Eric Narveson reported that there was a joint meeting with some SJCC curriculum committee members. They discussed waiting periods for District courses and the responsibility of renumbering. Mr. Narveson will report back to the Senate at the next meeting of further developments regarding policy.

2. Campus Technology: Steve Mentor, Chair

3. Budget Committee: Abdie Tabrizi, Chair

Senator Jack Baker reported that the committee is looking at various processes and the formation of a District-wide budget committee.

4. Safety/Facilities: David Ames, Chair

5. Staff Development: Judy Rookstool, Chair

6. Retention/Matriculation: Romero Jalomo, Chair

Dr. Jalomo gave an update on the committee activity. They are making headway in several areas. One of the areas is in offering the orientation in a more focused way and in a course format. Another area is online orientation for new students who cannot take the course. Also planned is an early admissions program in the East Side Union High School District seniors where the students can receive help with the application process, assessing them at the high school, enrolling them in an orientation, and granting them priority registration as

an incentive. Immediate assessment is also being investigated. He thanks the participants in the Green Jacket Brigade and noted that it was scaled down this semester from five to three tents set up on campus for the Green Jacket event.

Concern was expressed from the Senate about no-shows and the reasons for students not reporting to class at the semester's start. A suggestion was made to have a survey study to determine the why this is occurring. There was talk about the continuing dilemma regarding EVC's being upstaged by DeAnza, et al, and the high cost of textbooks. Also, it was suggested that any type of letter to prospective students address the college's excellence and academics in addition to specialized programs.

VIII. COMMITTEE APPOINTMENTS

Applications are available at the senate meeting but may be previewed in the Academic Senate office.

A. Non-Screening Committees

1. **#College Technology** (8 seats, 6 filled)
2. **#College Budget** (8 members, 7 filled):
3. **College Safety/Facilities** (8 and 4 – SSHAPE, Bus, DSP, Health, Math) - 9 filled
4. **#Retention Matriculation** (8 members, 5 filled)
5. **#Staff Development** (8 members, 5 filled)

B. Tenure Review Committees

C. #Screening Committees

1. **Evaluation Specialist Admissions and Records:** Hang Chu
2. **Vietnamese Language Instructor:** Ken Jardin, Leticia Clark, Gam Nguyen, Tri Tran

D. #Evaluation Committees

1. **Lana Strickland:** Sylvia Rucker
2. **Sterling Warner:** Sravani Banerjee

IX. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: "EVC Academic Senate": "Documents for Meetings")

- ### A. #Academic Senate By Laws Subcommittee: *deferred*
- Henry Gee, Elaine Ortiz-Kristich and Nancy Zeiszler

X. DISCUSSION ITEMS

A. Growth Initiatives Task Force

There is \$200,000, which can be used for immediate enrollment growth. President Gee suggested that this money be used to open up needed section. The choice of sections would be suggested from the Academic Senate. There was discussion about faculty viewing the final schedule revision and an efficient way for faculty to keep current on the schedule.

1. Proposals – as of IID there have only been two proposals submitted

B. Mission Statement of the Senate, EVC Mission, Directions, and Board Priorities - *No update*

C. Curriculum Processes

There was concern about the course approval process, especially regarding the timelines. Senator Narveson distributed a flow chart to illustrate the steps, including some "what if?" scenarios. It will be on the ACCC web site. Concern was expressed about the lack of communication within departments about new curriculum. Also discussed were errors or differences that might occur in the SJCC courses, if they are too different, then they will be renumbered.

D. Google Email: formulate e-mail policies

E. Faculty of the Year, Adjunct Faculty: Committee to Form Process

President Gee asked the Senate to start soliciting volunteers for the committee, either from within the Senate or from at-large faculty.

F. Scholarship Committee

President Gee asked the Senate to start soliciting volunteers for the committee, either from within the Senate or from at-large faculty.

G. Standing Committee Appointments for Spring or Fall

President Gee would like to have the appointments to standing committees made in the spring semester, with the committees being announced in April for approval to the committees in May. He asked the senators to inform their divisions that this will be happening.

H. Spring Plenary Session: April 27 – 29, 2006

The Session is local and President Gee and Vice President Ortiz-Kristich will be attending, as well as other officers. A suggestion was made to include the Chancellor, Board of Trustees, President, and Vice Presidents to attend to get a clearer picture of shared governance.

I. Vocational Education Leadership Conference

President Gee will look into funding for this conference.

J. Resignation of Adjunct Senate Member

Adjunct Senator, Nannette Regua resigned from the Senate and President Gee will send out an email soliciting an adjunct faculty member for the vacancy.

K. Accreditation Update

The college has been taken off warning status but was given a list of eight items that need to be addressed, via a report, by October 15, 2006. President Gee would like the Senate to look for faculty members who would like to point persons to spearhead the committee over the summer.

L. Academic Calendar Concerns

This will be discussed further next week and it is a union issue, which should be discussed with them. Issues of major concern to faculty are finals being held too close to Christmas, causing some students (especially international students) to drop at that time, and spring breaks that are out of sync with other districts causing childcare complications for students and staff. It was agreed that the subject should be brought up again for discussion.

XI. ADJOURNMENT – President Gee adjourned the meeting at 5:04 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES

February 21, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Absent
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Absent
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Absent
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Vice Presidents Areas	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	John Yu	Absent
Nursing & Allied Health	Linda Hoogdijk	Present
At Large	Jack Baker	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Absent
Adjunct	<i>Vacant</i>	-----

Guests: Judy Rookstool

- I. CALL TO ORDER** – President Gee called the meeting to order at 3:08 pm in the Gullo Conference Room.
- I. CALL TO ORDER**
- II. ADOPTION OF AGENDA** (5 min)
 Additions/Deletions/Corrections
 Items to be Deferred
 Adoption of Agenda (Including consent items marked #) - Approved
- III. APPROVAL OF MINUTES:** February 7, 2005 - deferred
- IV. RECOGNITION** - Judy Rookstool was recognized for her work with IID Day
- V. PUBLIC COMMENTS**
 Public comments, presented in written form, regarding a comment made during the previous Senate meeting from Professors Richard Regua and John Carrion, were read to the Senate. Text of the comments can be found in the public folders portion of Outlook under today’s meeting date.

 President Gee asked that if any members of the Senate had comments or suggestions, that a formalized discussion could be set up at a future meeting. President Gee was concerned about language choice and sensitivity. A resolution will be put forth at a future meeting.
- VI. INFORMATION ITEMS**
 - A. Area “B” Meeting** - President Gee announced the meeting and a reminder e-mail will be sent.

B. Teachers as Graders, Teachers as Assessors: Integrating Roles

Judy Rookstool updated the Senate on upcoming TLC events including: Janice Denton, Ph.D., on Wednesday, March 15, 2006. Lunch will be at noon, the workshop from 12:30 – 4:30pm in the Mishra Community Room. Lunch and materials will be provided and substitutes are available for EVC classes. Other topics include a panel discussion on students with emotional problems, pizza with the president and assessment rubrics.

VII. REPORTS (10 min): Informational/Questions for clarity only

If any discussion or action is planned, it will be discussed/acted upon later on the Agenda.

A. College Council

Vice President Elaine Ortiz-Kristich gave the report. She discussed the student health fee waiver. She reported that she is gathering comments for the Institutional Effectiveness Committee, and will talk to the president to see what direction he wants to take. Also, from the student forum follow-up from IID day, they are making a grid with the concerns expressed and the response to the those concerns and timelines.

B. Board of Trustees

Patrick McCollum, the District's lobbyist, was present and discussed the initiative to split the community colleges from Proposition 98. Mr. McCollum also discussed the budget and the 5% COLA. The Board announced their summary of the hostile work environment investigation.

C. District Council

President Gee reported that the Director of the Bookstore, David Parker, was discussing the expenses and profits. There was concern that the figures were presented in whole and not differentiated between the textbooks and other items sold at the bookstore.

There are changes in the hiring process: the questions will now be approved at the college level in order to speed up the process. The IID for March is being set up by the District to be held at EVC.

D. Treasurer's Report – none

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair

Professor Narveson reported that at the last meeting there was discussion of a policy regarding maximum waiting time for faculty at the other college to respond. At issue is who has the burden to renumber a course—the update-initiating campus or the original initiator. Also being considered is the separation of district courses and courses from each campus kept separate. The topic of EVC's not having an IPC was raised again as well as the textbooks differing with course levels, i.e., same textbooks for different levels of course.

2. Campus Technology: Steve Mentor, Chair

3. Budget Committee: Abdie Tabrizi, Chair

4. Safety/Facilities: David Ames, Chair

5. Staff Development: Judy Rookstool, Chair

6. Retention/Matriculation: Romero Jalomo, Chair

VIII. COMMITTEE APPOINTMENTS

Applications are available at the senate meeting but may be previewed in the Academic Senate office.

A. Non-Screening Committees

1. **College Technology** (8 seats, 6 filled)
2. **College Budget** (8 members, 7 filled): Henry Gee – Business and Applied Tech
3. **College Safety/Facilities** (8 and 4 – SSHAPE, Bus, DSP, Health, Math) - 9 filled
4. **Retention Matriculation** (8 members, 5 filled)
5. **Staff Development** (8 members, 5 filled)
6. **Distinguished Faculty Member of the Year, Adjunct Faculty Member of the Year**
7. **EVC Senate Scholarship Committee**

B. Tenure Review Committees

C. Screening Committees

1. **#Mathematics Instructor:** Henry Estrada, Teck Ky, Bob Lombard

IX. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: “EVC Academic Senate”: “Documents for Meetings”)

A. Spring Plenary Session

April 27 – 29, 2006: Henry Gee/Elaine Ortiz-Kristich will be attending at least some of the Session. A schedule will be distributed when it becomes available. Other Senators are encouraged to attend since it is being held locally, it will not cost as much to attend.

B. Vocational Education Leadership Conference

The Conference will be held March 1 and 2 and will be held in Palm Springs.

X. DISCUSSION ITEMS

A. Academic Senate By Laws Subcommittee

President Gee presented the latest draft version of the by laws to the Senate and did a page-by-page review and highlighted the changes. It is still in process, and President Gee wants the by laws to be transparent, easily referenced and amendable. The by laws might be separated into by laws and standing rules. The difference between by laws and a constitution seems to be vague or at least interchangeable in terminology. Standing rules would be easier to amend rather than putting them into the by-laws.

B. Instructional Policies and Procedures

President Gee went over the two documents and the changes that were made, which were essentially adding the “Academic Senate” where the All College Curriculum had been listed. Senators Gipson and Narveson, as well as President Gee were thanked for their work and input into the document.

C. Budget Process: District/College

Assistant Vice Chancellor Ron Root put together a policy draft for district process, which is what the District is proposing as a way of replacing the former budget process and make it more inclusive and participatory. President Gee went through the draft with the Senate including the committees that are being planned. A flow chart was also distributed and there was some question about the directional markings.

D. Google Email

Google is providing email to the students of SJCC on a pilot program basis. There is not a statement on what the purpose is for using Google email. President Gee wants to the CTC to look into the policy for student email. There was concerned that if the students had, and used, Google for sending files, it has so much more storage capacity than the current district email system that problems could occur due to the disparity.

E. Standing Committee Appointments for Spring or Fall

President Gee would like to institute a policy whereby the standing committee appointments would be made in spring so that the committee will be up and running in fall.

F. E-mail Size

Paul Klepac has informed President Gee that the present mailbox size is 50 MB and he would like to increase it to 150 MB. It was suggested, to conserve server space, that adjunct faculty who do not access their email accounts for six months be deleted from the system. President Gee advised Mr. Klepac to go ahead with the expansion and to extend the period when accounts are purged to a year or two due to the nature of adjunct employment.

G. Institutional Effectiveness Committee (discussed in the College Council Report)

H. Academic Calendar - *deferred*

XI. ADJOURNMENT - President Gee adjourned the meeting at 5:04 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
March 7, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Vice Presidents Areas	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	John Yu	Present
Nursing & Allied Health	Linda Hoogdijk	Present
At Large	Jack Baker	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	<i>Vacant</i>	-----

Guest: Marjorie Clark, Cheryll Ferris

- I. CALL TO ORDER:** President Gee called the meeting to order at 3:10 in the Gullo Conference Room
- II. ADOPTION OF AGENDA (5 min)**
Additions/Deletions/Corrections
Items to be Deferred: Discussion Items: A and E
Adoption of Agenda (Including consent items marked #) Adopted as amended.
A motion was made to present all the resolutions submitted for the meeting together.
The motion was seconded and passed.
- III. APPROVAL OF MINUTES:**
February 7, 2005 (*by motion until the language is discussed and reworded accordingly*)
February 14, 2006 – *approved with corrections*
- IV. RECOGNITION**
Recognition was given to all the special programs on campus that help with student success.
- V. PUBLIC COMMENTS**
- VI. INFORMATION ITEMS**
- A. California Great Teachers Seminar: July 30 – August 4, 2006 in Santa Barbara**
Information will be distributed during the meeting for faculty, see www.ccleague.org/cgts. If there is interest in attending the seminar, room arrangements should be made soon because that week there is another event taking place.
- B. Professional Recognition for Service-Learning Faculty**
Marjorie Clark, Director of the Service Learning Program, was present to discuss recent PRC credit for instructors who include a Service Learning option in their course. Now for every ten students, instructors can earn one unit of PRC credit up to a maximum of six units. She is available for questions and added that this is a great way of compensating service-learning faculty.

C. AB 982: Student Health Fees

Cheryll Ferris, Director of EVC Health Services, was present to discuss the student health fees. Ms. Ferris gave the history of health service funding. She distributed a document that included a college-by-college breakdown of health service fees charged. She explained that most of the services at community colleges are funded through health fees. It is being increased from \$13 to \$14. There is a bill being sponsored that will allow colleges to charge every student the health fee. There will be a student forum held on March 22, 2006 at 11:30 to get input from the students. She explained that EVC Health Services functions as a clinic in scope and that she specializes in prevention and wellness. She praised Financial Aids for promoting BOG waivers. Ms. Ferris will keep the Senate updated and asked that suggestions be forwarded to her.

D. Title V Kick Off Celebration

President Gee distributed flyers for the celebration on for the Title V grant and encouraged the Senators to attend.

VII. REPORTS (10 min): Informational/Questions for clarity only

If any discussion or action is planned, it will be discussed/acted upon later on the Agenda.

A. College Council-Henry Gee/Elaine Ortiz-Kristich

President Gee reported that some of the discussion was on the October 15, 2006 accreditation report. Dr. Coon went through the recommendations and provided a progress report on them. Student health fees and waivers was also discussed.

Ron Root was present to discuss the budget development process and how it interfaces with the college budget process. If the Senators wish to have him attend a Senate meeting, they should contact the Senate office.

The institutional effectiveness committee proposal and the college decision-making handbook processes are going through review and rewriting. The handbook is in the public folders and should be reviewed by all constituent groups.

B. Board of Trustees-Henry Gee – had not met

C. District Council-Henry Gee – had not met

D. Treasurer’s Report – not given

E. College Committees (1 minute @) – no reports today

1. All College Curriculum: Eric Narveson, Chair
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Abdie Tabrizi, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation: Romero Jalomo, Chair

VIII. COMMITTEE APPOINTMENTS

Applications are available at the senate meeting but may be previewed in the Academic Senate office.

A. Non-Screening Committees

1. **College Technology** (8 seats, 6 filled)
2. **College Budget** (8 members, 7 filled): need a **counseling** representative
3. **College Safety/Facilities** (8 and 4 – SSHAPE, Bus, DSP, Health, Math) - 9 filled
4. **Retention Matriculation** (8 members, 5 filled)
5. **Staff Development** (8 members, 5 filled)
6. **Distinguished Faculty Member of the Year, Adjunct Faculty Member of the Year**
Jack Baker and Steve Blades

7. **EVC Senate Scholarship Committee:**
Senators Harry Lichtbach and Joy Chase will be reading the applications this year.
Senators Sravani Banerjee and Eric Narveson will be available if needed.

B. Tenure Review Committees

C. Screening Committees

1. **Mathematics Instructor:** *(one more needed)* Janice Toyoshima
2. **Dean of Counseling and Matriculation**
Lenny Wolff, Bonnie Clark, Elaine Ortiz-Kristich, Harvey Gipson
3. **#Vietnamese Language Instructor:** D.P. Vu
4. **#Counselor (DSP):** Bonnie Clark, Robin Salak
5. **#Counselor (Transfer):** Maria Elena Gressel, Janina Espinoza, Keith Aytch
6. **#Employment Development Specialist:** Clyde Ortiz

IX. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: "EVC Academic Senate": "Documents for Meetings")

A. Taping the Academic Senate Meetings

Due to the recent events, which occurred after a Senate meeting pertaining to the recorded tape of the meeting it was suggested to cease the recording of the minutes. It was pointed out that, according to the Brown Act, the Senate cannot prevent taping. The practice of taping the meeting originally started to add clarity and keep better track of the motions made during the meetings. It was suggested that the tapes be destroyed after 30 days.

The concern was that when those not present at the meeting, or outside of the Senate, would hear only a brief portion of something said and would make it easy to take the recorded quote out of context of the meeting. Also, it was felt that taping meetings caused the Senators to be guarded about what they say, defeating the purpose of an open and healthy debate/discussion. President Gee explained that it is up to the Senate whether or not the meetings are recorded. Concern was also expressed about the tape being taken from the Academic Senate office. A suggestion was made that a workshop be incorporated into an IID day on communication. Some feel the tape is necessary to avoid any misunderstandings by having a whole statement, in context, and also to have it accessible. A motion was made to visit this again and have clear guidelines about the tapes and how they will be used. *The motion was seconded and passed.* A second motion was made to defer the issues remaining on the agenda until next meeting. *The motion was seconded and passed.*

B. Spring Plenary Session: April 27 – 29, 2006: Henry Gee/Elaine Ortiz-Kristich - *deferred*

C. Resolution on Special Programs- *deferred*

X. DISCUSSION ITEMS

A. Academic Senate By Laws Subcommittee:

Henry Gee, Elaine Ortiz-Kristich and Nancy Zeiszler- *deferred*

B. Instructional Policies and Procedures: March 1st Report- *deferred*

C. Budget Process: District/College- *deferred*

a. District Committees Composed of College Committees

b. Use of Video-conferencing

D. Standing Committee Appointments for Spring or Fall - *deferred*

E. Institutional Effectiveness Committee - *deferred*

F. Academic Calendar- *deferred*

G. AP Policy by ACC- *deferred*

H. Resolution on Academic Freedom – *deferred*

XI. ADJOURNMENT – President Gee adjourned the meeting at 5:10 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
March 21, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Absent
Vice Presidents Areas	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	John Yu	Present
Nursing & Allied Health	Linda Hoogdijk	Present
At Large	Jack Baker	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	<i>Vacant</i>	-----

I. CALL TO ORDER President Gee called the meeting to order at 3:04 p.m. in the Gullo Conference Room

II. ADOPTION OF AGENDA (5 min)
Additions/Deletions/Corrections: *Added*: VII. A. Memo from President Coon
Items to be Deferred
Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES: February 7, 2005 and March 7, 2006 - *deferred*

IV. RECOGNITION

V. PUBLIC COMMENTS (Limited to only three minutes) - none
This portion of the meeting is reserved for any item not on the agenda. The law does not permit action or extended discussion of any item not on the agenda except under special circumstances. If Senate action is required, it can be placed on the agenda for the next meeting.

VI. COMMITTEE APPOINTMENTS
Applications are available at the senate meeting but may be previewed in the Academic Senate office.

- A. **#Non-Screening Committees**
 - 1. **College Technology** (8 seats, 6 filled): Rob Clarke
 - 2. **College Budget** (8 members, 7 filled): need a **counseling** representative
 - 3. **College Safety/Facilities** (8 and 4 – SSHAPE, Bus, Health, Math) –
Marc Sola, Robin Salak
 - 4. **Retention Matriculation** (8 members, 5 filled)
 - 5. **Staff Development** (8 members, 5 filled)
 - 6. **Archives Committee:** Martha Hardin
- B. **Tenure Review Committees**
- C. **#Screening Committees**
 - 1. **Director of Student Life:** Andrea Mena
 - 2. **Counselor (DSP):** have two, two more needed
 - 3. **Counselor (Transfer):** have three, one more needed

4. **Math/Science Instructional Assistant:** Cynthia Burnham and Richard Regua
5. **Physical Education Instructor**
Minerva Duke, Randy Pratt, Nancy Zeiszler, Brad Carothers

D. Senate Subcommittees – *nothing to report*

1. **Distinguished/ Adjunct Faculty Member of the Year:** Jack Baker and Steve Blades
2. **EVC Senate Scholarship Committee:** Harry Lichtbach and Joy Chase

VII. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: “EVC Academic Senate”: “Documents for Meetings”)

A. Memo from President Coon

President Gee read the memo. Within the memo, Dr. Coon offered to “make resources available for the purpose of professional guidance or facilitation” to the Senate. President Gee wanted to introduce the memo and the decision to accept the offer from the president at the next meeting. There was discussion about protocol. It was felt that the underlying reasons for the recent flurry of resolutions and other types of communications needed to be examined. Acknowledgement was made about needed to find common ground. A motion was made that the Senate accepts Dr. Coon’s offer of professional guidance resources. *The motion was seconded and passed.*

B. Resolutions on Special Programs #1 and #2

Both resolutions were discussed individually in a “round robin” fashion. Comments from Language Arts pertaining to the resolutions were read. The substance of the resolutions, support of special programs, was agreed upon, but the many Senators felt that the motivation that spurred the resolutions had a dictatorial and insulting tone to it and had opposed them for that reason.

A motion was made to defer the acceptance of the resolutions until after the mediation process was completed. *The motion was seconded but failed with a vote of 2-6-4.*

A motion was made to accept the first resolution. *The motion was seconded and passed 4-3-5.*

The second resolution discussion and vote was managed in the same way as the first. *The motion was seconded and passed 5-0-7.*

C. Resolution on Academic Freedom

A motion was made to accept resolution with changes. *The motion was seconded but not passed with a vote count of 2-8-2.* The resolution was changed again. A motion was made to accept the new form of the resolution. *The motion was seconded and passed with a vote count of 7-1-4.*

A motion was made to support and recognize all special programs at EVC. *The motion was seconded and passed with a vote count of 10-0-1.*

D. Academic Senate By Laws Subcommittee: Henry Gee, Elaine Ortiz-Kristich and Nancy Zeiszler
a. Standing Committee Appointments for Spring or Fall - *deferred*

VIII. DISCUSSION ITEMS

A. Instructional Policies and Procedures: March 1st Report

President Gee is still working with his counterpart at SJCC, Virginia Scales, on the policies and procedures. They are working on a format now because the information provided came from three sources.

B. Budget Process: District/College

President Gee asked the Senators to continue to read the information given at a previous meeting..

- a. **District Committees Composed of College Committees**
- b. **Use of Video-conferencing**

C. Institutional Effectiveness Committee - *deferred*

D. Academic Calendar - *deferred*

E. AP Policy by ACC

Senator and Chair of the ACCC, Eric Narveson reported that the ACCC is trying to redefine the AP policy from a vague statement to something more specific. This needs to be completed before the end of the year. This will be on the next agenda as an action item. Eric will email the information to the Senate.

IX. INFORMATION ITEMS (4:45 pm)

A. Memo from EOP&S Direction about Statement Made at 2/7/06 Academic Senate Meeting

President Gee asked the Senate to read the memo.

X. REPORTS (10 min): Informational/Questions for clarity only

If any discussion or action is planned, it will be discussed/acted upon later on the Agenda.

A. College Council

They are still accepting the proposals and have invited the initiators to come in for a brief question and answer session about the proposals. The Council is developing a rubric to judge the proposals. President Gee will email the rubrics to the Senate to show how he has rated the proposals.

B. Board of Trustees

President Gee reported on an HIS presentation by Richard Regua. The attorney who is pursuing the lawsuits against CASHEE (exit exams from the high school) was present. The concern is about the number of students who failed and the options that EVC has for working with them.

C. District Council-Henry Gee

D. Treasurer's Report

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Abdie Tabrizi, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation: Romero Jalomo, Chair

XI. ADJOURNMENT – President Gee adjourned the meeting at 5:00

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
April 4, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Vice Presidents Areas	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	John Yu	Present
Nursing & Allied Health	Linda Hoogdijk	Absent
At Large	Jack Baker	Present
At Large	Harvey Gipson	Absent
Adjunct	Blanca Ezquerro	Present
Adjunct	<i>Vacant</i>	-----

- I. CALL TO ORDER** – President Gee called the meeting to order at 3:05 in the Gullo Conference Room.
- II. ADOPTION OF AGENDA** (5 min)
Additions/Deletions/Corrections Discussion items D and E added
Items to be Deferred
Adoption of Agenda (Including consent items marked #)
- III. APPROVAL OF MINUTES:**
February 7, 2006 approved with corrections
March 7, 2006 approved
March 21, 2006 approved with corrections
- IV. RECOGNITION**
The Senate recognized the organizers and participants of the District IID Day and the upcoming “Carry the Vision Nonviolence Conference” that will be held on the EVC campus April 22nd. The featured guest is Arun Gandhi, grandson of Mahatma Gandhi.
- V. PUBLIC COMMENTS (Limited to only three minutes)**
This portion of the meeting is reserved for any item not on the agenda. The law does not permit action or extended discussion of any item not on the agenda except under special circumstances. If Senate action is required it can be placed on the agenda for the next meeting.
- VI. COMMITTEE APPOINTMENTS**
Applications are available at the senate meeting but may be previewed in the Academic Senate office.
- A. Non-Screening Committees**
1. **College Technology** (8 seats, 7 filled)
 2. **College Budget** (8 members, 7 filled): need a **counseling** representative
 3. **College Safety/Facilities** (8 and 4 – SSHAPE, Bus, Health, Math)
 4. **Retention Matriculation** (8 members, 5 filled)
 5. **Staff Development** (8 members, 5 filled)
- B. Tenure Review Committees**
- C. Screening Committees**

D. Senate Subcommittees

A. Scholarship - The applications will be read this week.

VII. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: "EVC Academic Senate": "Documents for Meetings")

A. Academic Senate By Laws Subcommittee: Henry Gee, Elaine Ortiz-Kristich and Nancy Zeiszler
President Gee distributed the by-laws and went over the changes made to the latest version. The major change was made by moving the section pertaining to election procedures into its own section and the addition of Article V, which refers to the Executive Committee. The by laws will be amended as per the suggestions and sent to the senators via e-mail. The amended by laws will be voted on at the next meeting.

B. AP Policy by ACCC

Senator and Chair of the ACCC, Eric Narveson passed out a chart and a packet of information concerning Advanced Placement. It is the department's prerogative as to whether they want to give AP credit for a particular course. Three units will be accepted per each GE area. Mr. Narveson suggested that if the Senate has questions or needs more clarity, they should address Marc Sola.

VIII. DISCUSSION ITEMS

A. Budget Process: District/College

President Gee referred to a document previously distributed to the Senate, which referred to the intent by the District to involve the colleges in the budget process. Currently, Ron Root is looking for feedback. The College Council is going to meet on April 25th and will try to get the input from the various constituencies into the document to send forward. President Gee said he could have Mr. Root attend the next Senate meeting to answer questions, if that is the will of the Senate.

B. District Versus College Courses

Because of problems often encountered when trying to create district courses, the matter of having separate courses, i.e., courses that are not shared between the colleges, is being considered by the ACCC. The pros and cons of such a decision were discussed. Senator and Chair of the ACCC stated that the SJECCD is rare for having shared courses within a multi-college district. The decision to split the courses is irrevocable, thus careful consideration is necessary. President Gee requested that the Senate take this issue back to their constituencies for feedback.

C. Academic Calendar

This is being addressed due to the concerns expressed about the calendar. Some of the concerns were better alignment of spring break with other institutions and the too-close proximity of finals to Christmas break. It was suggested that research be made, especially with San Jose State or UC Santa Cruz, since many students attend both schools. The main reason for going to the current calendar was to increase enrollment, so it needs to be seen if this has actually occurred. Some instructors realize a loss of students due to the new calendar, from either being without childcare during the spring breaks to the holidays and finals being too close. This is mostly an FA issue and the calendar is booked until 2008. A suggestion was made to ask students about their preference, approach SJCC about this, and to cite that the calendar change would also address academic concerns.

D. Instructional Policies

This will be discussed at the meeting of April 18th and new copies will be distributed.

E. Spring Academic Senate Resolutions

Twenty-one resolutions were handed out, Senators with feedback should contact President Gee. Some items of interest for Senate review: the compressed calendar, the 60% rule for adjunct instructors, and a proposal to oppose hiring full time faculty for three years on a non-tenure track.

F. Growth Initiatives Proposals

There are now seven proposals. They were distributed to the Senate and discussed with an explanation of the distribution of the money and how the proposals are evaluated by the College Council. A suggestion was made to give out the money in increments in order to insure that there is follow-up process built in and outcome accountability, especially when the data presented to the Board.

G. Facilitation Process

President Gee has met with President Coon to discuss how the facilitation process would work using a facilitator. Dr. Coon is trying to make a determination as to whether or not the consultant will be available to work with the Senate. President Gee does not believe it will be possible to use the consultant this spring. Whether or not to hold the facilitation sessions as soon as possible or next semester was discussed. One possible scenario discussed with the Dr. Coon was to hold the sessions on alternating Tuesdays, as it was felt the majority of the Senators already have that time reserved for the Senate meetings and would make it easy to get the maximum participation. Another idea was to hold a six-hour session before IID Day. It was agreed the individual interviews would take the most time. Also stated that due to the underlying problems of miscommunication and mistrust the facilitation should not be delayed. A suggestion was made to enlist college staff to help with the facilitation process, especially the communications instructors. This will be addressed further at the meeting of April 18th.

IX. INFORMATION ITEMS (4:45 pm)

A. Distinguished Faculty of the Year

The nomination forms were reviewed by the Senate and will be distributed this week.

B. Academic Senate Elections Announcements

The elections should occur in April or early May, a current roster with terms listed will be sent to the Senate in order to assist the departments with their elections.

X. REPORTS (10 min): Informational/Questions for clarity only - none given

If any discussion or action is planned, it will be discussed/acted upon later on the Agenda.

A. College Council-Henry Gee/Elaine Ortiz-Kristich

B. Board of Trustees-Henry Gee

C. District Council-Henry Gee

D. Treasurer's Report

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Abdie Tabrizi, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation: Romero Jalomo, Chair

XI. ADJOURNMENT - President Gee adjourned the meeting at 5:08

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
April 18, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Absent
Counseling Services	Gam Nguyen	Present
Vice Presidents Areas	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	John Yu	Present
Nursing & Allied Health	Linda Hoogdijk	Present
At Large	Jack Baker	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	<i>Vacant</i>	-----

Guest: Marc Sola

I. CALL TO ORDER - President Gee called the meeting to order at 3:10 in the Gullo Conference Room.

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections *Added:* Information E. Senate Scholarship Appeal
Items to be Deferred
Adoption of Agenda (Including consent items marked #) Adopted with changes

III. APPROVAL OF MINUTES: April 4, 2006 - *deferred*

IV. RECOGNITION

- EVC Blood Drive will be held on April 20, 2006
- Service Learning Trip to Mexico – Blanca Ezquerro

V. PUBLIC COMMENTS (Limited to only three minutes) - *none*

This portion of the meeting is reserved for any item not on the agenda. The law does not permit action or extended discussion of any item not on the agenda except under special circumstances. If Senate action is required, it can be placed on the agenda for the next meeting.

VI. COMMITTEE APPOINTMENTS

Applications are available at the senate meeting but may be previewed in the Academic Senate office.

A. Non-Screening Committees

1. **College Technology** (8 seats, 7 filled):
2. **College Budget** (8 members, 7 filled): need a **counseling** representative
3. **College Safety/Facilities** (8 and 4 – SSHAPE, Bus, Health, Math)
4. **Retention Matriculation** (8 members, 5 filled)
5. **Staff Development** (8 members, 5 filled)

B. Tenure Review Committees

C. Screening Committees

- #1. **AFFIRM Program Specialist:** Keith Aytch and Harvey Gipson

D. Senate Subcommittees

VII. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: “EVC Academic Senate”: “Documents for Meetings”)

A. Academic Senate By Laws Subcommittee:

Henry Gee, Elaine Ortiz-Kristich and Nancy Zeiszler – *deferred*

B. Senate Election of Officers

Nominations will be taken at the next meeting followed by a ballot election.

C. AP Policy by ACCC

Counselor Marc Sola attended the meeting to discuss and further explain the AP Credit Policy in the District. He assured the Senate that the department has the final authority as far as regulating equivalencies and prerequisites. The Senate made a motion to approve what the ACCC had proposed and passed last year. *The motion was seconded and passed.*

D. Academic Calendar Subcommittee

This was discussed previously and a list of local colleges was distributed to the Senate. However, it was agreed that the local elementary and high schools’ schedules were more important to solve the problems of Spring break coordination. A suggestion was made to have the FA contact the FA of the East Side Union High School District, which coordinates with their feeder districts that include elementary and junior high schools. President Gee will get feedback from faculty and students.

There are two different issues at hand: the school year start dates and spring break dates. There are concerns about retention during fall finals being so close to winter break and the loss of students. More issues to consider are which issues are Senate or FA, continuing the four-day week, five minute passing times between classes, and a finals week. A motion was made to ask the FA to study the local spring break alignment within the ESUHSD attendance area. *The motion was seconded and passed.*

VIII. DISCUSSION ITEMS

A. Budget Process: District/College (latest draft)

President Gee will distribute the most recent update to the Senate, including a three-page question and answer sheet via e-mail.

B. District Versus College Courses

The Senate at SJCC has already approved the switch to having college courses only. There will be a meeting on Thursday of next week at SJCC to discuss the matter further. EVC is taking this issue more slowly and include as much input as possible. It was noted there is a “cultural divide” between both campuses and a drive for autonomy, especially from SJCC. The District is rare in having shared courses; most districts do not have this. Concern was expressed about confusing the students who attend both campuses, differing units and prerequisites. Having access to two colleges gives the student more variety of classes would make the District more attractive, thus increasing enrollment. Questions should be directed to Senator and Chair of the ACCC, Eric Narveson.

C. Instructional Policies/Procedures

They are still in the process of getting the language finalized and not yet ready for review or action. Today’s discussion of District courses and AP Policy is all within the purview of these policies/procedures. A copy will be ready for Senate review by the May 2nd meeting. The ad hoc committee will be continuing its work in May. Any Senators wishing a copy of the document should contact President Gee. It will be placed in MS Outlook Public Folders.

D. Dean of Counseling Screening Committee

Because of the late start in the semester of the committee and one of the faculty members on the screening committees who is retiring cannot commit beyond the end of the semester; it may be necessary to appoint a replacement faculty member to this committee. It is most desirable to have four faculty members on the committee. A motion was made for President Gee to ask the faculty member in question if he is willing to sit on the committee for its duration and if not, then go to the list of faculty members that were selected and ask the one with the next most votes to sit on the committee. *The motion was seconded and passed.*

There was concern expressed that other screening committees that start so late in the year also face this problem and about hiring procedures and process in general being too lengthy.

E. Facilitation Process (4:30 pm)

There is more information available about the upcoming facilitation process for the Senate. The initial meeting will be held on April 25th at 3:00 until 5:00 in the Gullo Conference room. The other meetings will be held on May 9th and May 23th at the same time. There is still the possibility of holding a Fall IID day session of about six hours and President Gee will see about getting compensation for the senators. More information about the meeting will be forthcoming. Faculty who are not on the Academic Senate are welcome to attend the facilitation meetings.

IX. INFORMATION ITEMS (4:45 pm)

A. Senate Division Elections

President Gee reviewed the current roster with the Senate and highlighted the six Senate seats up for reelection. The divisions should be holding elections soon.

B. Distinguished Faculty Member of the Year and Distinguished Adjunct Faculty of the Year

The nomination forms were sent, via e-mail, to the entire campus and were put in the mailboxes of adjunct faculty.

C. Evergreen Valley College's 30th Anniversary Opening Ceremony & Luncheon

President Gee distributed a list of the events for the Anniversary festivities.

D. Staff Recognition Day – announced

The Senate will be attending a luncheon April 26th.

E. Senate Scholarship Appeal

The scholarships have been read and a winner selected. There needs to be a renewed effort to collect money to fund the scholarship. An appeal will be sent out shortly.

X. REPORTS (10 min): Informational/Questions for clarity only

If any discussion or action is planned, it will be discussed/acted upon later on the Agenda.

A. College Council-Henry Gee/Elaine Ortiz-Kristich

B. Board of Trustees-Henry Gee

C. District Council-Henry Gee

D. Treasurer's Report

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Abdie Tabrizi, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation: Romero Jalomo, Chair

XI. ADJOURNMENT - The meeting was adjourned at 4:57 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
 May 2, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Present
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Vice Presidents Areas	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	John Yu	Present
Nursing & Allied Health	Linda Hoogdijk	Present
At Large	Jack Baker	Present
At Large	Harvey Gipson	Absent
Adjunct	Blanca Ezquerro	Present
Adjunct	<i>Vacant</i>	-----

Guests: Shelley Blackman and Ron Root

I. CALL TO ORDER – President Gee called the meeting to order at 3:05 in the Gullo Conference Room.

II. ADOPTION OF AGENDA (5 min)
 Additions/Deletions/Corrections
 Items to be Deferred
 Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES: April 4, 2006 and April 18, 2006 – *approved with corrections*

IV. RECOGNITION

- Kindercaminata
- Staff Recognition Event
- 30th Anniversary
- ASPIRE’s Program
- Festival of Cultures

V. PUBLIC COMMENTS (Limited to only three minutes)

VI. COMMITTEE APPOINTMENTS
 Applications are available at the senate meeting but may be previewed in the Academic Senate office.

- A. Non-Screening Committees**
 - 1. **College Technology** (8 seats,7 filled):
 - 2. **College Budget** (8 members, 7 filled): need a **counseling** representative
 - 3. **College Safety/Facilities** (8 and 4 – SSHAPE, Bus, Health, Math)
 - 4. **Retention Matriculation** (8 members, 5 filled)
 - 5. **Staff Development** (8 members, 5 filled)
- B. Tenure Review Committees**
- C. Screening Committees**
- D. Senate Subcommittees**
 - 1. **ACCC Chair:** Eric Narveson was elected to serve as Chair.

- VII. ACTION/DISCUSSION ITEMS** (Items with * have related documents posted in Outlook Public: “EVC Academic Senate”: “Documents for Meetings”)
- A. Academic Senate By Laws Subcommittee:** Henry Gee, Elaine Ortiz-Kristich and Nancy Zeiszler
President Gee distributed and reviewed the most recent changes to the by laws. A motion was made to amend the by laws. *The motion was seconded and passed.* Another motion was made to adopt the Standing Rules. *The motion was seconded and passed.*
- B. Senate Election of Officers**
There were nominations made:
President: Henry Gee (accepted) and Harry Lichtbach (declined)
Vice President: Elaine Ortiz-Kristich (declined), Sravani Banerjee (declined), Nancy Zeiszler (declined), Harvey Gipson (not present), Harry Lichtbach (accepted)
Treasurer: Jack Baker (accepted)
A motion was made to accept the candidates for election. *The motion was seconded and passed.*
- C. Institutional Effectiveness Committee**
This was discussed in the Senate in fall. The committee is structured in the same fashion as the ACCC with a faculty chair, release time, etc. This committee examines the entire college and its programs. A motion was made to approve the formation of the committee. *The motion was seconded and passed.*
- VIII. DISCUSSION ITEMS**
- A. Budget Process: District/College**
Ron Root, Interim Budget Director, was in attendance to address concerns from the Senate about the budget process. He stated that the document was intended to link the budget to the planning process. He said there is a need to push for more autonomy between the colleges and with the District Office. More money from grants will be going to the colleges instead of the District Office and more District operations will be moving physically onto the campuses. Revenue from facility rental will now remain within the facility where it originated. Parking fees will still be used to support Campus Police. Further questions can be addressed to either Mr. Root or President Gee.
- B. Instructional Policies/Procedures - deferred**
- C. Facilitation Meeting Update (4:30 p.m) - deferred**
- IX. INFORMATION ITEMS (4:45 pm)**
- A. Senate Division Elections - deferred**
- B. Distinguished Faculty Member of the Year and Distinguished Adjunct Faculty of the Year**
The nominations were read and the announcement will be made at the Staff Recognition Event. The faculty selected were David Eisenberg for fulltime and Rey Morales for adjunct.
- C. Email Etiquette - deferred**
- D. Hawai'i National Great Teacher's Seminar**
For more information click on <http://GreatTeacher.hawaii.edu>
- X. REPORTS (10 min):** Informational/Questions for clarity only
If any discussion or action is planned, it will be discussed/acted upon later on the Agenda.
- A. College Council-Henry Gee/Elaine Ortiz-Kristich**
- B. Board of Trustees-Henry Gee**
- C. District Council-Henry Gee**
- D. Treasurer's Report**

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair
There is a need for a Nursing faculty member to serve on the ACCC, however, nobody on in Nursing is available to do so this semester. Senator Narveson suggested a counselor who is knowledgeable in nursing courses. It is imperative that that nursing be involved with curriculum. It was agreed that nursing should make the decision and submit a name to the ACCC.
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Abdie Tabrizi, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation: Romero Jalomo, Chair

XI. ADJOURNMENT – President Gee adjourned the meeting at 5:20

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
May 16, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Nancy Zeiszler	Absent
Business & Applied Technology	Ken Tarquinio	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Gam Nguyen	Present
Vice Presidents Areas	Joy Chase	Present
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Absent
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	John Yu	Present
Nursing & Allied Health	Linda Hoogdijk	Present
At Large	Jack Baker	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Absent
Adjunct	<i>Vacant</i>	-----

Guests: John Carrion, David Wain Coon, Debbie De La Rosa, Sterling Warner

I. CALL TO ORDER – President Gee called the meeting to order at 3:05 in the Gullo Conference Room.

II. ADOPTION OF AGENDA (5 min)
 Additions/Deletions/Corrections *Added:* E. Class Size and Differential Loading
 Items to be Deferred
 Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES: May 2, 2006 – approved with corrections

IV. RECOGNITION

- Marc Sola, who is going to SJCC
- The Blood Drive
- Juried Art Exhibit in the Library: Jack Da Silva and Mark Gonzalez
- Academic Senate Program Assistant
- The Academic Senators were thanked by President Gee for their work and participation this year

V. PUBLIC COMMENTS (Limited to only three minutes)
 This portion of the meeting is reserved for any item not on the agenda. The law does not permit action or extended discussion of any item not on the agenda except under special circumstances. If Senate action is required, it can be placed on the agenda for the next meeting.

VI. COMMITTEE APPOINTMENTS
 Applications are available at the senate meeting but may be previewed in the Academic Senate office.

- A. Non-Screening Committees**
1. **College Technology:** Joel Stryker – Math and Science
 2. **College Budget:** Jack Baker – Math and Science
 3. **College Safety/Facilities:**
 4. **Retention Matriculation:** Bob Lombard
 5. **Staff Development:** John Yu – Math and Science
 6. **Archive:** Bill Lakatos – Math and Science

- B. **Tenure Review Committee**
- C. **Screening Committees**
- D. **Senate Subcommittees**
 - 1. **College Council** – Elaine Ortiz-Kristich
 - 2. **Executive Board of the Senate**

Two more members are needed Senators Jack Baker and Eric Narveson were nominated

VII. ACTION/DISCUSSION ITEMS (Items with * have related documents posted in Outlook Public: “EVC Academic Senate”: “Documents for Meetings”)

A. Faculty Hiring Addition

EVC President, Dr. David Wain Coon was present to discuss the addition of another math instructor necessitated by another retirement within the department. Currently, there is already a screening committee and hiring pool for an existing math vacancy. Dr. Coon would like to use both to facilitate the hiring of an additional math professor. A motion to approve the hiring of two math faculty members was made. *The motion was seconded and passed.*

President Coon also mentioned that he and others from within the district will be going to Salzburg, Austria for a globalization of curriculum seminar. The other item he is working on is to have EVC become a University Center and have linkages with area high schools and universities other than SJSU. The dialogue has begun and more information will be available during the IID sessions.

B. Curriculum Institute: Hayes Mansion, San Jose

Three faculty members and a classified member would like to attend the Institute. A motion was made to send up to four people, if the budget allows, and that the executive committee of the Senate shall set the priority if not enough funding is available. *The motion was seconded and passed.*

C. Leadership Institute

President Gee is unsure if he will attend due to his teaching schedule and would like to see a few other senators attend. It was suggested that the Senate officers attend because the Institute is a good resource for networking and information. A motion was made to send up to two Senators, funds allowing, to the Institute. *The motion was seconded and passed.*

VIII. DISCUSSION ITEMS

A. Facilitation Meeting Update

The Senate agreed not to meet on the 23rd for the facilitation session. There is still not a decision about a full-day facilitation meeting on August 30, 2006 based on availability of facilitators.

B. Future Academic Senate Scholarship

President Gee reported on the winner of the Academic Senate Scholarship, Hieu Hoang. He distributed the new payroll deduction forms, which differentiated the dues from the scholarship contributions with two separate codes. The forms will be distributed by the end of the week. Since the scholarship award was not reached by a third this year. A suggestion was made to have the faculty at large decide if they would like to maintain it and at what level. The appeal will be made in early September and if there is not enough interest, the scholarship can be cancelled before it is published in the Scholarship Handbook published in Fall. It was agreed that fundraising efforts need to be aggressive on the part of the Senate and Treasurer. Some type of activity can be held during Kicks It Outside to raise scholarship money.

C. Instructional Policies/Procedures

President Gee mentioned that the pending AP policy is not reflected in the latest revision of the policies/procedures documents. He and his counterpart at SJCC, Virginia Scales have been continuing their work on the language and format. He asked that the Senate read this during the summer and wants this to go to the Board after the summer break or in its present form. Senators should send their changes or comments to either President Gee or Senators Gipson or Narveson.

D. Budget Process: District/College (latest draft)

A PowerPoint presentation was distributed and reviewed by the Senate.

E. Class Size and Differential Loading

Professors Debbie De La Rosa and Sterling Warner attended the meeting to discuss the topics of class size and differential loading. They distributed copies of the class size list and a tentative agreement on class size. Until now, the district has had no definite policy on class sizes. The document is not yet finalized and the FA is waiting for more input from faculty. Counselor Marc Sola was praised for his efforts, knowledge, and contributions. Differential loading was discussed in relation to writing courses. Presently, this district is the last one within the Bay 10 to adopt differential loading. Anyone with questions may contact Debbie De La Rosa, Sterling Warner or Barbara Hanfling.

IX. INFORMATION ITEMS (4:45 pm)

A. Senate Division Elections, Senate Office Elections Result

Harvey Gipson is the Vice President elect for the 2006-2007 Academic Year.

B. Email Etiquette

President Gee distributed a document outlining a proposed policy.

X. REPORTS (10 min): Informational/Questions for clarity only

If any discussion or action is planned, it will be discussed/acted upon later on the Agenda.

A. College Council-Henry Gee/Elaine Ortiz-Kristich

B. Board of Trustees-Henry Gee

C. District Council-Henry Gee

D. Treasurer's Report

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair
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3. Budget Committee: Abdie Tabrizi, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation: Romero Jalomo, Chair

XI. ADJOURNMENT – President Gee adjourned the meeting at 5:10 p.m.