

## 2007-2008 Academic Senate Minutes

September 18, 2007

October 2 2007

October 16, 2007

November 6, 2007

November 20, 2007

December 4, 2007

February 5, 2008

February 19, 2008

March 4, 2008

April 1, 2008

April 15, 2008

May 6, 2008

**EVERGREEN VALLEY COLLEGE**  
**A C A D E M I C   S E N A T E**  
**MINUTES**  
**September 18, 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	Henry Estrada	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	<i>Vacant</i>	-----

**Guests:** Lynn Apen, Keith Aytch, David Wain Coon, Mark Gonzalez, MariaElena Gressel, Jonathan King, Victoria Lugo, Lourdes Villarreal, Wei Zhou

**I. CALL TO ORDER**

President Gee called the meeting to order in the Mishra Community room at 3:00 p.m.

**II. ADOPTION OF AGENDA (5 min)**

Items to be Deferred    Information B. By Laws/Standing Rules  
 Adoption of Agenda (Including consent items marked #) - *adopted as amended*

**III. APPROVAL OF MINUTES: May 15, 2007 – approved with changes.**

**IV. RECOGNITION**

- ❖ Eric Narveson and Paul Fong’s presentation on the Constitution
- ❖ Latino Heritage Month
- ❖ The Author Series featuring Judith Stone

**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:**  
 David Hendricks–SSHAPE,  
 Rozanne Lopez–Nursing & Allied Health,  
 David Eisenberg–Business & Workforce Development
- 2. College Budget**

- Doug Threet–SSHAPE
3. **College Safety/Facilities:**  
Jack DaSilva and John Payne–SSHAPE  
Susan Wetzel–Nursing & Allied Health,  
David Ames and Brad Bergholdt–Business & Workforce Development

4. **Retention Matriculation**  
Barbara Tidsdale—Nursing and Allied Health  
Randy Pratt–SSHAPE

5. **Staff Development:**  
Betty Ann Owren–SSHAPE  
Linda Hoogendijk–Nursing & Allied Health  
Tina Shaner– Business & Workforce Development

6. **Institutional Effectiveness:**  
Kelley Wells–SSHAPE  
Rama Ruppenthal– Business & Workforce Development

7. **College Curriculum:**  
Brad Carothers–SSHAPE  
Felicia Mesa–Nursing & Allied Health,  
Soledad Santos–Business & Workforce Development

8. **Archives**  
Larry Crummer–SSHAPE  
Chui Hwang–Math, Science, and Engineering  
Joy Chase—Learning Resource/Library

9. Graduation

10. **Marketing**  
David Eisenberg–Business & Workforce Development

11. Outreach

12. Scholarship

13. Student Services

14. Resource Development

**B. Tenure Review Committees**

1. **Linda Hoogendijk**—Dr. Lisa Hays (Linda’s pick) and Rozanne Lopez (Dean’s pick)  
2. **Kara Potter**—Sandy DeWolfe (Kara’s pick) and Dr. Lisa Hays (Dean’s pick)  
3. **Susan Wetzel**— Sandy DeWolfe (Sue’s pick) and Janice Toyoshima (Dean’s pick)

**C. Peer Review Committees**

**D. #Screening Committees**

1. **Tutoring Center Coordinator**  
2. **EOP&S Director** – Robin Salak and Charlie Kahn-Lomax  
3. **@One Training Coordinator** – Nasreen Rahim  
4. **Title V HSI Transfer Project Program Assistant** – Frank Espinosa and Richard Regua  
5. **FasTrack Staff Assistant II**—Andrea Mena  
6. **Nursing Instructor** – Rich Baiardo

**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

### A. **Accreditation: First Reading**

President Henry Gee reported on the progress of accreditation. The next draft will be sent to the October 1, 2007 College Council meeting for approval. The folders will be up on the MS Outlook folder at that time.

### B. **Faculty Hiring Needs**

President Coon expressed his contentment for the way the semester has begun and he cited a 5% increase in enrollment. Dr. Coon explained the timeline for faculty hiring and provided a packet of information to illustrate the vacancies, replacements, and plans for hiring new faculty. He is committed to having the discussions early in the semester and keeping them inclusive. The plan is to have the list of faculty hires ready by the end of October. Dr. Coon and the Senate reviewed and discussed the packet of information. The faculty are currently talking within their divisions and their recommendation will be passed on to the deans and then to President Coon.

### C. **Academic Senate Committee**

#### 1. **Senate Scholarship Committee - deferred**

#### 2. **Distinguished Faculty-Person of the Year**

DFPOTY committee member, Harry Lichtbach suggested that three processes be examined: how to get nominations, how to make the selection, and what the Senate role is in making the selection. There was some agreement that the criteria needs to be focused more on the quality of the nominations rather than the quantity of votes cast for a particular professor.

### D. **Equivalency Training Sessions**

President Gee has set up some days for the sessions. If there is a specific need by a division to hold a special session then President Gee and the Senate Office should be contacted. There was a question about requiring deans and management to also attend. President Gee stated that there were some equivalency topics addressed at the deans' academy held this past summer. He also stressed the need to work with SJCC and to uphold academic standards

### E. **Directed Study: Omission from the College Catalog**

There was a concern regarding the perceived omission of the directed study option in the catalog. Senator and ACCC Chair, Eric Narveson explained that the option still exists in every department. The forms, which were approved by the All College Curriculum Committee, are available in the deans' offices.

## IX. INFORMATION ITEMS

### A. **Shared Governance Handbook**

The Handbook is 95% complete and awaiting printing. It still needs to be approved by the College Council.

### B. **By Laws/Standing Rules - deferred**

### C. **Board Policies: Chapter Four Update**

The policies document will be reviewed by the two college presidents on September 19<sup>th</sup>.

### D. **Staff Development Chair**

There is still not a chair for the committee. President Gee will prepare an announcement to be distributed to the faculty. Concern was expressed about faculty members who were waiting for approval to attend conferences. The first meeting is on Thursday, September 20. President Gee might have to fill in until a replacement is found. A suggestion was made to appeal to Judy Rookstool, former chair, who retired last semester, to return on a temporary basis and President Gee will look in to it.

### E. **Curriculum Approved by Board**

There is a proposal to have the Board approve curriculum twice a year. The faculty was not consulted and the ramifications of such a change are unknown. The Senate was reminded that this is one of the areas that the Senate has purview over.

**F. Senate Election**

The ballots will be placed into the faculty's mailboxes tomorrow, Wednesday, September 19<sup>th</sup>.

**G. Recognition of New Deans**

The new deans were introduced to the Senate.

**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 distributed copies of the 2007-2008 adoption budget. He reported that FTEs from summer are being used for fall semester. Additionally, there was unbudgeted revenue of \$1,735,000 from various sources, which will be added to the general fund reserve.

**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: vacant
6. Retention/Matriculation: Victoria Lugo, Chair
7. Institutional Effectiveness

**F. Senate Committees**

**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 2, 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	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	Henry Estrada	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	<i>Vacant</i>	-----

**Guests:** Lynn Apen, Jack Baker, Debbie de la Rosa, Margaret Goka, Mark Gonzales, Chui Hwang, Jonathan King, Teck Ky, Rachel Lazo, Lori, LuJan, Victoria Lugo, Felicia Mesa, Mark Navarro, Randy Pratt, Richard Regua, Abdie Tabrizi, José Valentin, Sterling Warner, Gemma Whalen, John Yu, Wei Zhou

**I. CALL TO ORDER** - President Gee called the meeting to order in Gullo II at 3:00 p.m.

**II. ADOPTION OF AGENDA** (5 min)

Additions/Deletions/Corrections

Added:

3. Language Arts
  - a. English
  - c. English (50% Enlace)
4. SSHAPE
  - c. Soccer Coach
  - d. Art History
5. Business and Work Force Development
  - c. CADD
  - d. Automotive
6. Counseling and Matriculation
  - a. AFFIRM
  - b. Articulation
  - c. Growth and Retention

Placed on consent:	Committees	B.	Tenure Review Committees
Corrected:	Information	A.	Accreditation: First Reading should be <u>second</u>
Moved:		D.	Senate Election Results to A.

Items to be Deferred

- |             |                                 |
|-------------|---------------------------------|
| Information | A. Shared Governance Handbook   |
|             | B. Curriculum Approval by Board |

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

**III. APPROVAL OF MINUTES:** September 18, 2007 – *deferred*

**IV. RECOGNITION AND ANNOUNCEMENTS**

**Recognition:**

- ❖ MariaElena Gressel was appointed by the State Academic Senate of the California Community College to participate on the Counseling and Library Faculty Issues Committee and the System Office Counseling Advisory Committee for the 2007-2008 academic year.

**Announcements:**

- ❖ Wednesday, October 3<sup>rd</sup> at 12:30, the President's Speakers Series will be held in Montgomery Hall on the topic of Melendez vs. the City of Westminster.
- ❖ Thursday, October 4<sup>th</sup> the TLC Office will be having an open house from 12:00 to 1:30.

**V. PUBLIC COMMENTS** (limited to only three minutes)

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**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
12. Scholarship
13. Student Services
14. Resource Development

**B. #Tenure Review Committees**

1. **Todd Marvin:** Steve Mentor replaces Keith Aytch (dean's) (since replaced by B. Silver)

**C. #Screening Committees**

1. **Nursing Instructor** – Barbara Tisdale and Felicia Mesa
2. **Tutoring Center Coordinator** – Elaine Ortiz-Kristich and Hue Le

**D. Senate Subcommittees**

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

**VIII. DISCUSSION ITEMS**

**A. Accreditation: Second Reading**

The Report is still in draft form and is located in the MS Outlook folders. The finalized document will be available for at the October 16, 2007 Academic Senate meeting. A motion was made to authorize President Gee to sign for the Senate. *The motion was seconded and passed.*

**B. Faculty Hiring Needs**

President Gee allotted five minutes per faculty hiring position and two additional minutes for each position if there were questions. Senators were provided with a faculty hiring form from most of the requesting faculty who were presenting. A priority ballot will be sent out later in the week and

will be due on Friday, October 5, 2007. The ballot forms will be tallied as soon as possible the final week. The following positions were presented:

1. **Nursing and Allied Health** (3 positions sought)
2. **Math, Science, and Engineering**
  - a. Chemistry
  - b. Mathematics
  - c. CET
3. **Language Arts**
  - a. English
  - b. English (50% Enlace)
  - c. Reading
4. **SSHAPE**
  - a. Political Science/Social Science
  - b. Theatre Arts: Technical Director-Set/Light Designer
  - c. Soccer Coach
  - d. Art History
5. **Business and Work Force Development**
  - a. Accounting
  - b. Business/New Programs
  - c. CADD
  - d. Automotive
6. **Counseling and Matriculation**
  - a. AFFRIM
  - b. Articulation
  - c. Growth and Retention

**C. Academic Senate Committee**

1. **Senate Scholarship Committee**
2. **Distinguished Faculty-Person of the Year**

**IX. INFORMATION ITEMS**

**A. Senate Election Results**

Harvey Gipson was re-elected as one of the at-large senators. Blanca Ezquerro was re-elected to one adjunct position; the other adjunct seat is being decided in a run-off election.

**B. Shared Governance Handbook- *deferred***

**C. By Laws/Standing Rules- *deferred***

**D. Board Policies: Chapter Four Update- *deferred***

**E. Staff Development Chair**

President Gee will work with the committee to formulate a job description/list of duties as well as a form that interested persons will complete that will address their plans as chair. A vice-chair will be appointed in the meantime to get the staff development operations up and running.

**F. Curriculum Approved by Board – *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
- 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: vacant
  - 6. Retention/Matriculation: Victoria Lugo, Chair
  - 7. Institutional Effectiveness
- F. Senate Committees** (appointment process proposal)
  - 1. Staff Development Chair**
  - 2. ACCC Chair**

**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 16, 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	Henry Estrada	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	Margaret Goka	Present

**Guests:** Mark Navarro, Anna Ramos, Marion Wronsky

- I. CALL TO ORDER** - President Gee called the meeting to order in SC107 at 3:00 p.m.
- II. ADOPTION OF AGENDA** (5 min)  
 Additions/Deletions/Corrections  
 Items to be Deferred  
 Adoption of Agenda (Including consent items marked #)
- III. APPROVAL OF MINUTES:** September 18 and October 2, 2007 - approved
- IV. RECOGNITION AND ANNOUNCEMENTS**
- ❖ The ECCTYC conference was well-attended by the Language Arts Faculty, some of whom were also presenters
  - ❖ Latino Heritage Month
  - ❖ Veteran's Day Ceremony on November 7th
  - ❖ Annual Tank Tour, Sunday, October 28, 2007
  - ❖ President's Speakers Series on the topic of Melendez vs. the City of Westminster
- 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.)

The EVC drop policy was discussed after an adjunct professor was questioned after dropping a student who had excessive absences and other issues. The drop policy appears to have been removed from the catalog. It was noted that the policies in the catalog and student handbook that have not been reviewed or agreed upon by faculty or any other constituency group. The policies are going through revision now. The Senate was reminded that this is one of the areas of responsibility of the Senate.

## 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:** Steven Mentor and Bill Silver, Language Arts
2. College Budget
3. College Safety/Facilities
4. Retention Matriculation
5. Staff Development:
6. Institutional Effectiveness
7. **College Curriculum:** Shelley Blackman, Library
8. Archives
9. Graduation
10. Marketing
12. Scholarship
13. Student Services
14. Resource Development

### B. #Tenure Review Committees

1. **Ambica Gill**  
Karen Rowe-Tinsley (Ambica's Choice), Eric Narveson (dean's choice)
2. **Sara Jacome**  
Eric Narveson (Sara's Choice), Minerva Duke (remaining) (dean's choice)
3. **Todd Marvin**  
Bill Silver (Replaces Keith Aytch (dean's choice) corrected from last meeting.)
4. **Shelley Blackman:** Carol Bristow (dean's choice)

### C. #Screening Committees

1. **EOP&S Director:** Hanh Deng

### D. Senate Subcommittees

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

### A. Accreditation Final Document

The document is currently being reviewed and is located, in draft form, in the public folders.

### B. PRC Vacancy

The faculty has been alerted to the vacancy, which should be filled during the next meeting. The person selected should commit to 2 to 3 years to the committee.

## VIII. DISCUSSION ITEMS

### A. Faculty Hiring Needs Update

1. **Report from Deans**
2. **Senate Results**

Both priority lists (the deans' and the Senate's) were reviewed and there is a 50% agreement on the results of the ranking of the faculty hires. President Gee asked the Senate if they wanted to change their rankings and, after discussion, the Senate agreed to keep to their list as it was submitted.

### B. Academic Senate Committee

1. **Senate Scholarship Committee** (see item E)
2. **Distinguished Faculty-Person of the Year**  
President Gee suggested multiple ballots until the selection is made by the Senate. A list of previous winners will be made available.

### C. Equivalency Training Sessions

The next session will be held on Wednesday, October 17<sup>th</sup> in SC107. President Gee will postpone this until the following week.

- D. Application for the At-large Senate Seat Proposal**  
Currently there is no requirement for the faculty who run for the at-large Senate seat. It was suggested that a qualification statement be submitted when someone is interested in being on the Senate. The format would be similar to the form used for standing committees applicants and would also be required of Senate officers. Senator Leticia Burke will work on a form and it will be revisited at the next Senate meeting for discussion and then for action at a subsequent meeting.
- E. Scholarship Amount**  
Treasurer Elaine Ortiz-Kristch reminded the Senate that the Senate scholarship information needs to be published very soon and asked if the \$1000 award was still going to be given. The Senate agreed to continue the amount at \$1000.

**IX. INFORMATION ITEMS**

- A. Shared Governance Handbook**-deferred
- B. By Laws/Standing Rules** – See Discussion item B. 2
- C. Board Policies**  
Chapter Four update is almost complete and President Gee will make it available for the November 6<sup>th</sup> meeting and he will also highlight several areas that should be studied closer by the Senate.
- D. Staff Development Chair**  
President Gee will be meeting with the Staff Development committee Thursday. He is planning to work on filling the Chair position and to vote on the funds for the staff development applications submitted thus far. Application forms should be sent to the Academic Senate office. The FA would like to form an independent PPD committee and President Gee will be soliciting members to participate on it.
- E. Curriculum Approved by Board**  
President Gee asked for questions concerning the proposal by the Chancellor to have curriculum approved twice a year instead of at each Board meeting. The curriculum committee chairs oppose this. Currently, courses are still being approved as they were before: at each meeting.
- F. Senate Election Results**  
Margaret Goka was elected to fill the second adjunct seat on the Senate.
- G. Campus Alert System**  
President Gee provided the Senate with information about possible campus alert systems. Concern was expressed about the driver's license-scanning component of the plans.
- H. District Committees Proposal**  
There are two District committees: one for budget and one for facilities. President Gee is going to seek two faculty members from the college committee for each of the committees.
- I. Campus-wide Email Proposal**  
Email for students was discussed. There is no cost to the students or to the District for the email accounts. Concern was expressed that this would be imposed onto the faculty; however, some Senators felt it would be very convenient in cases where they were going to be absent or for class reminders. SJCC has been using G-mail.
- J. Senate Roster**  
The Senate roster was passed around the table and corrections were made.

**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: vacant
  - 6. Retention/Matriculation: Victoria Lugo, Chair
  - 7. Institutional Effectiveness
- F. Senate Committees (appointment process proposal)**
  - 1. **Staff Development Chair**
  - 2. **ACCC Chair**

**XI. ADJOURNMENT**

**EVERGREEN VALLEY COLLEGE**  
**A C A D E M I C   S E N A T E**  
**MINUTES**  
**November 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	Nasreen Rahim	Absent
Language Arts	Steve Blades	Present
Language Arts	Shravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	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	Present
Adjunct	Margaret Goka	Present

**Guests:** Mark Navarro

**I. CALL TO ORDER** – President Gee called the meeting to order in SC107 at 3:15

**II. ADOPTION OF AGENDA** (5 min)

Additions/Deletions/Corrections

Items to be Deferred    Deferred:

Discussion Items

A. Campus Alert System

B. Campus-wide Email Proposal

Information Items

B. By Laws/Standing Rules

C. Staff Development Chair

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

**III. APPROVAL OF MINUTES** - October 16, 2007 - approved

**IV. RECOGNITION AND ANNOUNCEMENTS**

- EVC's TLC, in conjunction with the SJCC TLC, is sponsoring a symposium on the Walden Doctorial Program, on November 14<sup>th</sup> from 3:00 until 4:00. Those interested should contact Martha Kendall at SJCC and if you cannot attend or for more information.
- The Shared Governance presentation was recognized and praised. It was well attended and organized. A recommendation was made to have Senator Elaine Ortiz-Kristich, the program's presenter and Chair of TLC, give similar presentations to the individual divisions.

**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:** Leslie Williams
2. **Budget**
  - a. **College**
  - b. **District** - John Payne and Doug Threet, Laimi Cong-Huyen (alternate)
3. College Safety/Facilities
4. Retention Matriculation
5. Staff Development:
6. Institutional Effectiveness
7. College Curriculum
8. **Archives** - Leslie Williams
9. Graduation
10. Marketing
12. Scholarship
13. Student Services
14. Resource Development
15. **PRC** - Kelley Wells

### B. #Tenure Review Committees

### C. #Screening Committees

1. **Director of @One** – Steven Mentor
2. **Biology Lab Technician III** – Joel Adams-Stryker
3. **Dean of Enrollment Services** - Laura Bettencourt

### D. Senate Subcommittees

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

### A. **Accreditation Final Document**

There was no copy available at the meeting but it is available on the public folders section in MS Outlook. President Gee is pleased with the document, which was recently sent out in email.

### B. **Board Policies: Chapter Four Update**

President Gee distributed and reviewed the document with the Senate. He pointed out that this was only the policy portion of the document with the procedure component to follow shortly. The document was modeled after the Community College League’s template, including the numbering system. Items specific to the District will have the additional information suffixed. The Senate discussed various aspects of the document such as academic renewal, the new math requirement, course repeatability, and academic leave.

The update is posted in the MS Outlook folders and an email will be sent to faculty with a shortcut to the document. A suggestion was made to have the divisions look at the policy document and have it as an action item at the next meeting. The policy will go to the Board for the first reading on November 14<sup>th</sup> and voted upon in December. Concern was expressed that there would not be a division meeting until December. President Gee proposed that the Senate approve the policies submitted thus far when the policy goes to the board with the provision that the Senate can make some revisions. A motion was made to approve the policy in concept and if there are revisions that the Senate retains the right to add the changes. *The motion was seconded and passed with two oppositions.*

## VIII. DISCUSSION ITEMS

### A. **Campus Alert System** *deferred*

### B. **District Committees Proposal**

Doug Threet and John Payne will be serving on the District Budget Committee. The District committee will include those on both campuses' Budget Committees. Laimi Cong-Huyen will serve as the alternate member.

### C. **Campus-wide Email Proposal** – *deferred*

### D. **Vice President of Administrative Services**

There is a proposal to upgrade the Director of Business Services to the Vice President level. The justification for the upgrade is to compensate for increased responsibilities and to attract a larger and more qualified pool of applicants. This has been presented to the College Council for a vote, with the Council voting via email. This will be discussed further at the next Academic Senate meeting. The position is acknowledged as non-academic; however, it is possible that the person in this position may have to serve as acting president. Another concern was that this position was a higher grade and salary than a Director's position, but the educational requirements were lower. The position will go to the board for approval on November 13.

## IX. INFORMATION ITEMS

### A. **Shared Governance Handbook**

The handbook is in print, which were distributed at the recent TLC presentation.

### B. **By Laws/Standing Rules** - *deferred*

### C. **Staff Development Chair** *deferred*

### D. **Equivalency Training Sessions**

No date has been established yet for the next session. A math and science equivalency presentation was given and well-attended. President Gee is willing to go to another division meeting and give an equivalency presentation.

### E. **Institutional Effectiveness Committee**

The IEC had a meeting November 5 and was given the charge. There is no chair at this time. President Gee proposed that the committee be broken down into three subcommittees with chairs. The subcommittees proposed are 1) accreditation, 2) program review, and 3) educational master plan/strategic planning. There will be a general committee on the first meeting of the month and a meeting for the three subcommittees on the second meeting of the month. Classified staff and students are needed for the committee, as well as a faculty representative from each division.

### F. **Faculty Hiring Update**

President Coon announced the eight faculty hiring positions: Nursing (2), AFFRIM counselor, reading, chemistry, sociology, and accounting instructors. A request for screening committees will be made soon.

### G. **Community College Initiative – Faculty Association**

The FA is asking for a contribution to help pass the initiative. President Coon will match contributions up to \$500. The Senate agreed that using Senate funds, via dues, was not appropriate. If senators wish to donate, they should send a check to the Senate for documentation so the donation can be acknowledged by President Coon as part of an amount for matching.

### H. **Placement Testing Issues**

A recent email sent from an instructor about standards launched a discussion about placement testing. It was suggested that the professor who sent the email come to a future meeting for discussion. Multiple measure testing, as a standard, was discussed.

## 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: vacant
6. Retention/Matriculation: Victoria Lugo, Chair
7. Institutional Effectiveness: vacant

**F. Senate Committees (appointment process proposal)**

1. **Staff Development Chair**
2. **ACCC Chair**

**XI. ADJOURNMENT** – The Meeting was adjourned at 5:00 p.m.

**EVERGREEN VALLEY COLLEGE**  
**A C A D E M I C   S E N A T E**  
**MINUTES**  
**November 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	Present
Business & Applied Technology	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Vice Presidents Areas	Nasreen Rahim	Absent
Language Arts	Steve Blades	Absent
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	Absent
Math, Science, and Engineering	Bonnie Brown	Absent
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Leticia Burke	Present
At Large	Harvey Gipson	Absent
Adjunct	Blanca Ezquerro	Absent
Adjunct	Margaret Goka	Present

**Guests:** Minerva Duke, Victoria Lugo, Vivian Morgan, Bill Silver

**I. CALL TO ORDER**

President Gee called the meeting to order in Gullo II at 4:00 p.m. after a quorum was attained.

**II. ADOPTION OF AGENDA (5 min)**

Additions/Deletions/Corrections

Items to be Deferred

Adoption of Agenda (Including consent items marked #)

**III. APPROVAL OF MINUTES** - The November 6, 2007 minutes were approved with changes.

**IV. RECOGNITION AND ANNOUNCEMENTS**

President's Speaker Series Welcomes Congresswoman Zoe Lofgren on November 28 10:45 am to 12:00 pm in Montgomery Hall.

**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.

Professor Minerva Duke discussed Proposition 92 and asked the Academic Senate for an endorsement and financial support. She explained the purpose of some of the funding would be to publicize the initiative to the voters. This will be on an upcoming agenda for official endorsement by the Senate. There is no plan for contributing via dues. However, other means of raising money will be discussed at a future meeting. Currently, SJCC's Senate has contributed money, which was matched.

**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. Budget
3. College Safety/Facilities

4. Retention Matriculation
5. Staff Development:
- 6. Institutional Effectiveness: Joy Chase**
7. College Curriculum
8. Archives
9. Graduation
10. Marketing
12. Scholarship
13. Student Services
14. Resource Development

**B. #Tenure Review Committees**

**C. #Screening Committees**

**1. Reading Instructor (Temporary/Full Time)**

Valerie Bolaris, Debbie De La Rosa, Richard Regua, Raquel Rojas  
(President Gee explained to the Senate that historically temporary faculty hires were filled by the administration. They are changing the hiring procedure to include faculty participation in the process via a departmental, less formal and quicker screening committee.)

**D. Senate Subcommittees**

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

**A. Accreditation Final Document – *deferred***

The document is located in the Outlook Public Folder. The college has been removed from warning status. Another report will be due in three years and work will begin on the document in about two-years.

**B. Board Policies**

Chapter Four, version T, has gone to the board and will be voted on at the December meeting.

**VIII. DISCUSSION ITEMS**

**A. Campus Alert System - *deferred***

**B. Campus-wide Email Proposal**

Professor Bill Silver discussed a proposal to increase student-faculty email on campus. He distributed an informational packet that included samples of email he had received from six other Bay Area colleges. Mr. Silver explained that most of the emails are "institutional" i.e., sent from Admissions, Financial Aids, etc., which mainly are deadline reminders. Records and Admissions is about to launch their own mass emails in addition to hard-copy communication. Faculty reaction from a previous email from Mr. Silver has shown interest in using email. He is proposing a workshop for the January PDD day to help faculty interested in getting started with email, including configuring their computers. A copy of the PDD day proposal was distributed to the Senate. President Gee offered his help via Staff Development for the proposal and he will send the forms to Professor Silver. A question arose about administration and their involvement as far as policy and guidelines in support of campus-wide email. The CTC has approved the proposal. Email can also be helpful as an enhancement to instruction and as a reinforcement technique for students.

**IX. INFORMATION ITEMS**

**A. By Laws/Standing Rules**

The By Laws/Standing Rules were briefly discussed and will be an action item on the December agenda.

**B. Staff Development Chair**

President Gee is still working on this.

**C. Call for Screening Committee Faculty Representatives**

A request for faculty participants was emailed and an effort will be made to have the committees staffed by December to expedite the hiring process. Another email will be sent out next week.

**1. Faculty (8 Committees)**

**2. Administrators: Deans of Nursing, SSHAPE, Counseling and EOP&S Director, Dean of the Library and Learning Resources**

**D. Vice President of Student Services, Vice President of Administrative Services, and Director of Athletics**

President Gee is concerned that the Student Services area, with new its administration which could make things difficult for both the new hires and the area. He hopes the Interim Vice President Duarte will remain to ease the transition.

**E. Basic Skills Initiative**

President Gee distributed the Basic Skills Initiative books. The on-line version of the document is located at <http://css.rpgroup.org/uploads/RPBasicSkills2007v2f.pdf/>

**F. Review of Chapter 6 Board Policy and Administrative Procedures**

President Gee will get a copy of the policy and procedures and post it to the MS Outlook folders.

**G. Child Abuse Reporting Policy**

Because of the presence of minors on campus, new issues are arising: mandatory abuse reporting and adult material in the classroom. President Gee distributed the policy from Riverside Community College District as an example.

**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**

Senator Elaine Ortiz-Kristich reported that they are finalizing Shared Governance Handbook.

**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: vacant

6. Retention/Matriculation: Victoria Lugo, Chair

7. Institutional Effectiveness: vacant

President Gee reported that the committee has met twice thus far this year. A proposal is being put forward to have an overall chair for the committee plus three subcommittees that will have their own chairs, each with release time. The subcommittees proposed are accreditation, program review, and strategic planning/educational master plan. Faculty from Nursing, Language Arts, and Math, Science, and Engineering are needed for the committee.

**F. Senate Committees (appointment process proposal)**

**1. Staff Development Chair**

**2. ACCC Chair**

**XI. ADJOURNMENT** The meeting was adjourned at 5:00 p.m.

**EVERGREEN VALLEY COLLEGE**  
**A C A D E M I C   S E N A T E**  
**MINUTES**  
**December 4, 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	Nasreen Rahim	Present
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	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	Absent
Adjunct	Margaret Goka	Present

**Guest:** Frank Espinoza

- I. CALL TO ORDER:** The meeting was called 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 20, 2007 – *deferred pending language revision*
- IV. RECOGNITION AND ANNOUNCEMENTS**  
 Sterling Warner was recognized for his Author’s Guild series of speakers and his upcoming guest, author and poet Lee Herrick, who will be appearing on campus on Wednesday, December 5, 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. Budget
    3. College Safety/Facilities
    4. Retention Matriculation
    5. Staff Development:
    6. Institutional Effectiveness
    7. College Curriculum
    8. Archives
    9. Graduation
    10. Marketing
    12. Scholarship
    13. Student Services

14. Resource Development

15. **District Council:** Elaine Ortiz-Kristich and Harvey Gipson (alternate)

**B. #Tenure Review Committees**

**C. #Screening Committees**

The Senate office will send a third email appeal to faculty for the remaining committee vacancies. Names that are submitted thereafter will be voted upon by the Executive Committee of the Senate each Friday. The faculty will be kept apprised during the process.

**1. Reading Instructor (Tenured Track):**

Debbie De La Rosa, Richard Regua, Janina Espinoza, and Pam Turner

**2. Automotive Instructor:** Tina Shaner, Frank Espinoza, and Pam Turner

**3. Dean of Library & Learning Resources** (*removed from consent*)

Nasreen Rahim, Elaine Ortiz-Kristich, Henry Gee, Shelley Blackman

**4. Dean of Counseling & Matriculation:** Gam Nguyen, Harvey Gipson

**5. Chemistry Instructor:** Jose Valentin, Chui Hwang, Rozanne Lopez

**6. Dean of SSHAPE:** Randy Pratt, Frank Espinoza, and Eric Narveson

**7. Vice President of Administrative Services:** Henry Gee

**8. AFFIRM Counselor**

Harvey Gipson, John Carrion, Maria Elena Gressel, and Charlie Kahn-Lomax

**9. Sociology Professor:** Lori LuJan

**10. Director of Public Information and Marketing:** Richard Regua

**D. Senate Subcommittees**

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

**A. By Laws/Standing Rules**

**B. Endorsement of Proposition 92**

Professor and FA representative Frank Espinoza asked the Senate for their support of Proposition 92, which he explained was driven by faculty and students from all over the state. Statistical information about state funding was provided. Professor Espinoza encouraged the Senate to attend one of the ratification/information sessions on campus. Envelopes were distributed to the Senate for donations; he requested an amount of \$500 from the Senate. President Coon will match the contributions up to \$500. A motion was made to support the endorsement of Proposition 92. The motion was seconded and passed.

**VIII. DISCUSSION ITEMS**

**A. All College Curriculum Resolutions**

Senator and ACCC chair Eric Narveson presented two resolutions for Senate approval related to the new Title V regulations dealing with the University Studies degree offered at EVC and certificates of achievement. A motion was made to suspend the rules and change this to an action item in order to vote on the resolutions. However, a suggestion was made to inform and to get feedback from faculty about the resolutions before approving them. President Gee asked Senator Narveson for a general introductory paragraph to be sent to the faculty along with the resolutions. This will also be discussed at the January PPD. The wording of the two resolutions are as follows:

Whereas, recent changes in Title 5 (specifically Division 6, Chapter 6, Subchapter 1, Article 6, Sections 55060 to 55064) regulations require Associate Degrees to have coursework in specific areas of emphasis or majors,

And whereas, the October 2007 Supplement to the Program and Course Approval Handbook, Second Edition, specifically prohibits general education transfer pattern degrees with a collection of electives (page 4, paragraph 4),

And whereas, this eliminates Associate Degrees offered by Evergreen Valley College known as University Studies and General Studies,

Be it

Resolved that the All College Curriculum Committee delete from the catalog the Associate in Arts Degrees in California State University Studies, University of California Studies, and General Studies.

AND

Whereas, recent changes in Title 5 (specifically Division 6, Chapter 6, Subchapter 1, Article 6, Section 55070) regulations redefine certificates of achievement,

And whereas, the October 2007 Supplement to the Program and Course Approval Handbook, Second Edition, specifically defines a certificate of achievement as program of 12 or more units (pages 4 and 5),

Be it

Resolved that the All College Curriculum Committee define a certificate of achievement as consisting of twelve or more units, and that a certificate of specialization as consisting of one half to eleven and a half units.

**IX. INFORMATION ITEMS**

**A. Faculty Contributions to the Proposition 92 Fund**

See VII. A.

**B. Campus-wide Email Proposal - *deferred***

**C. Final Meeting Cancellation**

A meeting had been scheduled, but a number of Senators cannot make it so it has been cancelled.

**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: vacant

6. Retention/Matriculation: Victoria Lugo, Chair

7. Institutional Effectiveness: vacant

**F. Senate Committees (appointment process proposal)**

**1. Staff Development Chair**

**2. ACCC Chair**

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

**EVERGREEN VALLEY COLLEGE**  
**A C A D E M I C   S E N A T E**  
**MINUTES**  
**February 5, 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	Absent
Counseling Services	Charlie Kahn-Lomax	Absent
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	Absent
Math, Science, and Engineering	Bonnie Brown	Absent
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Leticia Burke	Absent
At Large	Harvey Gipson	Absent
Adjunct	Blanca Ezquerro	Present
Adjunct	Margaret Goka	Absent

- I. CALL TO ORDER:** The meeting was called to order at 3:35 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 20, 2007 and December 4, 2007 - approved
- IV. RECOGNITION**
- Poetry Reading by Emily Bahn
  - Black History Month Events
- 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. Budget
  3. College Safety/Facilities
  4. Retention Matriculation
  5. Staff Development:
  - 6. Institutional Effectiveness:** Mirella Burton
  7. College Curriculum
  - 8. Archives:** Joy Chase
  9. Graduation
  10. Marketing
  12. Scholarship
  13. Student Services

14. Resource Development
15. District Council
16. **Committee for Modernization Project for Cedro and PE Buildings:** Randy Pratt
17. **Professional Improvement Committee (PIC):** Nasreen Rahim

**B. #Tenure Review Committees**

**C. Screening Committees**

1. **#Vice President of Student Affairs:** Robin Salak
2. **#Dean of Nursing:** Barbara Tisdale, Susan Wetzel, Linda Hoogendijk, Sandy DeWolfe
3. **Automotive Professor:** David Ames
4. **Dean of Counseling & Matriculation**
6. **Chemistry Instructor:** Bonnie Brown
7. **Dean of SSHAPE:** Kelley Wells
8. **Vice President of Administrative Services**
9. **AFFIRM Counselor**
10. **#Enlace Counselor:** Harvey Gipson, Frank Espinoza, Richard Regua
11. **Accounting Professor**
12. **Director of Public Information and Marketing**
13. **#Executive Assistant to the Chancellor:** Elaine Ortiz-Kristich

**D. Senate Subcommittees**

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

**VIII. DISCUSSION ITEMS**

**A. Staff Development Chair/Curriculum Chair Process**

President Gee is currently looking to fill the chair position for the Staff Development committee and a request to faculty has been distributed to faculty. The term for the Staff Development chair is for the remainder of this year and for next year. The term for the ACCC chair position will be for the next two years.

**B. Distinguished Faculty of the Year Award - Committee Guidelines**

The guidelines for the draft for voting on awardees was distributed to the Senate for information. The document has been re-titled as "Senate Guidelines".

**C. District Policies, Chapter 5: Student Services**

The board adopted the Chapter 4 Academic Policies. The Student Services policy portion is in process and the goal for its completion is this spring. This may be put into the public folders for review.

**IX. INFORMATION ITEMS**

**A. Chancellor Perez Visit – *deferred until later in the semester***

**B. Faculty Update: Sociology/Enlace Counselor**

The sociology position was approved, but since there was a faculty transfer to that position, the screening committee has been dissolved. However, there now is a vacancy for an Enlace counselor and the process has begun to fill it.

**C. Committee Update**

A committee is currently being formed for the Vice President of Student Affairs.

**D. Institutional Effectiveness**

The committee is looking at accreditation, program review, and strategic planning. The chair has 40% release time and the chairs of the sub-committees of accreditation, program review, and strategic planning have 20%. R.J. Ruppenthal will be chairing the strategic planning subcommittee. The committee has openings from Math, Science and Engineering, Language Arts, and the Library and Learning Resources divisions.

- E. Student Survey**  
President Gee distributed the student survey document. He expressed a number of concerns about the survey: it is quite lengthy and would cut into instructional time too much and the language is too complex for many students. Also, the section for the student identification number would make it impossible for the survey to be anonymous. The survey will be placed into the public folders under EVC Academic Senate documents for 2008. President Gee asked the senators to share this information with their divisions for feedback. It was agreed that the document needed major revision.
- F. Scholarship Committee**  
There is enough in the treasury to fully fund the scholarship. Senators Sravani Banerjee and Blanca Ezquerro volunteered to read scholarship applications; more readers are needed.
- G. Math AA Requirement – deferred**
- H. Basic Skills Initiative**  
A presentation was made at the January PDD and a copy of the presentation was given to the Senate. There is an allocation of one million dollars (for both campuses) for the initiative and most of it has not been spent. Retention and Matriculation will be taking the charge initially.
- I. Proposition 92 Update**  
The \$500 goal was reached and President Coon matched the Senate contributions with \$500. The proposition got enough votes to be placed on the ballot for February 2008.

**X. REPORTS (10 min):**

Informational/Questions for clarity only, if 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: vacant
  - 6. Retention/Matriculation: Victoria Lugo, Chair
  - 7. Institutional Effectiveness: *vacant*
- F. Senate Committees (appointment process proposal)**
  - 1. Staff Development Chair**  
There is discussion occurring about whether or not there will be a joint PDD Day in March. If the campuses have their own, then the District will not have to fund or plan them and the money will be paid from each of the colleges.
  - 2. ACCC Chair**

**XI. ADJOURNMENT – The meeting was adjourned at 4:30 p.m.**

**EVERGREEN VALLEY COLLEGE**  
**A C A D E M I C   S E N A T E**  
**MINUTES**  
**February 19, 2008**

President	Henry Gee	Present
Past President	Harry Lichtbach	Absent
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	John Carrion	Present
Business & Applied Technology	Harry Lichtbach	Absent
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Steve Blades	Present
Language Arts	Shravani Banerjee	Absent
Math, Science, and Engineering	Henry Estrada	Absent
Math, Science, and Engineering	Bonnie Brown	Absent
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Vacant	-----
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Margaret Goka	Absent

Guest: Keith Aytch

- I. CALL TO ORDER:** The meeting was called 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** – February 5, 2008 - approved
- IV. RECOGNITION AND ANNOUNCEMENTS**
- Little Saigon Smithsonian Exhibit at SJCC
  - February 20, 2008 Global Workshop from 3:00 to 4:00 from TLC
- 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. Budget
  3. College Safety/Facilities
  4. Retention Matriculation
  5. Staff Development:
  6. **Institutional Effectiveness:** Rachel Lazo (at-large)
  7. College Curriculum
  8. Archives
  9. Graduation
  10. Marketing
  12. Scholarship

13. Student Services
14. Resource Development
15. District Council
16. Committee for Modernization Project for Cedro and PE Buildings
17. **Professional Improvement Committee (PIC):** Elaine Ortiz-Kristich

**B. #Tenure Review Committees**

**C. #Screening Committees**

1. **Enlace Counselor:** Pamela Turner
2. **Dean of Counseling & Matriculation:** Marjorie Clark

**D. Senate Subcommittees**

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

**A. Staff Development Chair/Curriculum Chair Process**

Nasreen Rahim was approved to chair the Staff Development Committee.

**B. Distinguished Faculty of the Year Award - Senate Guidelines**

President Gee reviewed the guidelines, and asked for approval from the Senate. A motion was made to approve the guidelines. *The motion was seconded and passed.*

**VIII. DISCUSSION ITEMS**

**A. Student Surveys**

The concerns, arising from the last meeting, were restated: the survey is too lengthy, it may be at too high a language level, the questions may be too complex for most of EVC's students, and it would take up too much class time. President Gee would like the senators to discuss this with their colleagues to determine if these concerns are valid. The survey has been used in other colleges.

**B. Scholarship Committee:** more readers are still needed

**C. District Policies, Chapter 5: Student Services - *deferred***

**IX. INFORMATION ITEMS**

**A. Chancellor Perez Visit - *deferred***

**B. Math AA Requirement - *deferred***

**C. New Vocational Program Development – Kuni Hay - *deferred***

**D. Learning Resource Center and Tutoring Program**

Keith Aytch, Interim Dean of Library and Learning Resources, discussed the present state of the Learning Resource Center and the tutoring program and various ways to improve them. Dean Aytch provided a proposal to the Senate that was written by the task force, which consisted of all administrators. He will send a soft-copy to the Senate office for distribution to faculty. President Gee discussed the composition of the committee, which he noted was comprised of many new EVC employees and those who are new to their positions. He felt there needed to be more experience reflected on the committee, especially in the area of student contact experience, including classified as well as outside of the LRC area. Mr. Aytch would also like to see more staff involved in the process and assure that students are getting the most help possible, especially in the area of tutoring.

**E. Screening Committees Concerns**

Because of diversity concerns, two committees' memberships were reexamined: the Dean of SSHAPE and the Nursing Instructor. The Dean's committee had no women; the Nursing instructor had no males and all participants were from within the Nursing department. A question was raised about whether non-faculty committee components were considered when looking at faculty committee members' diversity. This was moved to action. The Senate also decided to re-vote on the last group of the three faculty members who submitted their names. A paper ballot was taken and Elizabeth Nava was elected to serve on the screening committee.

As far as the Nursing committee, it was agreed that committee would be put forth as-is with the possibility that any diversity could come from the non-faculty portion of the committee. Also discussed was the Automotive screening committee, which had only one automotive instructor on it. President Gee will inquire about this further.

**F. Standing Committees**

There are still openings for faculty on the Committee for Modernization Project for Cedro and PE Buildings.

**G. Chancellor Woodruff March 13<sup>th</sup>**

President Gee reminded the Senate about the invitation for four senators to participate in the visit; there is a space for one additional senator.well,

**H. Accountability Report from VP of Instruction**

Reports from the last board meeting were distributed to the Senate and discussed. President Gee emphasized the college level indicators, which placed EVC a little above the average. He asked that these reports be shared with faculty.

**I. Senate Resignation (At-Large)**

Senator Leticia Burke, at-large representative, has resigned due to scheduling conflicts. The Senate was asked if they wished to either fill the seat for the remainder of the semester, wait until the fall to fill it, or have an election to cover the rest of the semester plus next year.

**X. REPORTS (10 min):**

Informational/Questions for clarity only, if discussion or action is planned, it will be discussed/acted upon later on the Agenda.

**A. College Council**

President Gee distributed information received at the last College Council meeting regarding the capital outlay/bond money. The international student counselor position (tenured), previously discussed last fall, will be supported by out of state student fees.

**B. Board of Trustees**

President Gee also distributed the most recent financial report. He explained that there are reserves of 14.5% from last year and the District is trying to reduce it to 8.2%. The administrative procedures document will be coming out on Thursday and it will be put into the public folders afterward.

**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: Nasreen Rahim
6. Retention/Matriculation: Victoria Lugo, Chair
7. Institutional Effectiveness: *vacant*

**F. Senate Committees (appointment process proposal)**

1. **Staff Development Chair:** Nasreen Rahim
2. **ACCC Chair**

**XI. ADJOURNMENT – The meeting was adjourned at 4:55 pm.**

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

**MINUTES**  
**March 4, 2008**

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
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Steve Blades	Present
Language Arts	Shravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Vacant	-----
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Margaret Goka	Present

**I. CALL TO ORDER** – The meeting was called to order at 3:35 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

**III. APPROVAL OF MINUTES** – February 19, 2008 - Approved

**IV. RECOGNITION AND ANNOUNCEMENTS**

• **Math, Science, and Engineering Scholarship Challenge**

Professor Joel Adams-Stryker made a challenge to the Math, Science, and Engineering division to raise \$500 towards the Academic Senate Scholarship, which he would match. The division exceeded this amount. President Gee thanked professor Adams-Stryker and the division.

• **MariaElena Gressel**

MariaElena is on The Academic Senate for California Community Colleges “Counseling and Library Faculty Issues Committee 2007-2008. And the executive committee for the “2008 Counseling Faculty Development Institute: Counseling for Student Success.” This was the first annual institute for Counseling Faculty.

• **Harvey Gipson**

Harvey was a Presenter for “Effective Counseling Practices-Lessons Learned from Special Programs. Harvey’s workshop was the first of two workshops dealing with diversity.

• **John Yu**

Professor Yu has been appointed as a committee member of Career Pathways for the State Senate.

• **Women’s Studies/Herstory Kick-off**

There will be a presentation on Wednesday, March 5<sup>th</sup> in Montgomery Hall about the empowerment of women.

• **Latina Leadership Network Conference.**

The conference will be at the Wyndham Hotel on March 14<sup>th</sup>; EVC will be hosting and presenting.

**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. **#Budget: Robin Hahn**, Language Arts
3. College Safety/Facilities
4. **Retention Matriculation**  
Phuoug Bahn, Raquel Rojas, Tino Guevara, and Lana Strickland have volunteered to be on the committee. However, there are only two openings for Language Arts faculty. It was decided that two professors would fill in for divisions that do not currently have members on the committee. Professor Rojas will be representing Business and Workforce Development and Professor Guevara will be representing Library and Learning Resources until they have their own representatives. Professor Phuoug Bahn will represent Language Arts and Professor Lana Strickland will serve as an alternate.
5. Staff Development:
6. **#Institutional Effectiveness** – Carmen Solorzano
7. College Curriculum
8. Archives
9. Graduation
10. Marketing
12. Scholarship
13. Student Services
14. Resource Development
15. District Council
16. Committee for Modernization Project for Cedro and PE Buildings
17. Professional Improvement Committee (PIC)

**B. #Tenure Review Committees**

1. **Nancy Lin:** Felicia Mesa (instructor's choice), Sandra DeWolfe (dean's choice)
2. **Jackie Keane:** Rozanne Lopez (instructor's choice), Felicia Mesa (deans's choice),
3. **Maureen Adamski:** Rich Baiardo (instructor's choice), Felicia Mesa (deans's choice),

**C. #Screening Committees**

1. **Automotive Instructor** – Ken Morgan
2. **Accounting Instructor** – Harry Lichtbach

**D. Senate Subcommittees**

**VII. ACTION/DISCUSSION ITEMS** (Items with \* have related documents posted in Outlook Public:

“EVC Academic Senate”: “Documents for Meetings”)

**A. University Studies Degree Resolution\***

Professor and ACCC Chair Eric Narveson reviewed the resolutions. A motion was made to adopt both of the resolutions, with minor changes. *It was seconded and approved.*

**B. Certificate Definitions Resolution\*** See Item A.

**VIII. DISCUSSION ITEMS**

**A. Learning Resource Center and Tutoring Program**

Keith Aytch, Interim Dean of the Library and Learning Resources, made a presentation at the last Academic Senate meeting; the proposal will be voted on at the April 1 meeting. President Gee reported that some faculty will be reassigned to that division. A copy of the proposal document will be placed into the Senate folder in MS Outlook.

- B. Student Survey**  
The survey has been removed from consideration for this semester and will be revisited next semester.
- C. Scholarship Committee**  
The scholarship applications are due this week. Senators Sravani Banerjee, Bonnie Brown, and Charlie Kahn-Lomax have volunteered to read them.
- D. District Policies: Chapter 4/5**  
President Gee did not have the policy for the Senate and will send it soon. He has been discussing the Title 5 changes for course repetition with the Vice Presidents of Student Services and Instruction. The Senate discussed various course repetition scenarios and President Gee reminded the Senate that this was only for academic renewal. The most recent edition will be placed into the Academic Senate folder in MS Outlook. President Gee would like the Senate to review the policy and hopes that Chapter 5 will be completed this semester.
- E. Distinguished Faculty Person of the Year**  
The timeline was discussed. Senator Harry Lichtbach will send an updated nomination form to the Senate office. The sub-committee consists of Senators Harry Lichtbach, Bonnie Brown, and Elaine Ortiz-Kristich. President Gee would like to have the final decision made at the April 15 meeting.

## **IX. INFORMATION ITEMS**

- A. Computer Usage Policy**  
The Faculty Association has asked to speak to the District on the policy and possibly make changes to it. President Gee asked the Senate to submit policy suggestions either to him or to the FA. The policy will be given to the Senate for review. President Gee also referred the Senate to the U.C. Berkeley policy on computer usage.
- B. Discrimination Policy**  
President Gee had previously provided the Senate with the final draft of the policy for review before it comes to the Senate for a vote. A copy will be placed into the public folders. It will be discussed further on April 1<sup>st</sup> and it will be voted on at the April 15 meeting.
- C. New Vocational Program Development- *deferred***
- D. Disciplines List Revisions (in Public Folders) - *deferred***
- E. Chancellor Woodruff March 13<sup>th</sup>**  
President Gee and Senators Eric Narveson, Elaine Ortiz-Kristich, and Nasreen Rahim will be visiting with Chancellor Woodruff. If the Senate has concerns or questions they should be forwarded to any of the four attendees.
- F. Spring Plenary Session in the SF Bay Area – Resolutions – Redwood City, April 17-19, 2008**
- G. Faculty Leadership Institute (summer, Southern California)**  
President Gee would like a senator to attend.
- H. Curriculum Institute (summer, in the Bay Area)**  
President Gee would like a senator to attend.
- I. Job Announcement Process – Anita Morris - *deferred***

## **X. REPORTS (10 min):**

Informational/Questions for clarity only, if discussion or action is planned, it will be discussed/acted upon later on the Agenda.

- A. College Council-Henry Gee/Elaine Ortiz-Kristich**  
Senator Ortiz-Kristich reported that Shared Governance Handbook will be coming out soon. Some new additions include flow charts on committee staffing and standing committee chairs' responsibilities.
- 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**

Nasreen Rahim, Chair, reported that there are openings on the committee. The meetings are held at 2:00 p.m. on the first and third Thursdays of the month in room LE224. Professor Rahim went over the committee membership and would like to have more faculty participate on the committee.

6. Retention/Matriculation: Victoria Lugo, Chair

**7. Institutional Effectiveness: vacant**

The committee has been meeting and is currently looking at the program review process. President Gee would like the ACCC to look at how the process will integrate with course development and how they will work with program review. The IEC meets on Monday, from 2:30 to 4:30. There are vacancies for Counseling and Nursing divisions.

**F. Senate Committees (appointment process proposal)**

**1. ACCC Chair**

The request for chair and the job description will be sent out next week.

**XI. ADJOURNMENT** – The meeting was adjourned at 4:35 p.m.

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

**MINUTES**  
**April 1, 2008**

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
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Steve Blades	Absent
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Vacant	-----
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Margaret Goka	Present

**Guests:** Keith Aytch, Marjorie Clark, President David Wain Coon, Anita Morris

- I. CALL TO ORDER** – President Henry Gee called the meeting to order at 3:05 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 4, 2008: approved as submitted
- IV. RECOGNITION AND ANNOUNCEMENTS**
- PDD this coming Friday, April 4, 2008
  - Asian Heritage Month beginning at the end of the month
  - Author Francisco Jimenez as part of the Author’s Series
  - Women’s Herstory events and the work of those who made it possible
  - The legacy and work of Cesar Chavez
  - The Latina Leadership Network workshop and those who presented there
- 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. Budget
  3. College Safety/Facilities
  4. Retention Matriculation

5. Staff Development
6. Institutional Effectiveness
7. College Curriculum
8. **Archives:** Khanh-Hoa Nguyen-Wong (Language Arts)
9. **Graduation:** Valerie Bolaris (Language Arts)
10. Marketing
12. Scholarship
13. Student Services
14. Resource Development
15. District Council
16. **Committee for Modernization Project for Cedro and PE Buildings:** Lori LuJan
17. Professional Improvement Committee (PIC)
18. **PRC:** Sterling Warner (2008-2009)

**B. Tenure Review Committees**

**C. #Screening Committees**

1. **Director of Human Resources:** Randy Pratt
2. **VP of Student Services:** Martha Hardin

**D. Senate Subcommittees**

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

**A. Learning Resource Center and Tutoring Program\***

Keith Aytch, Interim Dean of the Library and Learning Resources, was present to talk further about, and get approval for, the proposal on the tutoring program in the Learning Resource Center. Computer usage by students was discussed, as well as how to re-engage students with the learning process in light of the basic skills initiative and in order to be in compliance with Title V. A motion was made to approve the proposal. *The motion was seconded and passed.*

**B. Discrimination Policy\***

President Gee explained that the policy had gone before the District Council for approval in March. He pointed out that the EVC Academic Senate had not discussed or voted on the policy nor was there sufficient time for the other constituencies to do likewise. The Council has deferred voting until April 17<sup>th</sup>. The FA and the SJCC have approved the policy as-is. Professor Marjorie Clark reviewed the procedures' timeline and history that she and a group of other women wrote and put forward their recommendations to the Senate. She listed the key factors that were not adopted by Human Resources. She urged the Senate not to approve the final draft of the policy/procedures without these changes and to send it back to the District with their concerns about the proposed changes. Professor Clark listed the items at issue:

1. Title V cannot be disregarded
2. the informal procedure is too long
3. both the complainant and respondent should be informed of their right to have a representative present
4. the title should read "Discrimination/Sexual Harassment Complaint Procedures"
5. retaliatory action against complainant should be written "prohibited" and not "must be avoided"

Professor Clark also questioned why students were not involved in the process nor does language within the document refer to them. She was concerned that many employees have had to go outside of the District to get their complaints resolved because the District's process took too long. There was also concern that the FA only represents the respondent; she felt that the union should represent both parties, if they are faculty. It was agreed that it is a very precarious situation. She said that other districts' unions represent both parties in similar situations. President Gee will submit the changes to Arturo Ocampo and the FA and ask for their response before the April 14<sup>th</sup> meeting. It noted that there is some vagueness about where an employee should seek assistance. The draft is in the Academic Senate folders.

**C. ACCC Chair**

Eric Narveson, Senator and current chair of the All College Curriculum committee submitted his application. A question of procedure arose about whether sufficient notice was given to all faculty. President Gee advised the Senate that if they wished to vote on this, it needed to be done in two steps: moving it to action and then giving approval. A motion was made to move this to action. *The motion was seconded and passed.* A second motion was made to approve Professor Narveson as chair. *The motion was seconded and passed.*

**VIII. DISCUSSION ITEMS**

**A. Distinguished Faculty Person of the Year: Update**

The sub-committee will meet after the Senate meeting to discuss the award. A suggestion was made to consider gender equity and outside achievements when choosing awardees. It was pointed out that many faculty members do not make this information public. The Senate discussed the criteria for the award. President Gee reminded the Senate that the decision must be made before May 6<sup>th</sup>.

**B. District Policies: Chapter 4/5/6\***

The Senate was given chapters 4 and 5 to review. Course repetition was reviewed and discussed. President Gee would like input; the deadline is the April 15 Senate meeting. Chapter 6 will be reviewed and discussed at a following meeting.

**IX. INFORMATION ITEMS**

**A. Disciplines List Revisions\* *deferred***

**B. Standing Committee Membership**

Nominations from the divisions are needed for standing committees for next year.

**C. Spring Plenary Session in the SF Bay Area: Resolutions – April 17-19, 2008- *announced***

**D. Faculty Leadership Institute (summer, Southern California) - *announced***

**E. Curriculum Institute (summer, in the Bay Area) - *announced***

**F. Job Announcement Process**

Anita Morris, Vice Chancellor of Human Resources, discussed the job announcement process with the Senate. President Gee reminded the Senate that the whole process is going under review in the next year and a half and that this topic was included in Chapter 7 (Human Resources) of the Board Policy, which is under revision. Procedures will also be examined. One concern expressed by the Senate was the lack of input from the constituencies about the format of the job description, as well as equity pertaining to desired and minimum qualifications within the job announcement. This is one area that can be revised, according to Vice Chancellor Morris. President Coon said he was pleased with the recent hiring process and that it was on-target and successful. He also explained that the transparency of the hiring process would continue to improve.

**G. Senate Officer Nominations**

Nominations are needed for all Academic Senate officers. The ballots will be sent out after the April 15<sup>th</sup> meeting with the voting results will be announced at the May 6<sup>th</sup>.

**H. Hawaii International Great Teachers Seminar - *announced***

**X. REPORTS (10 min):**

Informational/Questions for clarity only, if 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: Nasreen Rahim, Chair
6. Retention/Matriculation: Victoria Lugo, Chair
7. Institutional Effectiveness: *vacant*

**F. #Senate Committees**

1. **ACCC Chair** – Eric Narveson (moved to item and removed from consent)

**XI. ADJOURNMENT**

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

**MINUTES**  
**April 15, 2008**

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 & Workforce Development	Harry Lichtbach	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Charlie Kahn-Lomax	Present
Library and Learning Resources	Nasreen Rahim	Absent
Language Arts	Steve Blades	Absent
Language Arts	Shravan Banerjee	Present
Math, Science, and Engineering	Henry Estrada	Present
Math, Science, and Engineering	Bonnie Brown	Absent
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Vacant	-----
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Present
Adjunct	Margaret Goka	Present

**Guests:** Marjorie Clark and Jonathan King

**I. CALL TO ORDER**

**II. ADOPTION OF AGENDA (5 min.)**

Additions/Deletions/Corrections

Items to be Deferred

Adoption of Agenda (Including consent items marked #) – agenda adopted

**III. APPROVAL OF MINUTES – April 1, 2008 – approved with minor language changes**

**IV. RECOGNITION AND ANNOUNCEMENTS**

- KinderCaminata on April 24<sup>th</sup> (volunteers are still needed)
- Author Joely Proudfoot's presentation as part of the President's Speaker Series
- Sterling Warner was recognized by the Board for his Author' Series, his *Leaf by Leaf* publication, and annual poetry festival which will be held on May 7<sup>th</sup>.

**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.

Professor Marjorie Clark thanked the Academic Senate for considering the recommendation that a group of campus women had put forward regarding the Discrimination Procedures. She felt that what had been agreed upon was a good start.

**VI. COMMITTEE APPOINTMENTS**

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

**A. #Non-Screening Committees (2008-2009)**

- 1. College Technology:** David Eisenberg, Business and Workforce Development
- 2. Budget:** Henry Gee, Business and Workforce Development
- 3. College Safety/Facilities:** David Ames, Business and Workforce Development
- 4. Retention Matriculation**

5. **Staff Development:**  
Elaine Ortiz-Kristich, Counseling and Tina Shaner, Business and Workforce Development
  6. **Institutional Effectiveness:** R.J. Ruppenthal, Business and Workforce Development
  7. **College Curriculum:** Soledad Santos, Business and Workforce Development
  8. Archives
  9. Graduation
  10. Marketing
  12. Scholarship
  13. Student Services
  14. Resource Development
  15. District Council
  16. Committee for Modernization Project for Cedro and PE Buildings
  17. Professional Improvement Committee (PIC)
  18. PRC
- B. #Tenure Review Committees**
1. **Lorena Mata:** Joy Chase (dean's choice), Janina Espinoza (faculty's choice)
- C. #Screening Committees**
1. **International Student Counselor:** Laura Bettencourt
  2. **Program Assistant for Office of Service Learning/Diversity Programs:**  
Marjorie Clark
  3. **Instructional Laboratory Technician III in Engineering:** Abdie Tabrizi and John Yu

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

- A. Discrimination Policy\***  
President Gee distributed and reviewed a summary of the six recommended changes that Professor Marjorie Clark has suggested as well as the question of the students' procedures being omitted. He has forwarded a copy of the recommendations to Arturo Ocampo and Barbara Hanfling. The policy will go before the District Council in May. An option presented to the Senate was to wait next three weeks to see if the suggested changes occur so that the executive board of the Senate can approve them. President Gee noted that there were two sticking points: the document's title and a timeline issue, which is unclear. A motion was made to send the Senate's recommendation paper on the discrimination to Arturo Ocampo and the FA for adoption by May 6th. *The motion was seconded and passed.*
- B. Senate Officer Nominations**  
President Gee was nominated to serve as Academic Senate president and accepted. Senator Elaine Ortiz-Kristich was nominated to serve as vice president and accepted. Senators Elaine Ortiz-Kristich, John Carrion, Eric Narveson, Sravani Banerjee, and Harry Lichtbach were nominated for treasurer and declined. Senators Bonnie Brown, Nasreen Rahim, and Peggy Gorbach were nominated, but were not present at the meeting. President Gee will contact them after the meeting to determine their interest. A motion was made to accept the nominees. *The motion was seconded and passed.*
- C. District Policies: Chapter 4/5/6\***  
President Gee is still anticipating feedback on the policies.
- D. Distinguished Faculty Person of the Year**  
Senator Elaine Ortiz-Kristich, reported on the results of the sub-committee meeting which convened to choose the Distinguished Faculty of the Year Award recipient. She, along with Bonnie Brown and Harry Lichtbach recommended two names: one tenured and one adjunct as the recipient for 2007-2008 and was seeking Senate approval for their choice. There was discussion about the process and there was agreement that there needs to be tighter criteria and procedures. A motion was made to adopt the recommendations of the sub-committee. *The motion was seconded and passed.*

**E. Curriculum Chair Vote**

A motion was made to appoint Professor Eric Narveson to serve as the chair of the All College Curriculum. *The motion was seconded and approved.*

**VIII. DISCUSSION ITEMS**

**A. College Council Appointment**

The Senate has two seats on the Council, usually it is the Academic Senate president and an appointee from the Senate. The person to serve will be appointed at the next meeting, on May 6<sup>th</sup>.

**B. Basic Skills Initiative (see Equity Scorecard)**

President Gee distributed and explained information from a consulting team who will be working with the college on the Basic Skills Initiative. He would like the senators to share the information with their divisions.

**C. Five Year Vocational Plan Process**

Jonathan King, Dean of Business and Workforce Development, made a presentation to introduce the Senate to his five-year vocational plan. Dr. King gave background on the plan and explained that his predecessor, Karen Meyers, had also done extensive research on potential vocational programs suited for EVC. Five programs were recommended for EVC: Legal Interpreter, Biomedical Equipment Technician, Homeland Security/Emergency Response Preparedness, Certified Nursing Assistant, and Dietetic Technician. Five criteria were used to select the programs: capital and human resource costs; infrastructure readiness; national, regional, and local demand; accessible funding, both internally and externally, and human resources and technical expertise. Dr. King will attend the May 6<sup>th</sup> Academic Senate meeting to answer additional questions.

**D. Internship Program for Faculty**

Senator Elaine Ortiz-Kristich distributed a resolution in support of faculty internships. She explained that San Francisco City College is involved with the internship project and participants are given a stipend. There has been an internship program in counseling which started three years ago. There are no specifics now, but Senator Ortiz-Kristich is in the process of learning what other local colleges are doing. It is also possible to have San Jose State University involved with the program. She read the resolution and stated that it was in line with EVC's vision statement. She would like the support of the Senate before moving further with this. The Senate was assured that those involved would not be paid but would be job shadowing. A copy of the resolution will be sent to the Senate in email.

**IX. INFORMATION ITEMS**

**A. Disciplines List Revisions\***

**B. Standing Committee Membership**

Names from the divisions for next year's committees should be coming in for approval so that faculty will be ready to begin committee tasks.

**C. Spring Plenary Session in the SF Bay Area – Resolutions – Redwood City, April 17-19, 2008**

**D. Faculty Leadership Institute (summer, Southern California, June 12-14, 2008)**

**E. Curriculum Institute (summer, in the Bay Area, July 10 – 12, 2008)**

**F. Hawaii International Great Teachers Seminar (August 10-15, 2008)**

**G. Minimum Qualifications Handout, February, 2008**

The information was distributed as well as pages from the FA contract that were pertinent to minimum qualifications and FSAs.

**H. Health Center Nurses**

There is an agreement between the District and the FA about bringing in the adjunct nurses at the Health Center as faculty. Some may not have their Master's and may have to go through the equivalency process.

**I. All College Curriculum Committee**

President Gee has asked the committee to pull a course from their schedule until he meets with the committee about process.

**X. REPORTS (10 min):**

Informational/Questions for clarity only, if 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: Nasreen Rahim, Chair
  - 6. Retention/Matriculation: Victoria Lugo, Chair
  - 7. Institutional Effectiveness: *vacant*
- F. Senate Committees**

**XI. ADJOURNMENT**

The meeting was adjourned at 4:49 p.m.

**EVERGREEN VALLEY COLLEGE**  
**A C A D E M I C S E N A T E**  
**MINUTES**  
**May 6, 2008**

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
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Vacant	-----
At Large	Harvey Gipson	Present
Adjunct	Blanca Ezquerro	Absent
Adjunct	Margaret Goka	Present

**Guests:** Keith Aytch, Kuni Hay, Jonathan King, Leslie James

**I. CALL TO ORDER**

**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 – April 15, 2008 deferred**

**IV. RECOGNITION AND ANNOUNCEMENTS**

**Senate Officers for 2008-09**

Because there was no contest for the officer positions of the Senate, Henry Gee will remain as president. Elaine Ortiz-Kristich will serve as vice president. The treasurer position is unfilled.

**Recognition**

Poetry Festival

Desi Show

The EVC Archives opened two weeks ago with a celebration. EVC is one of a very small number of California community colleges that have an archive.

May 1 was the luau sponsored by the APIA

**Announcements**

Taiko drums will be here on May 14

May 15 there will be the employee recognition

Also on May 15 is the APIA dinner in the evening

Graduation night is May 23, at 6:00 pm

**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 (2008-2009)

1. **College Technology**  
Joel Stryker-Adams, Math, Science and Engineering  
Leslie Williams, Counseling  
Rozanne Lopez, Nursing and Allied Health
2. **Budget**  
Laimi Cong-Huyen, Math, Science and Engineering  
Maria Elena Gressel, Counseling  
Sandra DeWolfe, Nursing and Allied Health
3. **College Safety/Facilities**  
Teck Ky, Math, Science and Engineering  
Leslie Williams, Counseling  
Sue Wetzel, Nursing and Allied Health
4. **Retention Matriculation:** Bob Lombard, Math, Science and Engineering
5. **Staff Development**  
Abdie Tabrizi, Math, Science and Engineering  
Ambica Gill, SSHAPE  
Barbara Tisdale, Nursing and Allied Health  
Bob Knight Math, Science and Engineering
6. **Institutional Effectiveness**  
John Yu Math, Science and Engineering  
Mirella Burton, Counseling  
Kara Potter, Nursing and Allied Health
7. **College Curriculum**  
Janice Toyoshima, Math, Science and Engineering  
Felicia Mesa, Nursing and Allied Health  
Gam Nguyen, Counseling
8. **Archives**  
Chui Hwang, Math, Science and Engineering  
Leslie Williams, Counseling
9. Graduation
10. Marketing
12. Scholarship
13. Student Services
14. Resource Development
15. District Council
16. Committee for Modernization Project for Cedro and PE Buildings
17. Professional Improvement Committee (PIC):
18. **PRC:** Jose Valentin, Math, Science and Engineering

### B. #Tenure Review Committees

### C. #Screening Committees

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

### A. Discrimination Policy

President Gee submitted the six items of concern from Marjorie Clark to Barbara Hanfling and Arturo Ocampo. Nothing more has occurred since then. There are some questions on the concerns. President Gee would like the Senate to provisionally approve the discrimination procedures with the proviso that the FA/District work to change some items according to the will of the Senate, which is in agreement. President Gee reviewed the items in question. A motion was made to provisionally approve the procedures. *The motion was seconded and passed.*

- B. College Council Appointments – Present Appointments**
  - 1. **Henry Gee**
  - 2. **Elaine Ortiz-Kristich** – approved to serve on the Council for the 2008-2009 year
- C. Executive Board Appointments**

President Gee explained the function of the Academic Senate Executive Board.

  - 1. **Eric Narveson** was approved to serve on the Council for the 2008-2009 year
  - 2. **Bonnie Brown** was approved to serve on the Council for the 2008-2009 year
- D. Faculty Internship Programs**

At the previous Senate meeting, Elaine Ortiz-Kristich proposed the concept of a faculty internship program. Most senators reported that their divisions were in favor of the idea. The Senate and the divisions agreed that more research is needed before the program is implemented. A motion was made to approve further investigation of the proposal. *The motion was seconded and passed.*
- E. Five Year Vocational Plan Process**

Dr. Jonathan King, Dean of Business and Workforce Development, returned to the Senate for approval for his vocational proposal and to address questions or concerns from the Senate. He reviewed minor changes to the original proposal that he had presented at the previous Senate meeting. A motion was made to endorse the plan. *The motion was seconded and passed.*
- F. District Policies**
  - 1. **Chapter 4: Revision on Academic Renewal**

President Gee requested provisional approval of the academic renewal via course repetition portion of Chapter 4, which he reviewed with the Senate. A motion was made to provisionally approve the policy. *The motion was seconded and passed.*
  - 2. **Chapter 5: Student Services** – deferred until the fall semester

## VIII. DISCUSSION ITEMS

- A. Basic Skills Initiative (see Equity Scorecard)**

There will be a meeting on May 9<sup>th</sup>.
- B. Institutional Effectiveness Committee**
  - 1. **Program Review**

The committee is going through a series of program reviews: Math, Family and Consumer Studies, Computer Information Studies, Foreign Language and Sociology. The committee is awaiting data from research and planning.
- C. Chapter 6: Administrative Services Policy**– deferred until the fall semester
- D. 2008-09 Faculty Priority Hiring**

President Gee asked the senators to start polling their divisions on their faculty hiring priorities. The number of faculty to be hired is not yet known.
- E. Distinguished Faculty of the Year Resolution**

Senator Sravani Banerjee distributed a resolution and gave its background.. She explained that there was dissatisfaction on campus about the distinguished faculty award process. Senator Banerjee will be forwarding an email regarding prior Senate actions and discussions to Language Arts from President Gee. This will be revisited in the fall semester.

## IX. INFORMATION ITEMS

- A. Standing Committee Membership**
- B. Faculty Leadership Institute** (summer, Southern California, June 12-14, 2008) - *announced*
- C. Curriculum Institute** (summer, in the Bay Area, July 10 – 12, 2008) - *announced*
- D. Hawaii International Great Teachers Seminar** (August 10-15, 2008) - *announced*
- E. Oral History Institute**

Leslie James was introduced to the Senate. Senator Harvey Gipson gave a brief overview about the Oral History, which may be housed at EVC. He gave out information outlining the program. This will be discussed in the fall as an action item.

**X. REPORTS (10 min):**

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**XI. ADJOURNMENT**