

2006-2007 Academic Senate Minutes

September 19, 2006

October 3, 2006

October 17, 2006

November 14, 2006

December 5, 2006

February 6, 2007

February 20, 2007

March 6, 2007

March 20, 2007

April 17, 2007

April 24, 2007

May 15, 2007

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
September 19, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	John Carrion	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	Vacant	Present
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Absent
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	<i>Vacant</i>	-----

Guests: Judy Rookstool

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

A. Introduction of New Senators

The new Senators: Bonnie Brown, Charlie Kahn-Lomax, Peggy Gorbach, and John Carrion were welcomed and introductions were made.

II. ADOPTION OF AGENDA (5 min):

Additions/Deletions/Corrections Added: Information: H. Executive Committee Summer Activity
 Items to be Deferred: Information: B. Senate Roster, C. Senate Rules, D .Email Etiquette
 Adoption of Agenda (Including consent items marked #) Adopted with changes

III. APPROVAL OF MINUTES: May 16, 2006 – *approved as amended*

IV. RECOGNITION

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:** Steve Mentor, Bill Silver - *Language Arts*:
2. **College Budget:** Maggie Fieler – *Language Arts*, Doug Threat – *SSHAPE*
3. **College Safety/Facilities:** Jack Da Silva – *SSHAPE*, Helen Han - *Language Arts*
4. **Retention Matriculation:** Joe Shakarchi – *Language Arts*
5. **Staff Development:** Nancy Wambach – *Language Art*, Betty Ann Owren - *SSHAPE*
6. Archives
7. **College Curriculum:** Brad Carothers – *SSHAPE*
8. Graduation
9. Marketing

10. Outreach
11. Scholarship
12. Student Services
13. Resource Development
14. **PRC** – Jose Valentin, Sterling Warner, Deborah De La Rosa

B. Tenure Review Committees

#1. Khahn Hoa Nguyen-Wong: John Carrion and Gam Nguyen

C. Screening Committees

#1. Enlace English Instructor: Keith Aytch, Richard Regua, Leticia Burke

D. Senate Subcommittees

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

A. Meeting Schedule

November 14th was given as a possible replacement for the November 21st meeting due to the proximity to the Thanksgiving holiday. The December 19th meeting is also being reconsidered because of the holidays.

B. Distinguished Faculty of the Year Subcommittee Guidelines

Senators Bonnie Brown, Leticia Burke, John Carrion, Charlie Kahn-Lomax, and Harry Lichtbach were appointed to be on the committee.

VIII. DISCUSSION ITEMS

A. California Community College Academic Senate

i. Curriculum Institute

The Curriculum Institute was held locally this past July in San Jose. The session for this year will be held in southern California.

ii. Faculty Institute

Senator Blanca Ezquerro reported that she learned many new things at the Faculty Institute. An email with all the Institutes for the academic year will be sent to the Senate.

iii. Accreditation Institute (January-Millbrae) – Charlie Kahn-Lomax would like to attend.

B. Facilitation Meeting Update: IID Wednesday, August 30th

President Gee reported that 15 people attended the meeting and he felt it was a worthwhile and positive experience. He would like to get the sense of the Senate as to whether there should be more sessions. He will provide a list of the guidelines distributed at the session.

C. Future of Academic Senate Scholarship

In the past few years, the Senate has not been able to raise the \$1000 in scholarship funds that was agreed upon by the Academic Senate in the past. A proposal was made to have an “election” with faculty voting by making donations/pledges by mid-October. The scholarship amount will be contingent upon the funds collected/pledged. There was a resolution submitted and distributed to the Senators for suggestions from their divisions.

D. Instructional Policies/Procedures

Both the EVC and SJCC Senates have been working on the Instructional Policies/Procedures. Jon Kangas was notified that the campus administrators would like to have another month to look over the document. The document will be distributed to the Senate. Repeatability, GPA, and dismissal policies were highlighted as issues needing attention and input from the faculty via the Senate.

E. Student Services Policies/Procedures

This has been stopped pending faculty/Senate input.

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

President Gee reported that the reserves are currently at 13% (\$9,000,000). Spending by the both colleges is at \$28,000,000 each and by the district is \$16,000,000. The District has decided to spend \$5,000,000 on possibly moving the District Offices to the Technology Building at SJCC. The property where the current District Office is situated needs to be available for development. The fate of the Police Academy is unknown. How the land will be used is still unspecified.

G. California Community College Academic Senate Fall Meeting

Those wishing to attend should submit their name to the Academic Senate Office. As usual, the Fall session will be held in southern California and the Spring session will be in the Bay Area.

H. Accreditation Update/Report

President Gee will send to the Senate, via e-mail, copies of the update and asked that any changes or recommendations be forwarded to the Senate Office. It should be approved next meeting.

I. Resolution on Schedule of Classes: Eric Narveson

Eric Narveson, Senator, and Chair of the All College Curriculum Committee presented a resolution to the Senate pertaining to the split schedule of classes that would return the schedules to a unified book printing rather than two. The resolution was passed at the ACCC. He feels it is not in the best interest of the students or the District to have two different schedules of classes. The Senate agreed that a schedule that contained both college's classes was a valuable asset to both the students and the campuses as it provides a more comprehensive listing of courses. This will be an action item for the next meeting.

IX. INFORMATION ITEMS (4:45 pm)

A. Senate Division Elections

B. Senate Roster - *deferred*

C. Senate Rules - *deferred*

D. Email Etiquette - *deferred*

E. Green Sheet/Count Update Senate/FA Issue

The Business and Workforce Development Division was given a form that asked to track no-shows and walk-in adds. It is not clear if this is a workload (FA) or an academic issue (Senate.) If this becomes a widespread practice on campus, the FA will look into its legitimacy. Also, the contents of the green sheets and who negotiated them is unclear. President Gee asked that the Senators discuss the green sheet requirements with their divisions.

F. Exemplary Program Award

Information pertaining to this award from the State Senate was distributed. The deadline is October 20, 2006.

G. At Large Election Results – Leticia Burke was elected to fill the at large seat that was vacant.

Professors Blanca Ezquerro and Chi-yin Pang will be serving as the Adjunct representatives to the Senate.

H. Execute Committee Summer Activity- President Gee will provide a list at a later date.

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 – *has not met*

B. Board of Trustees-Henry Gee (see budget item)

President Gee has concerns the new process for harassment and discrimination. He will send a copy to the Senate.

- 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
President Gee reported
 - 4. **Safety/Facilities:** David Ames, Chair
 - 5. **Staff Development**
Judy Rookstool, Chair, reported that TLC has recently published a list of Brown Bag topics to which she invited the Senators. She explained that the sessions have a technology slant and welcomes any topics or suggestions.
 - 6. **Retention/Matriculation**

XI. ADJOURNMENT – President Henry Gee adjourned the meeting at 4:55 pm.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
October 3, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	John Carrion	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	<i>Vacant</i>	Present
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Chi-yin Pang	Present

Guests: Robert Dias, Jeff Kellogg and Mike Maas of Maas and Associates

I. CALL TO ORDER - President Gee called the meeting to order at 3:08 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 #) *adopted*

III. APPROVAL OF MINUTES: September 19, 2006 – *approved with changes*

IV. RECOGNITION

- ❖ Jack Baker for his 10 years of service in the Academic Senate
- ❖ Latino Heritage Month
- ❖ Disability Awareness Month
- ❖ Filipino/American History Month – upcoming event October 12th

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** – *Counseling , Bus/WD, and the VP Areas are still missing*
1. College Technology
 2. **College Budget:** Henry Gee
 3. **College Safety/Facilities:** Shelly Blackman
 4. **Retention Matriculation:** Lynette Apen – Nursing, Bonnie Clark - Counseling
 5. Staff Development
 6. **Institutional Effectiveness:** RJ Ruppenthal
 7. College Curriculum
 8. Graduation
 9. Marketing

10. Outreach
11. Scholarship
12. Student Services
13. Resource Development
14. Archives

B. Tenure Review Committees

C. #Screening Committees

1. **Director of Marketing and Community Relations:** Judy Rookstool and Paul Fong
2. **Counselor: Enlace:** Frank Espinoza, Elaine Ortiz-Kristich, Richard Regua, 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. Executive Committee of the Senate

Leticia Burke was nominated and she was approved to serve on the committee.

B. Future of the Academic Senate Scholarship

Past President Harry Lichtbach submitted a resolution #1 regarding funding and a sample scholarship-appeal letter to the Senate. The Scholarship Committee needs the exact amount of the award by October 18th. The resolution essentially outlined the award amount and established that it would be contingent upon funds received or pledged. There was also discussion about using the dues money to subsidize the scholarship. It was agreed that the procedure outlined within the resolution would be used as a trial for one year. The Senate was reminded that the Academic Senate Scholarship was an award from all of the EVC faculty and not just the Senate.

C. Resolution on Schedule of Classes

Senator and ACCC Chair, Eric Narveson redistributed a Resolution on the Schedule of Classes. The resolution has been passed by the EVC ACCC, and if it passes in the Senate, it will be forwarded to the Board. Many of the Senators cited different reasons for the reconsolidation of the EVC and SJCC schedules such as counselors and instructors having both college course information more readily available for students and the cost savings in producing one as opposed to two booklets. Mr. Narveson gave the results on his survey (via email). He received 19 responses: 13 against separate schedules, 4 in favor, and 2 replies of "no opinion". A motion was made to accept resolution #2. *The motion was seconded and passed.*

D. District/College Curriculum Separation

1. Motion to Move to Action to Form a Senate Sub-committee for District/College Curriculum Separation

The motion was moved, seconded, and it was passed to move this item to Action.

2. Senate Sub-committee for District/College Curriculum Separation

A motion was made to accept resolution #3. *The motion was seconded and passed.*

President Gee asked for volunteers for this sub-committee. Senators Bonnie Brown, Charlie Kahn-Lomax, and Eric Narveson will serve on the sub-committee.

E. Accreditation Update/Report

The document, labeled V.B7, was distributed to the Senate by President Gee. He and the Senate reviewed and discussed the various recommendations contained within. The document needs to be submitted to the committee by October 15th. President Gee asked that any recommendations be sent to the Academic Senate Office. The Report will be discussed at the upcoming College Council meeting. A motion was made to allow President Gee to sign the document for the Senate, to report back to the Senate any changes made to the document, and to make aware to the Senate any concerns that would impact the Senate or the faculty. *The motion was seconded and passed.*

A. Instructional Policies/Procedures

A soft copy was sent to the Senate. President Gee will make hard copies available to those who would like one. The administrators are seeing the policy for the first time and will report back to President Gee by the next Senate meeting. Senators were asked to send feedback to the Senate office before the next meeting.

B. Student Services Policies/Procedures

The procedures are not ready to be forwarded yet as they are. There needs to be campus-wide discussion and agreement before they are forwarded to the Board. This will be on the next agenda.

C. District Budget Committee

The SJCC Academic Senate has asked for the formation of a District Budget Committee. Ron Root and the FA have been meeting about this.

D. Faculty Hiring Process/Timeline

A proposed flow chart of the timeline/process was given to the Senators. This will be discussed further at the next meeting. There needs to be a list of faculty openings and the Senate, via the divisions, needs to make prioritized suggestions.

E. Resource Allocation Planning (Master Planning)* (3:30 Maas & Associates)

Mike Maas, of Maas and Associates, explained that they have been working with the College since 1992. Mr. Maas assured the Senate that he and his associates will not interfere in academic matters and that comments from faculty will be included in the plan. President Gee added the Senate that the Educational Master Plan has not been updated in ten years. He cited the demographics in the EVC area and how the college is not making efforts to target those areas including Milpitas, the over 55 age group immediately surrounding the campus, and the Seven Tree area. Other ideas Mr. Maas presented to increase WSCH were to remodel/modernize existing classroom space and offering more classes off-campus, increasing distance learning, and on Saturdays. Moreover, enrollment has been flat since 1992, while growth in the college's service area has grown 1.9%. More information will be forthcoming and will be placed into a folder in MS Outlook. This will be further discussed at the December 5th meeting.

IX. INFORMATION ITEMS (4:45 pm)

A. Senate Roster

The most current copy of the EVC Academic Senate roster was distributed for corrections and the Senators were asked to make any changes or corrections and send them to the Academic Senate office.

B. Senate Rules - *deferred*

C. Executive Committee Senate Report - *deferred*

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

President Gee will give a summary later due to time constraints.

B. Board of Trustees-Henry Gee - *deferred*

C. District Council-Henry Gee - *deferred*

D. Treasurer's Report - *deferred*

E. College Committees (1 minute @) - *none given*

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
7. Institutional Effectiveness

F. Senate Committee

- 1. Distinguished Faculty Person of the Year- *deferred***

XI. ADJOURNMENT- President Gee adjourned the meeting at 5:07 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
October 17, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Absent
Social Science, Humanities, Arts, & PE	John Carrion	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	<i>Vacant</i>	-----
Language Arts	Steve Blades	Absent
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Chi-yin Pang	Present

Guests: Jack Da Silva, Rachel Lazo, Kelley Wells

I. CALL TO ORDER

President Gee called the meeting to order at 3:04 pm in the Gullo II Conference Room.

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections

Items to be Deferred

Adoption of Agenda (Including consent items marked #) *adopted with corrections*

III. APPROVAL OF MINUTES: October 3, 2006 - approved

IV. RECOGNITION - President Coon was recognized for providing the adjunct center.

V. PUBLIC COMMENTS

Art Professors Rachel Lazo and Jack Da Silva discussed the need for EVC to hire a full time Art History professor. Professor Lazo reported on the numbers of students who have taken Art History courses at EVC. She also included the success rates, numbers of wait list students, when applicable, and cited the new Fine Arts building space as support for the necessity for a full time instructor. Moreover, the curriculum needs to be updated and the inclusion of more of a global outlook of art history, as well as developing an Art History degree.

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
2. **College Budget:** MariaElena Gressel - Counseling
3. **College Safety/Facilities:** Cheryl Ferris – Nursing and Allied Health
4. **Retention Matriculation:** Pat Perkins - Counseling
5. **Staff Development:** Gam Nguyen - Counseling
6. **Institutional Effectiveness**

7. **College Curriculum**
Linda Roy – Business and Workforce Development
Rich Baiardo - Counseling
 8. **Graduation:** Gam Nguyen
 9. Marketing
 10. **Outreach:** Bev Stewart
 11. **Scholarship:** Pat Perkins and Charlie Kahn-Lomax
 12. Student Services
 13. Resource Development
 14. Archives
- B. #Tenure Review Committees**
1. **Pam Turner:** Richard Baiardo, Beverly Stewart (Dean’s choice)
 2. **Leslie Williams:** Maria Elena Gressel, Bonnie Clark (Dean’s choice)
 3. **Sue Wetzel:** Sandy DeWolfe Janice Toyoshima (Dean’s choice)
 4. **Barbara Tisdale:** Rozanne Lopez and Rich Baiardo (Dean’s choice)
- C. #Screening Committees**
1. **Nursing Instructor:** Richard Baiardo
- D. Senate Subcommittees**

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

- A. Scholarship Update**
The Senators gave updates and shared ideas on fundraising efforts and were thanked for them by President Gee. The Senate approved funding one \$1,000.00 scholarship based on pledges and money received by the deadline of October 17th. The Senate approved the funding of one \$1,000 scholarship based on contribution and pledges received thus far.
- B. Resolution on Schedule of Classes**
President Gee reported that the SJCC did not consider passing a resolution to reunify the schedule of classes.
- C. District/College Curriculum Separation Update**
President Gee reported that the SJCC is also not interested in forming a subcommittee to discuss the course separation. Possible scenarios are to keep the situation as it is course-wise or a complete renumbering of courses. The current question is whether the curriculum committees of both campuses will be meeting to discuss curriculum. A motion was made for the Senate to direct the All College Curriculum Committee to try to work the Curriculum Committee at SJCC. *The motion was seconded and passed.*
- D. Accreditation Update/Report**
There have only been minor changes to the final report, which has been submitted nearly intact. The last Accreditation Update (final review) is available for download and any comments should be sent to the President Gee.
- E. Priority List of Faculty Hiring**
The Senators gave their lists of hiring priority needs and rationale from their divisions. Comments were made in two passes around the table and were limited to two-minutes. They then filled out a priority list, were tallied and a spreadsheet will be created. The Deans have not submitted their hiring needs. The Senate agreed to make the hiring decision today. The results will be forwarded to President Coon and are as follows and are listed in priority-order:

- | | |
|----------------------------|----------------------------|
| 1. Counselor (replacement) | 6. Counselor (replacement) |
| 2. Articulation | 7. International Counselor |
| 3. Chemistry (replacement) | 8. Art History |
| 4. Engineering | 9. Philosophy |
| 5. English (replacement) | 10. Poly Sci/Sociology |

VIII. DISCUSSION ITEMS

- A. Instructional Policies/Procedures – deferred**
- B. Student Services Policies/Procedures – deferred**
- C. Shared Governance Handbook, update of EVC Academic Senate's Charge**
Senator Elaine Ortiz-Kristich distributed the EVC shared governance chart and explained the contents of the Handbook, which she stated was a work in progress. She pointed out that two committees, Staff Development and All College Curriculum are the only two committees within the Handbook that do not report to the College Council; those committees report to the Senate.
- D. District Budget Committee - deferred**

IX. INFORMATION ITEMS (4:45 pm)

- A. Reassigned Time**
A list of reassigned time for both campuses was distributed to the Senate. The list is supposed to be complete, but President Gee asked that any corrections to be submitted to him.
- B. Executive Senate Committee Report - deferred**
- C. Land Use**
President Gee distributed a memorandum from Majority Report of the Evergreen Task Force, (which has been accepted as a majority report), there is a minority report that the developer has submitted. The District land is one of four developments being considered in the Evergreen Valley area. There is a proposal to put in a supermarket on that land that is being opposed by the other local supermarkets. There is a requirement that affordable housing shall be included with any new development, so there may be 200-300 units built. The college, as a community, has not discussed this and President Gee requested that Senators share the memo with their colleagues.
- D. District Office Move**
President Gee listed the four DO move options, this is the first time the Senate has had a opportunity to them. They are:
 - 1. to rent a facility at \$560,000 per year,
 - 2. to use a building on the developed land at a cost of \$500,000 for rent yearly,
 - 3. build a DO facility on the EVC campus land for a cost of \$13 million, and
 - 4. move the DO to the Technology on the SJCC campus, which will cost at least \$9 million.

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
 - 7. Institutional Effectiveness
- F. Senate Committee**
 - 1. **Distinguished Faculty Person of the Year - deferred**

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
November 14, 2006

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	John Carrion	Absent
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Absent
Vice Presidents Areas	<i>Vacant</i>	-----
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Absent
Adjunct	Chi-yin Pang	Present

Guest: Dr. Kuni Hay

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

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections

Added:

Discussion Item

D. Revised Charge and Description to the Shared Governance Handbook

Information Item

D. Resolution on Spam

Items to be Deferred

Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES: November 7, 2006 - *deferred*

IV. RECOGNITION

Professor Eric Narveson for his organizing the Veteran's Day Observance and the Annual Tank Tour.

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
2. College Budget
3. College Safety/Facilities
4. Retention Matriculation
5. Staff Development

6. Institutional Effectiveness
7. College Curriculum
8. Archives
9. Graduation
10. Marketing
11. Outreach
12. Scholarship
13. Student Services
14. Resource Development

B. #Tenure Review Committees

C. #Screening Committees

1. **English Instructional Support** – Todd Marvin

D. Senate Subcommittees

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

A. Scholarship Funds Update

Treasurer Elaine Ortiz-Kristich reported that there is a sufficient amount of money to fund the scholarship. She will follow up on pledges that have been made. The dues request form has been revised and there will be a campaign for dues soon. A Senate newsletter may precede the dues request before the end of this semester.

VIII. DISCUSSION ITEMS

A. Instructional Policies/Procedures

President Gee is trying to meet with the Academic Senate Presidents and the Vice Presidents regarding the policy. The Senate discussed syllabus structure. President Gee and Senators Gipson and Narveson will insert the syllabus issue into this policy.

B. Student Services Policies/Procedures

There is still a way to go with these policies/procedures and many “blank spaces” within the documents. Progress, however, is being made with chapters 4 and 5. It was noted that academic/instructional and student services need to be kept separate in the policy manuals. It was suggested that the old student services policy, pre-AB1725 be found and examined. President Gee would like any suggestions sent to him.

C. Student Parking During the First Two Weeks

Several Senators expressed their dismay about the parking situation, especially students parking in the staff lot during the first two weeks of class. This will become more of a problem once groundbreaking for the Fine Arts Building starts. This is a district issue and President Gee will bring this up with the District Council and invite the new police chief to a Senate meeting. Short term or visitors’ parking was mentioned as a possible improvement for the District.

D. Revised Charge and Description for the Shared Governance Handbook

President Gee passed out a memo to the College Council. It was agreed that there should be a central site for all the information in the Handbook and that staff is aware of what is happening with the committees. The information will be placed in the Senators’ mailboxes soon.

IX. INFORMATION ITEMS (4:45 pm)

A. Course Management System Recommendation for 2007-08 & Beyond

This topic will be discussed further at the December 5 meeting.

Dr. Hay discussed the curriculum separation issue especially the process by which the decision was made. Her role is to assure a process will be followed. The Chancellor is leaving this discussion to the campuses. There will be a joint task force to look at this issue. President Gee stated that the curriculum (or any) process should be done under a quadripartite system, and not in a vacuum or unilaterally. A question was posed about the 10+1 powers and whether it is a district or a college issue and how it is expressed. This will be discussed further.

B. Accreditation Visit Update

Dr. Kuni Hay passed out the draft schedule of the upcoming visit from the Accreditation Team. A final schedule will be forthcoming. President Gee reminded the Senate of the open forum from 3:00 to 3:45 in the Mishra Community Room and that they should bring their copy of the Accreditation Report for reference or discussion.

C. Priority List of Faculty Hiring Update

President Gee distributed a memo from Dr. Coon was regarding the hiring priority for faculty they are: 1. Counselor (bilingual), 2. Communications Studies, and 3. Engineering/Surveying. The list from the memo was discussed. The list also included a detailed rationale as to his decision. Appreciation was expressed for the detail of the justification in the memo from Dr. Coon.

D. SJCC Academic Senate Resolution on Spam

A District committee was being proposed but the Senates feel that this is a situation that should be handled as a charge to the Technology Committees.

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

President Gee distributed the update on the Fine Arts Building. Concern was expressed about the location of the site.

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
7. Institutional Effectiveness

F. Senate Committee

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
December 5, 2006

PRESIDENT

Henry Gee

VICE PRESIDENT

Harvey Gipson

TREASURER

Elaine Ortiz-Kristich

PAST PRESIDENT

Harry Lichtbach

BUSINESS & WORKFORCE

DEVELOPMENT

Harry Lichtbach

COUNSELING SERVICES

Elaine Ortiz-Kristich

Charlie Kahn-Lomax

VICE PRESIDENT AREAS

Vacant

LANGUAGE ARTS

Sravani Banerjee

Steve Blades

MATH & SCIENCE

Bruce Carroll

Bonnie Brown

NURSING & ALLIED HEALTH

Peggy Gorbach

SOCIAL SCIENCE, HUMANITIES,

ARTS & PE

Eric Narveson

John Carrion

AT-LARGE

Leticia Burke

Harvey Gipson

Adjunct

Blanca Ezquerro

Chi-Yin Pang

Guests: Octavio Cruz, Minerva Duke, Kuni Hay, Nancy Pawlyshyn

I. CALL TO ORDER

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 7 – approved with corrections, and November 14, 2006 - *deferred*

IV. RECOGNITION

V. PUBLIC COMMENTS (limited to only three minutes)

A suggestion was made to inquire into the use of trans-fats used in the prepared foods.

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
2. College Budget
3. College Safety/Facilities
4. Retention Matriculation
5. Staff Development
6. **Institutional Effectiveness:** Robin Hahn
7. College Curriculum
8. Archives
9. Graduation
10. Marketing
11. Outreach
12. Scholarship
13. Student Services
14. Resource Development

- B. #Tenure Review Committees
- C. #Screening Committees
- D. Senate Subcommittees

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

- A. **Resolution on Schedule of Classes - *deferred***
- B. **Proposal to Change IID Day to PDD Day**
 - 1. **Move to action** A motion was seconded and passed to move to Action.
 - 2. **Move to Change Name** A motion was made, seconded, and passed to support the name change.
- C. **District/College Curriculum Separation Update - *deferred***
- D. **District Policies/Procedures: Instructional (Chapter 4) and Student Services (Chapter 5)**

The information was distributed in previous meetings. Additional copies of the policies and procedures may be found in the “Documents for the Meetings” folder for November 7, 2006. In January, the Vice Presidents will be meeting with the two Academic Senate presidents to discuss the policies of chapters 4 and 5. Before this meeting is held, President Gee would like to meet with the various groups on campus to get feedback on the policies.
- E. **Community College Initiative – Proposition**

Professor Minerva Duke explained the Community College Initiative as a proposal to separate the community college system from the K through 12 system. The community college enrollments are on the rise while the K through 12 enrollments are on the decline. The major effect will be that tuition fees will be lowed. Professor Duke distributed brochures on the initiative and forms for students/staff/others to sign to get the initiative onto the July ballot. This separation should not affect the faculty voice in regards to the unions being separated.

 - 1. **Move to Action**

A motion was seconded and passed to move to Action.
 - 2. **Move to Support**

A motion was made, seconded, and passed to support the Community College Initiative.

VIII. DISCUSSION ITEMS

- A. **Adding Another Senate Meeting on the 12th or the 19th**

The Senate agreed that there is not a pressing need to hold another meeting this semester.
- B. **District Budget Procedure**

There is concern about the District budget procedures. There will be more work on this, this time involving the Academic Senates.
- C. **E-Mail Etiquette**

This will be discussed at the next College Council meeting. Senator Elaine Ortiz-Kristch asked for comments from the Senator’s divisions. Those comments should sent to the EVC Academic Senate Office.

IX. INFORMATION ITEMS (4:45 pm)

- A. **Course Management System Recommendation for 2007-08 & Beyond**

Kuni Hay, Vice President of Instructional Services gave a progress report on the District’s attempts to institute a new course management system software application. The choices have been narrowed down to WebCT 6.0 and Angel. A recommendation shall be made no later than January 2007.
- B. **EVC Strategic Execution and Engagement**

There is a memo from Dr. Coon. President Gee will send it to the Senate for discussion at next semester’s meeting. It mainly consists of budgeting information from Maas and Associates reports.

C. FA Update – Minerva Duke (see Action/Discussion Item E.)

D. Add Codes

A and R Director, Octavio Cruz presented a plan to utilize an add-code system as opposed to the current block-add forms in the form of a sticker with a specific code to be used to register by phone. The goal is to both streamline the add procedure for all and to get the faculty out of the process. The add cold will also check for co- and prerequisites. Any questions should be forwarded to the Academic Senate Office.

E. Dues Update

A newsletter will precede the dues request

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

The Council is still working on the Shared Governance Handbook

B. Board of Trustees

President Gee reported that the Board has approved the Emergency Preparation plan. Details and procedures are still being worked out. Also discussed was the Global Education Opportunity program and several groups who voiced opinions on the District land use which mainly focused on the plan to include a supermarket in the proposed retail center. The Evergreen Land Use task force will present their report to the SJ City Council, however, the date is unknown.

C. District Council-Henry Gee

D. Treasurer's Report

E. College Committees (1 minute @)

1. All College Curriculum

Eric Narveson, Chair, reported that the Committee is finished with their work for the semester. The committee passed about 30 courses. In Spring there will be three new AA degrees to be approved.

2. Campus Technology: Steve Mentor, Chair

3. Budget Committee: Sally Chumbley, Chair

4. Safety/Facilities: David Ames, Chair

5. Staff Development: Judy Rookstool, Chair

6. Retention/Matriculation

7. Institutional Effectiveness

F. Senate Committee

1. Distinguished Faculty Person of the Year

XI. ADJOURNMENT The meeting was adjourned at 4:50 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
February 6, 2007

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	John Carrion	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	<i>Vacant</i>	-----
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Chi-yin Pang	Absent

Guest: David Wain Coon and Judy Rookstool

- I. CALL TO ORDER:** President Gee called the meeting to order at 3:10 in the Gullo II 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 14, 2006 approved and December 5, 2006 approved as amended
- IV. RECOGNITION**
 - ❖ Betty Ann Owren, for her winter concert
 - ❖ Black History Month and the an exhibit at the EVC Library, as well as additional events to be announced
- 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
 2. **College Budget** – Lydia Botsford-Rodriquez
 3. College Safety/Facilities
 4. Retention Matriculation
 5. **Staff Development** – Andrea Mena
 6. **Institutional Effectiveness** – Kelley Wells

7. **College Curriculum** - Soledad Santos
 8. Archives
 9. Graduation
 10. Marketing
 11. Outreach
 12. Scholarship
 13. Student Services
 14. Resource Development
- B. #Peer Evaluation Committees**
1. **Steve Blades:** Sterling Warner
 2. **Nancy Wambach:** Scott Wilson
 3. **Ken Jardin:** Leticia Burke
 4. **Bill Silver:** Sravani Banerjee
- C. Screening Committees**
1. **Dean of Business and Workforce Development**
Harry Lichtbach, Soledad Santos, Janina Espinoza, Nasreen Rahim
 2. **Dean of Math and Science**
John Yu, Al Gonzalez, Teck Ky, Janice Toyoshima
 3. **Dean of Language Arts**
Richard Regua, Leticia Burke, Henry Gee, Harvey Gipson
 4. **Dean of Social Sciences, Humanities, Art, and PE**
Eric Narveson, John Payne, Arturo Villarreal, Judy Rookstool
 5. ***Counselor (Bilingual Vietnamese)**
Gam Nguyen, Rich Baiardo, Maria Elena Gressel, Hang Chu
 6. ***Instructional Assistant: Math** - Bob Lombard, Teck Ky
 7. ***Instructional Assistant: Physics** – Celso Batalha and Jose Valentin
 8. ***DSP Assistant III** – Robin Salak and Bonnie Clark
 9. ***Communications Instructor** – John Carrion
- D. Senate Subcommittees**

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

- A. District Policies/Procedures: Instructional (Ch 4) and Student Services (Ch 5) – update**
- B. E-Mail Etiquette**
Senator Elaine Ortiz-Kristich reintroduced the topic and distributed the e-mail guidelines as well as a resolution for Senate consideration. Different aspects of the document received comments from the Senate. At this point the document is advisory in nature. Suggested revisions will be made to clarify the resolution. A motion was made to table. *The motion was seconded and passed.*
- C. District/College Curriculum Separation Update - deferred**

VIII. DISCUSSION ITEMS

- A. District Budget Procedure**
President Gee distributed some documents about the budget. Discussion needs to take place to ensure that faculty inclusion is addressed concerning decision-making and who should be involved at the District level. President Gee’s statement about the process is that: 1. there is no decision making on the budget on the District level, 2. all budget processes be decided by the college within the college’s process, and 3. members of the District Budget committee would be part of the campus committee and therefore no new appointees from the faculty. This will be discussed further at the next meeting of the Senate, February 20th.

B. Staff Development Funding Request

Professor Judy Rookstool reported that the State of California is now providing increased funding for staff development. She stressed that, for the first time, non-technical money is available and will “sunset” in three years. All the pertinent information is in the public folders in MS Outlook. Dr. Rookstool will send out the letter again. President Gee asked the senators to inform their divisions.

C. Faculty Hiring Process/Instructional Equipment Process – *deferred*

IX. INFORMATION ITEMS (4:45 pm)

A. Hiring

President Coon reported on the plan for recruiting efforts he is making to staff the dean’s positions. He included a list of the web sites and publications in which the ads will be placed. Dr. Coon also presented a brochure and asked the senate if there was a publication with which they are familiar, to let him know so an ad may be placed there. He also mentioned attending a job fair/conference and spoke to many interested people there. Dr. Coon will also be attending the Association for California Community Colleges later in the month for recruitment purposes. He is hoping to have the job offers by May 1 and to have a sort of academy for the new deans. He also stated that he’s received the latest accreditation report which he will scan and make available.

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: Sally Chumbley, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation
7. Institutional Effectiveness

F. Senate Committee

1. Distinguished Faculty Person of the Year

XI. ADJOURNMENT – The meeting was adjourned at 5:05 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
February 20, 2007

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Absent
Social Science, Humanities, Arts, & PE	John Carrion	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Absent
Counseling Services	Charlie Kahn-Lomax	Absent
Vice Presidents Areas	<i>Vacant</i>	-----
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	Bonnie Brown	Absent
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Chi-yin Pang	Absent

Guest: Lauren McKee, Lana Strickland, Liz Vasquez

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

II. ADOPTION OF AGENDA (5 min)
 Additions/Deletions/Corrections Deleted: VIII. A. District Budget Procedure
 Items to be Deferred
 Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES: The Minutes of 2/06/07 were approved

IV. RECOGNITION - none

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
 2. College Budget
 3. College Safety/Facilities
 4. Retention Matriculation
 5. Staff Development
 6. Institutional Effectiveness
 7. College Curriculum
 8. Archives
 9. Graduation
 10. Marketing

11. Outreach
12. Scholarship
13. Student Services
14. Resource Development

B. #Tenure Review Committees

1. **Kara Potter:** Sandy DeWolfe (Kara's selection) and Lisa Hays (dean's selection)

C. Peer Review Committees

D. #Screening Committees

1. **CII/CIS Instructional Assistant** – Wendy Brashares
2. **Communications Instructor** – Karen Rowe-Tinsley

E. Senate Subcommittees

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

A. E-Mail Etiquette

There still seems to be confusion about the Memo of Understanding portion of the resolution. Senator Lichtbach brought in another version of e-mail guidelines and will get soft copies from the author and send it to the Senate after the wording is more closely checked. The documents will also be sent to the CTC, Steve Mentor, and Nasreen Rahim for review and comment. This will be further discussed at the Academic Senate meeting of March 6, 2007.

B. District Budget Procedures

President Gee referred to the budget documents distributed to the Senate at a previous meeting. He would like the processes and procedures adopted with the addition of the following: 1. the District committees do not make decisions, 2. the campus process in budget is the controlling factor and that anything done at the District level is brought back to the college and handled with the college process, and 3. the District committees are comprised of campus committee members. *This will be further discussed and voted upon at the Academic Senate meeting of March 6, 2007.*

C. District Policies/Procedures: Instructional (Chapter 4) and Student Services (Chapter 5)

President Gee distributed version N of the policies and stated that they are now ready to send to the Board. There will be a new version that would eliminate the ceiling on community service course fees. *This will be further discussed and voted upon at the Academic Senate meeting of March 6, 2007.*

VIII. DISCUSSION ITEMS

A. Faculty Person of the Year Timelines

Senator Lichtbach distributed the proposed nomination form, which is, besides the date, is exactly like the previous form. He also provided the Senate with a timeline. He asked that any changes that may be made be brought to the Senate next week to keep within that timeline. The plan and any changes to criteria for next year's selection. In addition, Professor Lichtbach proposed that the nominations be treated as such and not as ballots when making the final choice. *This will be further discussed and voted upon at the Academic Senate meeting of March 6, 2007.*

IX. INFORMATION ITEMS (4:45 pm)

A. Gullo Cafeteria – Trans-fats

The following is an e-mail received from Paul Lam to President Gee regarding the use of trans-fats in the Gullo Cafeteria:

On January 11th, I met with the Marketing Director of the Fresh & Natural, and asked him if trans fat was used for preparing food in the cafeteria. His response was that they didn't use trans fat, but vegetable oil only.

- B. Room Key Procedure**
Concern was expressed over the time it takes to obtain room keys from the District/Campus Police.
- C. Community College Initiative Fund Raising** – Barbara Hanfling – *deferred*
- D. Language Arts Dean Screening Committee Concerns**
Professor Lana Strickland addressed the Senate about her unease regarding the Senate’s selection for the committee. The Academic Senate assured Professor Strickland that they had made a fair decision according to an established process.
- E. Discipline Review*** - *deferred*

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**
Accreditation, institutional effectiveness, program reviews, and strategic planning are on the schedule for the spring semester.
- B. Board of Trustees**-Henry Gee reported that there was a new look to the agenda
- C. District Council**-Henry Gee
- D. Treasurer’s Report**
- E. College Committees** (1 minute @) *none given*
 - 1. All College Curriculum: Eric Narveson, Chair
 - 2. Campus Technology: Steve Mentor, Chair
 - 3. Budget Committee: Sally Chumbley, Chair
 - 4. Safety/Facilities: David Ames, Chair
 - 5. Staff Development: Judy Rookstool, Chair
 - 6. Retention/Matriculation
 - 7. Institutional Effectiveness
- F. Senate Committee**
 - 1. **Distinguished Faculty Person of the Year** (*see item VIII. B.*)

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
March 6, 2007

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	John Carrion	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	<i>Vacant</i>	-----
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Chi-yin Pang	Absent

Guest: Marjorie Clark

I. CALL TO ORDER: President Gee called the meeting to order at 3:09 in the Gullo II Conference Room

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections	<i>Corrected:</i>	VII. D. Put on consent
	<i>Added:</i>	IX. E Institutional Effectiveness Update
Items to be Deferred		
Adoption of Agenda (Including consent items marked #)		

III. APPROVAL OF MINUTES: The Minutes of 2/20/07 were approved

IV. RECOGNITION

- ❖ Tommie Smith's appearance on March 7, 2007 @ 5:30 p.m. for the President's Speakers Series
- ❖ The panel on GLBTQ and Marjorie Clark's efforts on Women's History Month
- ❖ The AFFIRM's Gospel Night concert and Harvey Gipson, Liz Eckford, and Keith Aytch
- ❖ Quincy Troupe and the Author's Guild work by Sterling Warner
- ❖ Abdie Tabrizi for returning to teaching Engineering to save the program

V. PUBLIC COMMENTS (limited to only three minutes)

Marjorie Clark spoke to the Senate on the District's procedures on Discrimination and Harassment. She urged the Senate to read the policy, as she believes it has many deficiencies. Professor Clark is concerned that the major recommendations were not addressed and the major components, especially timelines, were omitted. She distributed the DeAnza/Foothill procedure, which has better and more specific language. Her fear is that this policy will be adopted as it stands which is unacceptable in its current version. She would like campus constituents' involvement and will send the soft copy to the EVC Academic Senate office. This will appear as a discussion item for the March 20, 2007 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
2. College Budget
3. College Safety/Facilities
4. Retention Matriculation
5. Staff Development
6. Institutional Effectiveness
7. College Curriculum
8. Archives
9. Graduation
10. Marketing
11. Outreach
12. Scholarship
13. Student Services
14. Resource Development

B. Tenure Review Committees

C. #Peer Review Committees

1. **Rachel Rojas** – Richard Regua

D. Screening Committees

- #1. **English Instructional Support (Writing Center)** – Nancy Wambach
- #2. **Dean of Enrollment Services** – Elaine Ortiz-Kristich
- #3. **Communications Studies Instructor** – Paul Fong, Eric Narveson
- #4. **Dean of Math, Science, and Engineering** – Henry Estrada
- #5. **Dean of SSHAPE** – Frank Espinoza
6. **Dean of Math, Science, and Engineering Dean Vacancy**

Another e-mail appeal was made to faculty on March 6, 2007 after John Yu resigned.

E. Senate Subcommittees

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

A. E-Mail Etiquette

A motion was made to approve, with minor corrections, the E-mail Guidelines and the resolution that supports it. *The motion was seconded and passed.*

B. District Budget Procedures

A motion was made to approve the current procedures, which include the following principles.

1. District Committee: information-sharing, no decision making
2. All decision making on budget done through the college processes
3. Members of the District Committee will be from the respective college committees

The motion was seconded and passed.

C. District Policies/Procedures: Instructional (Chapter 4) and Student Services (Chapter 5)

The latest version, “O”, was distributed to the Senate for review. There are minor corrections pertaining to funds and community education classes. A motion was made to accept the latest version. *The motion was seconded and passed.*

D. Faculty Person of the Year Timelines – approved

VIII. DISCUSSION ITEMS

A. **Equivalency Training:**

There was an equivalency training session Monday, March 5, 2007. A copy of the Power Point presentation will be sent to the Senate for review and comment by members of their divisions. President Gee suggested that the Senate explain the equivalency process and requirements to their constituents. The training session interval, either three, four, or five years between sessions, needs additional Senate consideration as to how often should be to have committee members trained and comfortable with the equivalency process and changes that occur at the State level.

IX. INFORMATION ITEMS (4:45 pm)

A. **Community College Initiative Fund Raising**

This is now going to be on the ballot. However, funding for the initiative is needed. Dr. Coon is matching up to \$1000.00 for funds received.

B. **Discipline Review**

Every three years the State Academic Senate goes through the list of disciplines and their groupings. This topic will be addressed during the Spring Plenary Session in April.

C. **Committee Charges**

The charges for the Staff Development and All College Curriculum Chairs were distributed by e-mail to the Senate. The Staff Development Chair position will be open for self-nominations in April.

D. **Graduation Committee**

President Gee announced that there are faculty openings for the Graduation Committee.

E. **Institutional Effectiveness**

The latest "map" was distributed to and reviewed with the Senate. There will be a general meeting of the college community on Friday, April 13, 2007.

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**- Elaine Ortiz-Kristich – The Shared Governance Handbook is near completion.

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: Sally Chumbley, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation
7. Institutional Effectiveness

F. **Senate Committee**

1. **Distinguished Faculty Person of the Year**

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
DRAFT MINUTES
March 20, 2007

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	John Carrion	Absent
Business & Applied Technology	Harry Lichtbach	Absent
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	<i>Vacant</i>	-----
Language Arts	Steve Blades	Present
Language Arts	Stravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Chi-yin Pang	Absent

Guest: Marjorie Clark, Liz Vasquez, Kelley Wells, Gemma Whelen

I. CALL TO ORDER: President Gee called the meeting to order at 3:09 in the Gullo II 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 – March 6, 2007 – approved with changes

IV. RECOGNITION

❖ Latina Leadership Network conference in Modesto

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
2. College Budget
3. College Safety/Facilities
4. Retention Matriculation
5. Staff Development
6. Institutional Effectiveness
7. College Curriculum
8. Archives
9. Graduation

10. Marketing
11. Outreach
12. Scholarship
13. Student Services
14. Resource Development

B. Tenure Review Committees

C. Peer Review Committees

D. Screening Committees

- #1. Dean of Math, Science, and Engineering Dean Vacancy – Jose Valentin**

E. Senate Subcommittees

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

A. Equivalency Training

Requirements are being revisited. A three-year training interval is suggested to keep up with any changes. A copy of the Power Point presentation was placed into EVC Academic Senate folder. If there is a change in the FSA requirements, those in that field should have that training to make them aware of those changes. President Gee will ask the past Academic Senate presidents if they would like to assist with the training workshops. A notice will be sent to faculty announcing the new training interval and President Gee will reserve a room for April and May training sessions, to be held on a Wednesday and a Thursday in order to accommodate more faculty member’s class schedules. He is also considering a Friday morning session. Adjunct faculty members are welcome to attend training sessions. A motion was made to have training at three-year intervals. *The motion was seconded and passed.*

VIII. DISCUSSION ITEMS

A. District Discrimination and Harassment Procedures

Professor Marjorie Clark explained that she was not addressing the Senate as herself, but as a representative for a group of women who have gotten together to look at the harassment and discrimination procedures. They have written recommendations, which she reviewed with the Senate. First, the group she is representing believes in the spirit of shared governance and Title V. The procedures should have been reviewed by a group and not just given to the various constituencies for approval. There are some procedural problems, which she outlined. Their recommendations were given to Anita Morris and President Coon. They discussed their concerns and the fourteen recommendations that were forwarded in hopes of their being incorporated into the District policy. The Foothill/DeAnza policy was used as a model for SJECCD.

Rick Wagner, DSP Counselor, presented additional information, such as an ombudsman on campus. This will be on the agenda on April 17.

B. Global Education Opportunity

Professor Kelley Wells visited the Senate to seek approval for the proposed Global Education Opportunity resolution. Professors Marjorie Clark and Gemma Whalen reported on the recent trips to Vietnam and Mexico. They cited the trips were very rewarding, on many levels, for both the students and the countries they had visited. Professor Joy Chase addressed the issue of expanding the college’s international student program and cited the many advantages for it. There would be an economic advantage with foreign students, who would pay much higher tuition. A suggestion was made to provide the joint statement made with GEO and the Chancellor to the senate, as well as the Vietnamese community’s input.

IX. INFORMATION ITEMS (4:45 pm)

A. Accreditation Report

President Gee feels that the latest accreditation report was very commendable for the school. He mentioned Student Services in particular with the emphasis being on student learning outcomes. The next Midterm Update Report is due in October.

B. Maas Recommendations

The Maas group finished their study and came up with a series of recommendations. The Institutional Effectiveness Committee is taking these suggestions and incorporating them into organizational transformation. This will be discussed at the April 17 meeting.

C. Institutional Effectiveness Update - deferred

D. Scholarship Readers Needed

Sravani Banerjee, Elaine Ortiz-Kristich, and Charlie Kahn-Lomax volunteered to read.

E. Academic Senate Elections, Officers

President Gee asked the Senate to consider the elections for Senate members and officers. The elections will be held in May.

F. Counseling Resolution on Business 60 and Math 63

A copy of the counseling resolution was given to the Senate and President Gee suggested that the ACCC speak to the disciplines involved. President Gee will bring this up at the Business and Workforce Development division meeting. The resolution is in the EVC Academic Senate folder in documents for the meeting for March 20, 2007.

G. Spring Plenary Session <http://www.asccc.org/Events/sessions/spring2007/welcome.html>

Anyone wishing to attend this conference should email the EVC Academic Senate office.

H. Final Report of Spam Solution

The District instituted a spam solution on March 2, 2007. A copy of the report was given to the Senate.

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: Sally Chumbley, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation
7. Institutional Effectiveness

F. Senate Committee

1. Distinguished Faculty Person of the Year

XI. ADJOURNMENT - President Gee adjourned the meeting at 5:05 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
April 17, 2007

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	John Carrion	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	<i>Vacant</i>	-----
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Absent
Adjunct	Blanca Ezquerro	Absent
Adjunct	<i>Vacant</i>	-----

Guest: Hue Le, Gam Nguyen, Kelley Wells

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

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections	Added:	VIII. C. Academic Renewal
		IX. G. Adjunct Vacancy
		H. Emergency Procedures
Items to be Deferred	Deferred:	VII. A. Discrimination & Harassment
		VIII. A. Assessment Retest Policy

A motion was made to table VII. B. Global Education Opportunity.

A vote was taken which tied and President Gee broke the tie and it remained on the agenda .

Adoption of Agenda (Including consent items marked #) *adopted as amended*

III. APPROVAL OF MINUTES – March 20, 2007: *approved as submitted*

IV. RECOGNITION

- ❖ Desi Club Fashion and Dance Show
- ❖ Upcoming ASPIRE Comedy Show on April 27, 2007

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
2. College Budget
3. College Safety/Facilities
4. Retention Matriculation
5. Staff Development
6. Institutional Effectiveness

7. College Curriculum
 8. Archives
 9. Graduation
 10. Marketing
 11. Outreach
 12. Scholarship
 13. Student Services
 14. Resource Development
- B. Tenure Review Committees**
- C. Peer Review Committees**
- D. Screening Committees**
- A. **#Librarian** – Shelley Blackman and Joy Chase
 - B. **#Sr. Administrative Assistant: Business & Workforce Development**
R.J. Ruppenthal and Lynette Apen
 - C. **#CIS Lab Instructional Support** – Sandra Wise
- E. Senate Subcommittees**

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

- A. District Discrimination and Harassment Procedures** – Marjorie Clark- *deferred*
- B. Global Education Opportunity**
Professor Kelley Wells appeared before the Senate in support of the Global Education Opportunity resolution. Professor Wells would like this resolved and has been asked to return to a Senate meeting. He expressed his willingness to address and include sensitive issues in the resolution. A concern was expressed about the Academic Senate only being involved with the resolution “after the fact”. A motion to adopt the Global Education Opportunity resolution. *It was seconded, but did not pass.*
- C. Counseling Resolution on Business 60 and Math 63**
The issue was deferred to the All College Curriculum meeting but was not yet addressed there due to time constraints. Senator and ACCC Chair, Eric Narveson asked if the Senate still wants to wait for the ACCC’s advice. It has not been fully discussed in the Business and Workforce Development division. The resolution can be found in the Outlook folder under Academic Senate documents for the meeting for this date
- D. Spring Plenary Session** <http://www.asccc.org/Events/sessions/spring2007/welcome.html>
President Gee encouraged senators to attend the conference, which is local, as always, in spring. Key resolutions were distributed and President Gee reviewed them with the Senate. He will be attending and voting at this year’s session.
- E. Distinguished Faculty of the Year Schedule**
More information is needed before a name can be selected. This will be discussed and finalized at the next meeting.

VIII. DISCUSSION ITEMS

- A. Assessment Retest Policy** - *deferred*
- B. Staff Development Chair**
An e-mail announcing the vacancy has been sent. President Gee asked that the senators also try and find volunteers for the position.
- C. Academic Renewal**
Senator Elaine Ortiz-Kristch presented language for a new policy on academic renewal procedures. It is from Hartnell College and is located in the Outlook folder under EVC Academic Senate documents for the meeting for this date.

IX. INFORMATION ITEMS (4:45 pm)

A. Academic Senate Elections and Senate Officers

The current timeline is for May 1 nominations and May 15 election results. President Gee passed around a roster and noted which senators were in their final year and whose seat is up for reelection. Senators up for reelection are Harry Lichtbach, Business and Work Force Development, Elaine Ortiz-Kristich, Counseling; Steve Blades, Language Arts; Bruce Carroll, Math, Science, and Engineering; and Peggy Gorbach, Nursing and Allied Health. The one at-large seat that is up for election will be addressed in fall, 2007, as usual. President Gee will be running again for the presidency of the Senate and encouraged other senators to run for that and other officer positions. During the conversation, the issue of faculty openings was addressed and it was agreed that the Senate needs to be involved at the beginning of the process.

B. Standing Committee Member Selection

President Gee reminded the Senate that they need to help there divisions staff the following committees for next year:

- College Technology
- College Budget
- College Safety/Facilities
- Retention Matriculation
- Staff Development
- Institutional Effectiveness
- College Curriculum

C. Scholarship Update

The scholarship money has been disbursed, however, as of today's meeting, the scholarship applications have not been read.

D. Maas Recommendations (see below)

E. Institutional Effectiveness Update

President Gee praised the turnout for the April 13th session.

F. Special Meeting Next Week: April 24, 3:00 until 4:00

There will be a special meeting regarding AB540 students. Chancellor Perez, the DAC, and students will be invited to attend.

G. Vacant Adjunct Senate Seat

President Gee declared the seat vacant since Senator Chi-yin Pang is no longer teaching at EVC.

H. Emergency Preparedness

This will discussed further at the May 1, 2007 meeting.

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: Sally Chumbley, Chair
4. Safety/Facilities: David Ames, Chair
5. Staff Development: Judy Rookstool, Chair
6. Retention/Matriculation
7. Institutional Effectiveness

F. Senate Committee

1. Distinguished Faculty Person of the Year

XI. ADJOURNMENT

President Gee adjourned the meeting at 5:00 with a moment of silence to remember the victims of the Virginia Tech shooting.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
April 24, 2007

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Absent
Social Science, Humanities, Arts, & PE	John Carrion	Absent
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	<i>Vacant</i>	-----
Language Arts	Steve Blades	Absent
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	<i>Vacant</i>	-----

Guests: Adrienne Burns, David Coon, Bayinaah Jones, Elizabeth Nava, Rosa Perez, Judy Rookstool, and Elizabeth Vasquez,

I. CALL TO ORDER

President Gee called the meeting to order in the Mishra Community Room at 3:10.

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections

Items to be Deferred

Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES

IV. RECOGNITION

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
2. College Budget
3. College Safety/Facilities
4. Retention Matriculation
5. Staff Development
6. Institutional Effectiveness
7. College Curriculum
8. Archives
9. Graduation

10. Marketing
11. Outreach
12. Scholarship
13. Student Services
14. Resource Development

- B. Tenure Review Committees**
- C. Peer Review Committees**
- D. Screening Committees**
 1. #Librarian – Janice Toyoshima
- E. Senate Subcommittees**

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

VIII. DISCUSSION ITEMS

IX. INFORMATION ITEMS

A. AB 540

SJECCD Chancellor Rosa Perez and Director of Institutional Initiatives Bayinaah Jones gave a presentation on the proposed Assembly Bill 540, which addresses undocumented students in the college systems. The presentation is in the MS Outlook Folder under EVC Academic Senate > Documents for Meetings > April 24, 2007 and has already been sent to college via email by Dr. Perez.

The main points of the AB 540 students presentation were that students

- are eligible if they had three years of high school attendance
- are a high school graduate, or have a GED
- will be eligible to pay in-state tuition for California state colleges
- are not able to qualify for federal financial aid
- are subject to student-school privilege where info is not to be disclosed to third parties (FERPA)

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: Sally Chumbley, Chair
 4. Safety/Facilities: David Ames, Chair
 5. Staff Development: Judy Rookstool, Chair
 6. Retention/Matriculation
 7. Institutional Effectiveness
- F. Senate Committee**
 1. Distinguished Faculty Person of the Year

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
May 15, 2007

President	Henry Gee	Present
Past President	Harry Lichtbach	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	John Carrion	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	<i>Vacant</i>	-----
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Bruce Carroll	Absent
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Leticia Burke	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 in the Gullo II conference room at 3:11 p.m.

II. ADOPTION OF AGENDA (5 min)

Additions/Deletions/Corrections *Added:* VII.E. Executive Committee Vacancies
 IX. G. Report on UC Merced

Items to be Deferred

Adoption of Agenda (Including consent items marked #) - *adopted as amended*

III. APPROVAL OF MINUTES: May 1, 2007 – *approved with changes.*

IV. RECOGNITION

- ❖ President Gee for all his work throughout the year, especially with the policies and procedures
- ❖ All the retirees and their contributions to EVC
- ❖ Michelle LeBleu-Burns for her contributions to EVC

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 Adams-Stryker, At Large; Bill Silver, Language Arts; Kevin McCandless, Math, Science, and Engineering
2. **Budget:** Jack Baker, Math, Science, and Engineering
3. College Safety/Facilities
4. **Retention Matriculation:** Bob Lombard: Math, Science, and Engineering; Pat Perkins and Bonnie Clark Counseling and Matriculation
5. **Staff Development:** John Yu: Math, Science, and Engineering
6. **Institutional Effectiveness:** Abdie Tabrizi: Math, Science, and Engineering
7. **College Curriculum:** Janice Toyoshima: Math, Science, and Engineering
8. **Archives:** Chui Hwang: Math, Science, and Engineering
9. Graduation

10. Marketing
 11. Outreach
 12. Scholarship
 13. Student Services
 14. Resource Development
 15. **EEO Advisory Committee** – Marjorie Clark
 16. **PRC** – Steve Blades and Jose Valentin
- B. Tenure Review Committees**
- C. Peer Review Committees**
- D. Screening Committees**
1. **#EOP&S Eligibility Specialist:** Gam Nguyen
- E. Senate Subcommittees**

VII. ACTION/DISCUSSION ITEMS

(Items with * have related documents posted in Outlook Public: “EVC Academic Senate”: “Documents for Meetings”)

- A. Academic Senate Officer Election Results**
President Henry Gee was reelected, as was Vice President Harvey Gipson and Treasurer Elaine Ortiz-Kristich. There were five invalid ballots and two ineligible ballots.
- B. Curriculum Institute in San Diego** - Eric Narveson and Nasreen Rahim will be attending.
- C. Leadership Conference at the Hayes Mansion in San Jose** – There are some spots left.
- D. Staff Development Chair**
There are still no volunteers. A motion was made authorizing the executive committee of the Senate to choose a Staff Development chair if someone volunteers to serve; otherwise, wait until the first meeting of the fall and the Senate will decide then. *The motion was seconded and passed.*
- E. Academic Senate Executive Committee Vacancies**
There are two openings for the at-large positions on the Committee. Steve Blades, Bonnie Brown, and Eric Narveson volunteered to serve. A vote was taken and Bonnie Brown, and Eric Narveson were elected to be on the Executive Committee.
- F. College Council Appointment**
A motion was made to reappoint Elaine Ortiz-Kristich to serve on the Council.
The motion was seconded and passed.

VIII. DISCUSSION ITEMS

- A. Faculty Openings and Hiring**
President Gee asked the senators to alert their divisions to start thinking about possible hiring needs.
- B. Equivalency Training Sessions**
Proposed: meetings to be held in September and October, one meeting each month—one on Monday afternoon the other on Thursday. President Gee asked the senators to contact the Academic Senate office if interested. It will be possible to hold an equivalency during a division meeting. President Gee needs an hour to give the presentation.
- C. Equivalency Matters of Practice**
1. **Equivalency Database**
The file includes action taken on faculty, with date, committee members and action.
 2. **Document Centralization**
Copies of equivalency determination form on file in the Senate Office hereafter.

IX. INFORMATION ITEMS

- A. Senate Member Election Results from Divisions**
Henry Estrada will represent Math, Science, and Engineering. Eric Narveson will represent SSHAPE again for a two-year term.

- B. District Resolution on Its Commitment to Fight Global Warming**
A resolution addressing the global warming concern and affirming the Board's commitment to fighting it was presented to the Senate. President Gee will get an e-copy from the District.
- C. EVC Academic Affairs Reorganization**
President Gee distributed the newly approved chart and the Senate discussed the document.
- D. Global Education Task Force**
President Gee has withdrawn the resolution by Professor Kelley Wells. A task force will be set up at the request of Dr. Coon to investigate the situation. The task force will be formed in the fall to develop policy and procedure to have more clarity.
- E. Memorial Grove**
There is a movement afoot to revitalize the Memorial Grove memorializing EVC employees. The endeavor has become a subcommittee of the Archives Committee and Bill Jacobs, with some biology faculty, will be asked for help with guidelines and other details.
- F. District Land Use Update**
There are requests from developers for housing (40% affordable), a joint library venture, and a large supermarket.
- G. College Council Appointment**
A motion was made to move this to action. *The motion was seconded and passed.*
- H. Report on UC Merced**
Senator Elaine Ortiz-Kristich gave a short report on the new campus. She reported on some of the highlights of her visit: a school of engineering, a proposed nursing program, a partnership with Yosemite National Park, among other innovative developments.

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**
President Gee gave the report and said that the Budget Committee gave their report to the Council and included a summary of requests. The Shared Governance Handbook was approved.
- B. Board of Trustees**
President Gee reported that at the last board meeting where Maas and Associates gave a report. Also, the District Police Chief discussed security in the wake of the Virginia Tech killings and he reported on how the campus would be alerted if there were an emergency. It was agreed that emergency communications on campus are lacking.
- C. District Council**
- D. Treasurer's Report: none given**
- E. College Committees (1 minute @)**
 - 1. All College Curriculum:**
Senator and ACCC Chair Eric Narveson reported on the latest ACCC activities by the committee such as the 71 courses that were approved (up from the average of 51 courses.) There is a new academic AA degree in Ethnic Studies and two more are pending in the fall. The ACCC is working on a telecourse form; there is already an online form. There is a plan to project the meeting information in an attempt to use less paper. The committee needs a new meeting location to facilitate this. They are going to visit Cañada College, who operate entirely electronically.
 - 2. Campus Technology: Steve Mentor, Chair
 - 3. Budget Committee: Sally Chumbley, Chair
 - 4. Safety/Facilities: David Ames, Chair
 - 5. Staff Development: Judy Rookstool, Chair
 - 6. Retention/Matriculation: Victoria Lugo, Chair
 - 7. Institutional Effectiveness
- F. Senate Committee**

XI. ADJOURNMENT – The meeting was adjourned at 4:45 p.m.