

2011-2012 Academic Senate Minutes

September 20, 2011

October 4, 2011

November 1, 2011

November 15, 2011

December 6, 2011

February 21, 2012

March 6, 2012

March 20, 2012

April 17, 2012

May 1, 2012

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
September 20, 2011

President	Eric Narveson	Present
Past President	Jack Baker	Absent
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Kelley Wells	Present
Business & Workforce Development	Soledad Santos	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Vacant	-----
Library and Learning Resources	Shelley Blackman	Absent
Language Arts	Steve Blades	Absent
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	Absent
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	Marjorie Clark	Present
Adjunct	Blanca Ezquerro	Absent
Adjunct	Lynh Nguyen	Present

Guests: Keith Aytch, Guillermo Castilla, Henry Gee, Steven Graham, R.J. Ruppenthal Ken Tarquinio, Henry Yong

I. CALL TO ORDER – President Narveson called the meeting to order at 3:30 p.m. in PB104B

II. ADOPTION OF AGENDA (5 min.) Adopted with corrections

Additions/Deletions/Corrections

Items to be Deferred

Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES – May 3 2011 - deferred

IV. RECOGNITION AND ANNOUNCEMENTS

Transfer day

Author's Guild

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 (2010-2011)

1. College Technology

2. Budget

3. College Safety/Facilities

4. Retention Matriculation

5. Staff Development:

6. Institutional Effectiveness: Guillermo Castilla (Math, Science, and Engineering)

7. College Curriculum:

Rachel Lazo (SSHAPE) and Hanh Deng (Counseling) Josh Di Chiacchio (At Large)

Carmen Solarzano (Language Arts)

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
19. Acacia Modernization

B. #Tenure Review Committees

1. **Caritha Anderson:** Bev Stewart (instructor's choice)
2. **Sherryanne Lim:** Debbie De La Rosa (faculty choice)

C. #Screening Committees

1. **Interim Dean of Nursing Screening Committee:** Maureen Adamski, Jackie Keane, Barbara Tisdale, Sue Wetzel
2. **Interim Vice President of Academic Affairs:** Elaine Ortiz-Kristich
3. **Interim Dean of Math, Science and Engineering:** Teck Ky

D. #Peer Review Committees

1. **Rick Wagner:** Beverly Stewart
2. **Beverly Stewart:** Charlie Kahn-Lomax
3. **Hue Le:** Gam Nguyen
4. **Patty Blankenship:** Robin Salak

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

A. AP 4240 Academic Renewal Procedure

Voting and further discussion is deferred until the minutes and the policy are available. A request that copies be sent to counselors was made. It was also requested that the newest policy be available for the Senate to review.

B. BP 2715 Code of Ethics Policy

There was discussion on the policy. I had been presented at the last board meeting. It will be discussed at the next meeting after the District Council. There are two versions: the district's version and the campus's code of ethics. A motion was made to request the most recent copy of the policy. *The motion was seconded and passed.*

C. BP 2435.1 Evaluation of EVC President and SJCC President Policy- *deferred*

D. BP 5140 Disabled Students Programs and Services Policy

This has been deferred and Senator Marjorie Clark will contact DSP Director Robin Salak to attend the next meeting.

E. Nominations for Vice President

Senators Marjorie Clark and Elaine Ortiz-Kristich were nominated for the Vice President seat and they both accepted. Since there are two candidates a ballot will be sent to faculty for a vote.

VIII. DISCUSSION ITEMS

A. By-laws Committee

The by-laws committee needs to be reconvened this academic year. Senator Clark will contact the two members who were not present at the meetings last year and who were not present at today's meeting. Her main concern about the present version is the election procedures. A motion was made to appoint Senator Clark as the by-laws committee chair. *The motion was seconded and passed.*

IX. INFORMATION ITEMS

A. Facilities

EVC President Henry Yong was present to give an update on campus changes. He said that the changes to the facilities master plan was in no way a criticism of the other plans. President Yong stated that the plan was a living document and needed to address various issues that have been raised since the other master plan. One of the concerns was that EVC layout, which is perceived as being too spread out and plans presented including more centralization. He stressed that even though there is a lot of land, no more will be acquired and the present land should be utilized to its fullest potential. President Yong stressed that EVC, because of its attractive environment, has a connection to the community and any plans for changes should keep that in mind. He also reported on the cost saving measures by refurbishing versus rebuilding, giving the campus police facility as just one example. Moreover, there are plans for installing a solar array to provide energy to the campus (as well as reducing the carbon footprint) and demolishing and rebuilding buildings that are located on the fault line.

B. Accreditation and Code of Ethics

Acting Vice President of Instructional Services, Keith Aytch updated the Senate on accreditation. He encouraged all to read the accreditation report and provide feedback to either himself or Professor Ruppenthal. They assured the Senate that there have been many improvements in response to the report from the visiting team, especially at the college-level.

There has been work on the code of ethics document and this was also a response to the visiting accreditation team. Mr. Aytch explained that the code of ethics document was a draft-which is sufficient as far as accreditation requirements--and needs to go through the shared governance process. The document was written using best practices from other colleges. President Narveson explained that what the Senate had in their possession was a copy of the District's code of ethics as well as the college's code of ethics. Mr. Aytch ask for comments from the Senate.

C. Senate Meeting Dates - *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-Eric Narveson/Elaine Ortiz-Kristich

B. Board of Trustees-Eric Narveson

C. District Council-Eric Narveson

D. Treasurer's Report-Bonnie Brown announced that she has sent out the due/scholarship appeals.

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: Emily Banh, Chair
7. Institutional Effectiveness: RJ Ruppenthal

F. Senate Committees

At this time, the committees listed below are contingent on who is elected Vice President of the Senate. Peggy Gorbach, Charlie Kahn-Lomax, and Sravani Banerjee.

1. Executive Committee (1)

2. College Council (1)

3. District Council (1)

G. Accreditation

H. Faculty Association

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
NOTES
October 4, 2011

President	Eric Narveson	Present
Past President	Jack Baker	Absent
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Kelley Wells	Absent
Business & Workforce Development	Soledad Santos	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Counseling Services	Vacant	-----
Library and Learning Resources	Shelley Blackman	Absent
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	Absent
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Charlie Kahn-Lomax	Absent
At Large	Marjorie Clark	Present
Adjunct	Steven Graham	Present
Adjunct	Lynh Nguyen	Absent

Guests: Octavio Cruz, Debbie De La Rosa, Cindy Tayog

- I. CALL TO ORDER:** The meeting was held in the Mishra Community Room, however there was no quorum.
- II. ADOPTION OF AGENDA** (5 min.)
 - Additions/Deletions/Corrections
 - Items to be Deferred
 - Adoption of Agenda (Including consent items marked #)
- III. APPROVAL OF MINUTES** – May 3, 2011 and September 20, 2011-*deferred*
- IV. RECOGNITION AND ANNOUNCEMENTS**

Marjorie Clark was congratulated for serving as Vice President of the Academic Senate.
- 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 (2010-2011)**
 1. College Technology
 2. Budget
 3. College Safety/Facilities
 4. Retention Matriculation
 5. **Staff Development:** Eric Moberg
 6. Institutional Effectiveness
 7. College Curriculum:
 8. Archives
 9. **Graduation:** Sterling Warner
 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: Sterling Warner**
 19. Acacia Modernization
- B. #Tenure Review Committees**
- C. Screening Committees** *deferred*
1. **#Instructional Support Assistant (Language Arts)**
Sravani Banerjee
 2. **Instructional Support Assistant, Lab Lead (English/ESL)**
Debbie DeLaRosa, Valerie Bolaris, Sherryanne Lim
- D. #Peer Review Committees**

VII. ACTION/DISCUSSION ITEMS

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

- A. AP 4240 Academic Renewal procedure**
Dean of Enrollment Services, Octavio Cruz, and Admissions and Records Coordinator, Cindy Tayog were in attendance to discuss academic renewal. They expressed their dismay at the policy printed in the EVC catalogue which seems to be confusing and contradictory. The terms "forgiveness" and "academic renewal" have been used interchangeably, but have different meaning. Forgiveness implies the expunging of one or more semesters; academic renewal has been used when a student wishes to retake a course with an unsatisfactory grade. The issue of how the state would view a semester that has been, in effect, wiped out, yet the institution had previously received state funding for it. This will be discussed further.
- B. BP 2715 Code of Ethics Policy - *deferred***
- C. BP 2435.1 Evaluation of EVC President and SJCC President Policy - *deferred***
- D. BP 5140 Disabled Students Programs and Services Policy - *deferred***
- E. Updated EVC Master Plan – Henry Yong 3:30 (60 min) - *deferred***

VIII. DISCUSSION ITEMS

- A. By-laws Committee**
The membership consists of Senators Marjorie Clark, Steve Blades and Sravani Banerjee. Senator Clark is the chair, and she would like to make the by-laws clearer and bring at least two issues to the Senate to vote on to achieve this.
- B. Adjunct Election Update**
President Narveson welcomed the two newly elected adjunct senators, Steven Graham and Lynh Nguyen.

IX. INFORMATION ITEMS

- A. Moodle**
Several senators commented on problems they have had with Moodle and the difficulties getting support with those problems.
- B. Census of Faculty Representation on Senate**
President Narveson distributed the most current list of faculty members and in which division they are. He explained how the by-laws addressed the number of faculty from each division and how many were allotted a Senate seat.

C. Adjunct Plenary Scholarship

The scholarship was announced and information was distributed to the Senate.

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-Eric Narveson/Elaine Ortiz-Kristich

B. Board of Trustees-Eric Narveson

C. District Council-Eric Narveson

D. Treasurer's Report-Bonnie Brown

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair

President Eric Narveson, who also chairs the ACC, announced that the committee has fulfilled SB1440 which is the law requiring all colleges to have at least two AAT degrees for transfer. The ACC has approved three degrees towards this: A.J., History and Math (AST.) There will be more AAT degrees in the future. He also explained the procedure necessary before the degrees are in effect.

2. Campus Technology: Steve Mentor, Chair

3. Budget Committee: Sally Chumbley, Chair

4. Safety/Facilities: Ken Tarquinio, Chair

5. Staff Development: Nasreen Rahim, Chair

6. Retention/Matriculation: Emily Banh, Chair

7. Institutional Effectiveness: RJ Ruppenthal

F. Senate Committees

1. Executive Committee (1)

2. College Council (1)

3. District Council (1)

G. Accreditation

H. Faculty Association

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
November 1, 2011

President	Eric Narveson	Present
Past President	Jack Baker	Absent
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Kelley Wells	Present
Business & Workforce Development	Soledad Santos	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Library and Learning Resources	Vacant	Absent
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Henry Estrada	Absent
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	Marjorie Clark	Present
Adjunct	Steven Graham	Present
Adjunct	Lynh Nguyen	Absent

Guest: Debbie De La Rosa

I. CALL TO ORDER

The meeting was called to order at 3:10 p.m. in the Mishra Room by President Eric Narveson. Introductions were made for Minerva Duke, who was welcomed as the SSHAPE representative.

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections; Added: Information Items D and E.
Items to be Deferred
Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES

May 3, 2011: After much discussion, a motion was to accept the minutes as submitted. The motion was seconded but defeated. A second motion as made to omit a name. The motion was seconded and passed.

October 18, 2011: was also discussed at length and then approved.

IV. RECOGNITION AND ANNOUNCEMENTS

The Transfer Center is currently working with students who wish to transfer to a UC and CSU.

San Jose City College SANCAS won a national award for outstanding fundraising.

Henry Gee was recognized for his outstanding service for six years of Senate presidency as well as his extensive work with the District on behalf of EVC.

Women for Women workshop was well attended and another one is planned.

There was a visit from the Undersecretary of Education to see the college in action. They were gathering information about more effective grant writing among other issues.

Saint Andrew's Day festivities to be held on November 15.

On the 14th of November there will be a Veteran's Day presentation in the theater.

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 (2010-2011)

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
16. Committee for Modernization Project for Cedro and PE Buildings
17. Professional Improvement Committee (PIC)
18. PRC
19. Acacia Modernization

B. #Tenure Review Committees

1. **Bob Brown** – Soledad Santos (faculty choice) and Michael Risso (dean's choice)

C. #Screening Committees

D. #Peer Review Committees

1. **Minerva Duke** - Felicia Perez
2. **Karen Rowe** - John Carrion
3. **John Payne** - Nancy Zeiszler

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

- A. BP 5140 Disabled Students Programs and Services Policy - *approved***

VIII. DISCUSSION ITEMS

A. By-laws Committee Update

The chair of the subcommittee, Senator Marjorie Clark, gave an update on the committee meeting and passed out information on what the committee has been working on. There was some disagreement on the part of the committee about the items up for discussion. This will be an action item at the next meeting. Some of the items proposed dealt with format, parliamentary procedure and elections.

IX. INFORMATION ITEMS

A. Faculty Hiring

President Narveson would like the Senate to return to their divisions and ask their colleagues to start discussing possible areas for faculty hiring.

B. Grant-writing Procedures – *deferred*

C. State Plenary Session

President Narveson will be attending the session in Southern California. He discussed the session and also mentioned a few noteworthy resolutions that will be discussed there. Some of the issues are basic skills funding and instituting a state-wide assessment test--which is a currently contentious issue.

D. Library and Learning Resources Senate Seat

President Narveson noted that the Library and Learning Resources division has a low number of faculty and therefore cannot provide a faculty member to attend the Senate meetings. Senator Marjorie Clark volunteered to email the faculty and ask what they would like to do.

E. P.E. Repeatability

There presently is a movement afoot to limit repeatability of certain activity courses such as performance arts and PE. The Senate expressed their concern and President Narveson assured them that he will express the Senate's wishes at the state plenary session.

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-Eric Narveson/Marjorie Clark

B. Board of Trustees-Eric Narveson

C. District Council-Eric Narveson/Marjorie Clark

D. Treasurer's Report-Bonnie Brown

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Henry Gee, Chair
4. Safety/Facilities: Ken Tarquinio, Chair
5. Staff Development: Nasreen Rahim, Chair
6. Retention/Matriculation: Emily Banh, Chair
7. Institutional Effectiveness: RJ Ruppenthal

F. Senate Committees

1. Executive Committee
2. College Council
3. District Council

G. Accreditation

H. Faculty Association

XI. ADJOURNMENT – President Narveson adjourned the meeting at 4:50 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
November 15, 2011

President	Eric Narveson	Present
Past President	Jack Baker	Absent
Social Science, Humanities, Arts, & PE	Minerva Duke	Absent
Social Science, Humanities, Arts, & PE	Kelley Wells	Present
Business & Workforce Development	Soledad Santos	Present
Counseling Services	Elaine Ortiz-Kristich	Absent
Library and Learning Resources	Vacant	Absent
Language Arts	Steve Blades	Present
Language Arts	Sravani Banerjee	Present
Math, Science, and Engineering	Guillermo Castilla	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	Marjorie Clark	Present
Adjunct	Steven Graham	Present
Adjunct	Lynh Nguyen	Present

Guest: Henry Gee

I. CALL TO ORDER: President Eric Narveson called the meeting to order at 3:02 in the Mishra room.

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections Added: Discussion item D. and Information item E.

Items to be Deferred

Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES – November 1, 2011 - *deferred*

IV. RECOGNITION AND ANNOUNCEMENTS

The Saint Andrew's Day activity

The Veteran's Day observance

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.

Adjunct Senator Steven Graham donated a copy of *Roberts Rules of Order* to 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 (2010-2011)

1. **College Technology:** William Silver
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
 16. Committee for Modernization Project for Cedro and PE Buildings
 17. Professional Improvement Committee (PIC)
 18. PRC
 19. Acacia Modernization
- B. #Tenure Review Committees**
- C. #Screening Committees**
1. **Executive Director of Research and Institutional Effectiveness**
- D. #Peer Review Committees**

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

VIII. DISCUSSION ITEMS

- A. By-laws Committee Update**
Senator and Chair of the By-laws committee gave an update on the lasted recommendations from the committee. One member resigned from the committee and Senator Guillermo Castilla and President Narveson have volunteered to be members. First, it was suggested that the format be changed to include page numbers, revision dates and include sections and articles. A question was raised about when the recommendations would be voted on, before or after the format change was made. Next, parliamentary procedure should be listed as a reference in the by-laws as how the meetings are conducted. Additionally, the need for a parliamentarian was discussed and, while most senators agreed, a question was raised about who would be willing and able to serve in that capacity. Adjunct faculty voting for Senate officers was also discussed. It seems that most adjuncts expressing their opinions would like to vote for Senate officers; most full-time faculty prefer that they do not.
- B. Faculty Hiring**
The Senators were given the last faculty hiring recommendations for reference and were informed about the faculty obligation number. President Narveson encouraged the Senate to bring the topic back to their divisions and bring back (or email) five recommendations to discuss, even though there is uncertainty about faculty being hired.
- C. Health Services Fee Increase**
Vice President Gee approached the Senate about an increase in the health fee. It has been approved by SJCC and he would like EVC to endorse the idea. The increase would help to balance the budget and expand services for students. The state only allows for a one-dollar maximum increase only so there cannot be more money requested for the fee. This will be on the agenda for the next meeting as an action item.
- D. Senate Civility**
There was a disagreement at the previous Senate meeting and Senator Clark explained the situation as well as what had transpired during on-going communication with members of the By-Laws Committee. She also reminded the Senate that care should be taken to be collegial and respectful with colleagues.

IX. INFORMATION ITEMS

A. Grant-writing Procedures – *deferred*

B. State Plenary Session Report

President Narveson gave a brief report about the plenary session and what was discussed. Topics discussed was the Student Success Task Force—which was controversial and the statewide standardization of placement exams. The spring session will be held in the Bay Area and President Narveson encouraged all who are interested to attend the session

C. Faculty Hiring Timeline

This was distributed to the Senate.

D. Shared Governance – *deferred*

E. Code of Ethics

The code of ethics documents from the Board was distributed. This will be on the next meeting's agenda as an action item.

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-Eric Narveson/Marjorie Clark

B. Board of Trustees-Eric Narveson

C. District Council-Eric Narveson/Marjorie Clark

D. Treasurer's Report-Bonnie Brown

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson, Chair
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Henry Gee, Chair
4. Safety/Facilities: Ken Tarquinio, Chair
5. Staff Development: Nasreen Rahim, Chair
6. Retention/Matriculation: Emily Banh, Chair
7. Institutional Effectiveness: RJ Ruppenthal, Chair

F. Senate Committees

1. Executive Committee
2. College Council
3. District Council

G. Accreditation

H. Faculty Association

XI. ADJOURNMENT – President Narveson adjourned the meeting 4:55 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
December 6, 2011

PRESIDENT

Eric Narveson

VICE PRESIDENT

Marjorie Clark

TREASURER

Bonnie Brown

PAST PRESIDENT

Jack Baker

BUSINESS & WORKFORCE

DEVELOPMENT

Soledad Santos

COUNSELING SERVICES

Elaine Ortiz-Kristich

LIBRARY & LEARNING SERVICES

Vacant

LANGUAGE ARTS

Sravani Banerjee

Steve Blades

MATH & SCIENCE

Guillermo Castilla (fall)

Bonnie Brown

NURSING & ALLIED HEALTH

Peggy Gorbach

SOCIAL SCIENCE, HUMANITIES,

ARTS & PE

Minerva Duke (fall)

Kelley Wells

AT-LARGE

Charlie Kahn-Lomax

Marjorie Clark

ADJUNCT

Steven Graham

Lynh Nguyen

Guests: Rachel Lazo, Henry Gee, Debbie De La Rosa

I. CALL TO ORDER : President Narveson called the meeting to order at 3:20 in Mishra 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 1, 2011 and November 15, 2011

IV. RECOGNITION AND ANNOUNCEMENTS

Senator Marjorie Clark announced that the Associated Students passed a resolution in support of the restoration of the Service Learning program and that the administration has made a commitment to support it as well.

The Board recently met on the EVC campus and various programs and disciplines on campus gave presentations.

The Associated Students, Women's Studies Department and Womyn's Center will be offering students the opportunity to get a free healthy breakfast, Scantrons, blue and green books between 8:00 p.m. and 9:00 in the Womyn's Center December 19th through the 22nd.

V. PUBLIC COMMENTS (limited to only three minutes)

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Art Professor Rachel Lazo spoke on behalf of the SSHAPE division, primarily the arts. Ms Lazo gave her faculty request for the disciplines, which include: Theatre Arts, 3-D Metal Sculpture, Digital Media, Music and Art History. She is currently the only fulltime faculty member in the arts department.

Senator Marjorie Clark read the following statement:

Jack Da Silva is no longer an employee of this District and this is not only a tremendous personal tragedy, but a great loss for our college community, and for our students! Jack Da Silva is a world renowned artist whose art appears in private and public collections all over the world such as:

Victoria & Albert Museum, London, UK

IDA Congress - International Craft Design Exhibition, Taipei, Taiwan

Spectrum of Contemporary Metal Works, Seoul National University Museum of Art, Seoul, Korea

Mendel Art Gallery, Saskatoon, Saskatchewan, Canada

Jack's art is also exhibited around the United States in such places as:

National Ornamental Metals Museum, Memphis, TN

Yuma Art Center, Yuma, AZ

SOFA, New York
Grace Hudson Museum, Ukiah, CA
Sparta Teapot Museum of Craft and Design, Sparta, NC

These are just a few of his exhibits, there are too many to mention in the time allotted for Public Comment.

Jack came to EVC in 2005 and more than doubled the size of the Jewelry and 3D Sculpture department. During his tenure, EVC Jewelry/Metal Arts lab grew to be recognized as the largest and most sophisticated classroom of its kind in northern California according to each of the 12 regional Jewelry /Metal Arts professors who visited the facilities. Jack was respected, admired and treasured by his colleagues and students. He will be greatly missed. Since this is an Institution of Higher Learning, perhaps we should collectively ask the critical question, “how was this tragedy allowed to happen?”

VI. COMMITTEE APPOINTMENTS

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

A. #Non-Screening Committees (2010-2011)

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
16. Committee for Modernization Project for Cedro and PE Buildings
17. Professional Improvement Committee (PIC)
18. PRC
19. Acacia Modernization

B. #Tenure Review Committees

C. Screening Committees

The committees not part of the consent agenda (#) were chosen by the senators by secret ballot with the persons not to be selected from the overflow written for elimination.

1. **#Vice President of Academic Affairs** (replacement position)
R.J. Ruppenthal, Eric Narveson, Soledad Santos, Deborah De La Rosa
2. **#Dean of Math, Science and Engineering**
Lisa Hays, Robert Lombard, Henry Estrada, Guillermo Castilla
3. **Dean of Nursing and Allied Health** (replacement position)
Barbara Tisdale, Sue Wetzal, Peggy Gorbach, Preethi Srinivasan
4. **#Acting Dean of Language Arts**
Robin Hahn, Stephen Blades

D. #Peer Review Committees

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

A. Health Services Fee Increase

Henry Gee was available to address questions and give a brief recap of what was discussed during the last meeting. This was discussed further and a motion was made to endorse the Health Services fee increase

effective Fall 2012 semester, with the recommendation that an audit of Health Services be conducted to include the number of hours of personnel and services. *The motion was seconded and passed.*

B. Code of Ethics – deferred

C. By-laws Committee Update

The by-laws were been discussed and distributed at previous meetings. The amendments to the by-law are listed with parts being passed and others failing. One topic was format and adding page numbers A motion was made to approve the inclusion of page numbers. *The motion was seconded and passed.*

Parliamentary procedure, which would state that *Robert’s Rules of Order, Revised* would be the authority for the Academic Senate meetings; *this was seconded and passed.*

Another portion stated that the meetings of the executive committee would also operate *Under Robert’s Rules*. A motion was made not to include the application of Robert’s rules to the executive committee.

A parliamentarian provision to be added to the by-laws. The nature of the position was discussed. A motion was made to have a parliamentarian. *The motion was seconded and passed.* Various concerns were discussed by both views on the topic of Adjunct faculty voting for Senate officers. A motion was made to place in the by-laws that the adjunct faculty members have the right to vote for the Senate officers. *The motion was seconded and passed.*

VIII. DISCUSSION ITEMS

A. Faculty Hiring

After receiving faculty hiring lists from the Senate’s divisions and a discussion, the list that will be forwarded to the EVC President is below. The first five were ranked and the second five were unranked. The question was raised about whether there would be any hiring done and it was explained that this is imperative to be in compliance with State regulations.

- | | |
|-----------------------|------------------------------|
| 1. General Counselor | English |
| 2. Transfer Counselor | English as a Second Language |
| 3. Mathematics | Biology |
| 4. Theater Arts | Library |
| 5. Music | General Counselor |

IX. INFORMATION ITEMS

A. Shared Governance

Senator Elaine Ortiz-Kristich requested to have the statement below entered into the minutes:

I would like to recommend that we have a comprehensive review and training regarding the Shared Governance process, and a refresher with the Brown Act. I am making the following statement for the record:

On October 18th, 2011 the Academic Senate agenda under “Information” 9c did not post a resolution, yet it was moved into action without constituency review. Questions were asked as to why the urgency, why the void of division review? Much discussion occurred; and a Senator now makes an analysis and recommendation to the Academic Senate body to resolve, in the spirit of Shared Governance that the Senate remain cognizant of the severe cuts to many campus programs and to support an established process whereas a collaborative approach was taken and all constituency groups agreed upon the EVC Shared Governance process.

B. Student Email Accounts - deferred

- C. **Land Development: District Office, Police Academy and Open Panel - *deferred***
- D. **State Approval of Transfer Degree in History - *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**-Eric Narveson/Marjorie Clark
- B. **Board of Trustees**-Eric Narveson
- C. **District Council**-Eric Narveson/Marjorie Clark
- D. **Treasurer's Report**-Bonnie Brown
- E. **College Committees (1 minute @)**
 - 1. All College Curriculum: Eric Narveson, Chair
 - 2. Campus Technology: Steve Mentor, Chair
 - 3. Budget Committee: Henry Gee, Chair
 - 4. Safety/Facilities: Ken Tarquinio, Chair
 - 5. Staff Development: Nasreen Rahim, Chair
 - 6. Retention/Matriculation: Emily Banh, Chair
 - 7. Institutional Effectiveness: RJ Ruppenthal
- F. **Senate Committees**
 - 1. Executive Committee
 - 2. College Council
 - 3. District Council
- G. **Accreditation**
- H. **Faculty Association**

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
February 21, 2012

President	Eric Narveson	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Kelley Wells	Present
Business & Workforce Development	Soledad Santos	Present
Counseling Services	Elaine Ortiz-Kristich	Absent
Library and Learning Resources	Vacant	Absent
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	Charlie Kahn-Lomax	Absent
At Large	Marjorie Clark	Present
Adjunct	Steven Graham	Present
Adjunct	Lynh Nguyen	Absent

Guests: Keith Aytch Debbie De La Rosa, Sam Ho

I. CALL TO ORDER

President Eric Narveson called the meeting to order at 3:15 in the Mishra Conference Room. Senator Randy Pratt was introduced to the Senate as the spring semester representative for SSHAPE.

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 – December 6, 2011 were approved as submitted.

IV. RECOGNITION AND ANNOUNCEMENTS

The film screening of “Miss Representation” on March 2nd at the IBEW in San Jose.

A comment was made about the intermittent WiFi signals on campus. President Narveson will mention this to President Yong when they meet later in the week.

African-American events: Authors’ Series on Wednesday from 12:30-1:30 and The History of Jazz on Thursday.

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 (2011-2012)

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
16. Committee for Modernization Project for Cedro and PE Buildings
17. Professional Improvement Committee (PIC)
18. PRC
19. Acacia Modernization

- B. #Tenure Review Committees**
- C. Screening Committees**
 - 1. Business Services Coordinator:** Teck Ky
- D. #Peer Review Committees**

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

A. Committee Members for Faculty of the Year

President Narveson would like the final award selection to be made by May 1 and would like to have the committee composition decided on at this meeting. A question was raised about having the Faculty of the Year committee not make the final decision but have the faculty-at-large be issued a ballot after the nomination process is complete. The reason for this was to avoid the appearance of a “popularity contest”; this was discussed and it was agreed either procedure could garner such remarks. A motion was made for the committee to narrow down the nominees from the faculty and send out a ballot to the faculty for the final vote. Additionally, Soledad Santos has volunteered to join the committee to replace Past President Harry Lichtbach, who has recently retired. Current members are President Narveson, Senators Bonnie Brown, Elaine Ortiz-Kristich, and Sravani Banerjee.

B. Code of Ethics –deferred

C. By-laws Update–deferred

D. Nursing Faculty Hiring

Vice President of Instructional Services Keith Aytch reported that, due to retirement and promotions, the Nursing department was short one faculty member. To be in compliance with state code and the Board of Registered Nurses, it is imperative that this position be filled. The appointment of another faculty member would also assist with a favorable accreditation review. President Narveson stressed that this hiring instance was a unique case and acknowledged that the nursing position was not one that was chosen and forwarded by the Senate. A motion was made to endorse this faculty hiring. *The motion was seconded and passed.*

VIII. DISCUSSION ITEMS

IX. INFORMATION ITEMS

A. Nursing Faculty Hiring – Unanimously moved to action due to the urgent nature of the request.

B. Procedures for Harassment/Complaints

Sam Ho, Director of Employment Services distributed a packet of information regarding harassment and complaint personnel issues. Mr. Ho went through the packet with the Senate. Further clarification was requested for retaliation complaints. Mr. Ho will return to a meeting in March.

C. Shared Governance

In a previous meeting, a senator questioned whether the shared governance process was being followed in the Senate. President Narveson distributed the 10+1 responsibilities list from the State Senate. He asked the question, for thought by the Senate, if they felt their function within the Senate was to be a delegate or a trustee.

D. Student Email Accounts

This topic had been previously discussed by the Senate, without outcome, and raised again at this meeting. It was felt that there is much information that is sent to staff, via email, in hopes of dissemination to students by faculty. Some of the information is important and not being conveyed to students and the feeling was that notifying students directly, via e-mail, would be more effective. Some news is sent to students in their email accounts, but not all, including vitals topics such as available internships and Health Services news. One idea was to ask a representative from ITSS to come and address email communication to students.

E. Land Development: District Office

Two consultants have been hired (with bond money) to explore the possibility of developing the land between the EVC main campus and the District Offices. The initial plan would include more businesses. The District Offices could be located to either a location between to the two campuses, or more likely, at excess floor space at the SJCC campus. There is concern that about the master plan and if the tentative plans for the development of the land will be in conflict.

F. Faculty Hiring Update

There will be one faculty hire in biology, it is not an extra position but a replacement.

G. Staff Development Chair

President Narveson was informed that the present Staff Development chair has not received any reassigned time in three years. He distributed a list of all reassigned time recipients for comparison from a previous board meeting. Question arose about how certain positions were chosen, as many senators did not recall seeing announcements in their emails. One idea would be to allow for the 10% reassigned time not being utilized by the Academic Senate president this semester to be given to the chair of Staff Development.

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-Eric Narveson/Marjorie Clark

C. District Council-Eric Narveson/Marjorie Clark

President Narveson noted that the council is becoming more interactive, thanks to the new chancellor. The student success task force was one of the topics of discussion. Additionally, there are 30 board policies that need to be updated and approved before October for accreditation. The college is currently “on warning” and can either be in compliance or go into the “show cause” status, so the situation needs to be taken seriously.

B. Board of Trustees-Eric Narveson

President Narveson reported on the meeting: Maria Fuentes is now the board’s president, the board are out and about networking with other boards and the meetings are starting earlier.

D. Treasurer’s Report-Bonnie Brown

E. College Committees (1 minute @)

1. **All College Curriculum:** Eric Narveson, Chair – Course Updates and Accreditation
2. **Campus Technology:** Steve Mentor, Chair
3. **Budget Committee:** Henry Gee, Chair

4. Safety/Facilities: Ken Tarquinio, Chair
5. Staff Development: Nasreen Rahim, Chair
6. Retention/Matriculation: Emily Banh, Chair
7. Institutional Effectiveness: RJ Ruppenthal

F. Senate Committees

1. Executive Committee
2. College Council
3. District Council

G. Accreditation

H. Faculty Association

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
DRAFT MINUTES
March 6, 2012

President	Eric Narveson	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Kelley Wells	Present
Business & Workforce Development	Soledad Santos	Absent
Counseling Services	Elaine Ortiz-Kristich	Present
Library and Learning Resources	Vacant	Absent
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	Absent
At Large	Charlie Kahn-Lomax	Absent
At Large	Marjorie Clark	Present
Adjunct	Steven Graham	Present
Adjunct	Lynh Nguyen	Present

Guests: Debbie De La Rosa, Sam Ho, Robin Salak

- I. CALL TO ORDER:** President Eric Narveson called the meeting to order in the Mishra conference room at 3:07
- 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 21, 2012 – *approved as amended*
- IV. RECOGNITION AND ANNOUNCEMENTS**
 Several Women’s History Events are planned this month. There will be a Students Speak Out on Education event with Mayra Cruz and Board President Maria Fuentes on Tuesday, March 13, from 12:30pm -1:30pm in Montgomery Hall. Also, there will be the book discussion event and tea, featuring *Girl in Translation* by Jean Kwok, on the 22nd in Gullo 2.
- 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 (2011-2012)**
1. College Technology
 2. Budget
 - a. District Budget - *deferred*
 3. **College Safety/Facilities:** Linda Hoogendijk
 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
16. Committee for Modernization Project for Cedro and PE Buildings
17. Professional Improvement Committee (PIC)
18. PRC
19. Acacia Modernization

- B. #Tenure Review Committees**
- C. #Screening Committees**
- D. #Peer Review Committees**

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

- A. Procedures for Harassment Complaints** (moved to last item to accommodate Sam Ho’s schedule)
Sam Ho revisited the Senate for input and recommendations to the harassment complaints procedures. The main concern was the vagueness of the severity of punishment for respondents. It was felt that the accused person had few rights and recourse. It was also agreed that this could open the District up to lawsuits by the accused. Mr. Ho stated that the District does not provide for recourse or general guidelines by the respondent and only allows for a written response (Title V does not provide for this.) The FA is also looking into the procedures. President Narveson asked if any senators would like to join Vice President Marjorie Clark is forming an ad hoc committee in doing a comprehensive, page-by-page and giving recommendations. Senator Kelley Wells will be assisting her.
- B. By Laws - *deferred***
- C. Staff Development Chair Reassigned Time**
Currently, the staff development chair is not receiving any reassigned time and has not been for the three years she has held the position and is unwilling to continue without reassigned time consideration. The Senate felt this is poor practice and that the administration will take this as precedence. President Narveson wanted to get a sense of how the Senate felt so he could speak to the president about this and the Senate recommended a full reinstatement of the staff development chair with the appropriate reassigned time.

VIII. DISCUSSION ITEMS

- A. Student Learning Outcomes**
Senator Elaine Ortiz-Kristich gave an update. She had met with Lynnette Apen, the SLO Coordinator about PDD. Ms. Apen wanted her to share the information and update with the Senate. It is going to be “fast and furious” and they are trying to create resources for faculty and staff around SLO creation. There are three levels of faculty: no work done at all, faculty are already focused on identifying their SLOs and those who are beginning their assessments. The college is two years behind and expediency was stressed. Courses not being offered without SLOs will be deleted after this semester. The curriculum is currently 70% compliance. Language Arts and Business and Workforce Development need faculty representatives. The Senate was asked if they would officially endorse the concept and some felt they are doing it already and do not really endorse the concept and accept that this is for accreditation. President Narveson encouraged the Senate to attend the PDD session. There will be a meeting to resolve this soon.

IX. INFORMATION ITEMS

- A. Shared Governance – *deferred***

B. Equivalency Concern

A faculty member approached the Senate for assistance with receiving her equivalency. A timeline summary of the process she had been through was distributed to the Senate.

C. Budget Report Request

A request was made to have a periodic report on the Senate funds.

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-Eric Narveson/Marjorie Clark (See IX. F.)

C. District Council-Eric Narveson/Marjorie Clark

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Bonnie Brown

E. College Committees (1 minute @)

1. **All College Curriculum:** Eric Narveson, Chair
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Henry Gee, Chair
4. Safety/Facilities: Ken Tarquinio, Chair
5. Staff Development: Nasreen Rahim, Chair
6. Retention/Matriculation: Emily Banh, Chair
7. Institutional Effectiveness: RJ Ruppenthal

F. Senate Committees

1. Executive Committee
2. College Council
3. District Council

G. Accreditation

H. Faculty Association

XI. ADJOURNMENT: 5:10

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
DRAFT MINUTES
March 20, 2012

President	Eric Narveson	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Eric Narveson	Present
Social Science, Humanities, Arts, & PE	Kelley Wells	Present
Business & Workforce Development	Soledad Santos	Absent
Counseling Services	Elaine Ortiz-Kristich	Present
Library and Learning Resources	Vacant	Absent
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	Absent
At Large	Charlie Kahn-Lomax	Absent
At Large	Marjorie Clark	Present
Adjunct	Steven Graham	Present
Adjunct	Lynh Nguyen	Present

Guests: Debbie De La Rosa, Octavio Cruz, Robin Salak

I. CALL TO ORDER: President Eric Narveson called the meeting to order in the Mishra conference room at 3:07

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

III. APPROVAL OF MINUTES – March 6, 2012 – approved at submitted

IV. RECOGNITION AND ANNOUNCEMENTS

The Service Learning Program has had a program specialist 50% position approved.

There will be a town hall meeting convened by the President on Thursday, at 1:30, in Mishra.

The women’s history book tea will be held on Thursday from 12:30 until 1:30 in Gullo II.

There will be an upcoming screening of “Miss Representation”, details will be forthcoming.

The Title IV event was well-attended.

An invitation was issued by the Chancellor for a faculty member to travel to Sacramento to meet with State Legislators.

A Senator expressed his dismay at getting a parking ticket for not having his sticker in view.

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 (2011-2012)

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
16. Committee for Modernization Project for Cedro and PE Buildings
17. Professional Improvement Committee (PIC)
18. PRC
19. Acacia Modernization

B. #Tenure Review Committees

1. **Elaine Kafle** – Jackie Keane

C. #Screening Committees

D. #Peer Review Committees

1. **Jack Baker** - Janice Toyoshima

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

A. Procedures for Harassment Complaints – *deferred*

B. By-Laws

Senator Marjorie Clark, who is chairing the By-Laws Subcommittee, asked what the Senate wanted to do about the By-Laws. She presented the revisions and President Narveson suggested that the changes be approved item-by-item. There were not enough Senators present to make any changes. The main issues dealt with elections. The timeframe was discussed for choosing the at-large representative and it was agreed that the by-laws stipulate the month of April.

C. Staff Development Chair Reassigned Time – *deferred*

D. Equivalency

This was an update and further discussion of an issue raised at a previous meeting. A motion was made to reapprove the committee, comprised of President Narveson, Peggy Calandri and Marjorie Clark, involved with the equivalency. The motion was seconded and passed. A meeting with this committee will be scheduled in late March.

E. Senate Budget

A treasury report was given and there is a balance of \$4601.50 after a check was written in the amount of \$355.00 to send Senator Marjorie Clark to the spring plenary session.

VIII. DISCUSSION ITEMS

IX. INFORMATION ITEMS

A. Shared Governance – *deferred*

B. Chapter 5 Policies

Vice President of Student Services Irma Archuleta distributed the Chapter 5 Board Policies, including a cover page that outlined the revisions made for review. Any changes or corrections should be sent to the Senate office. The next step will be the College Council then the District and should be completed this year and more revisions are expected next year since there is new legislation to be incorporated into the policy.

C. FW Grading

Dean of Enrollment Octavio Cruz reported on the FW grade notation and stated that this is now the state law, but would still like to get the endorsement of the Academic Senate. He explained the significance of the grade.

D. Distinguished Faculty of the Year Award

Senator and subcommittee member, Sravani Banerjee reviewed the nomination form for the Senate.

E. Plenary Session – Marjorie Clark and Eric Narveson will be attending.

F. Plenary Session - *deferred*

G. Board Policy: Chapter 4 - *deferred*

H. Summer Session - *deferred*

I. Additional Meeting

The Senate agreed that they need to meet next week for an hour to address some timely matters.

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-Eric Narveson/Marjorie Clark

C. District Council-Eric Narveson/Marjorie Clark

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Bonnie Brown

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Henry Gee, Chair
4. Safety/Facilities: Ken Tarquinio, Chair
5. Staff Development: Nasreen Rahim, Chair
6. Retention/Matriculation: Emily Banh, Chair
7. Institutional Effectiveness: RJ Ruppenthal

F. Senate Committees

1. Executive Committee
2. College Council
3. District Council

G. Accreditation

H. Faculty Association

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
April 17, 2012

President	Eric Narveson	Present
Past President	Jack Baker	Absent
Social Science, Humanities, Arts, & PE	Randy Pratt	Present
Social Science, Humanities, Arts, & PE	Kelley Wells	Absent
Business & Workforce Development	Soledad Santos	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Library and Learning Resources	Vacant	Absent
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	Charlie Kahn-Lomax	Present
At Large	Marjorie Clark	Present
Adjunct	Steven Graham	Present
Adjunct	Lynh Nguyen	Present

Guests: Debbie De La Rosa, Alla Markevitch, Robin Salak

I. CALL TO ORDER President Eric Narveson called the meeting to order in the Mishra conference room at 3:07

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections

Items to be Deferred

Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES – March 6, 2012 and March 27, 2012 – approved as submitted

IV. RECOGNITION AND ANNOUNCEMENTS

Special thanks to David Yancey for his leadership. AFT 6157, hosted the 70th Annual Convention of the California Federation of Teachers in San Jose on April 13, 14 and 15th 2012

The winner of the Academic Senate Scholarship

Vice President Marjorie Clark will be representing the Senate at the next Board meeting

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 (2011-2012)

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
16. Committee for Modernization Project for Cedro and PE Buildings
17. Professional Improvement Committee (PIC)
18. PRC
19. Acacia Modernization

- B. #Tenure Review Committees**
- C. #Screening Committees**
- D. #Peer Review Committees**

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

- A. Board Policies: Chapter 4- *deferred***
- B. By-Laws**

The first issue presented was to approve the At-Large representative of the Senate act as a proxy-voter for the Library and Technology division to provide a voice for them only. Currently, this division is understaffed and unable to provide a faculty member to represent their division. Additionally, there is a planned reorganization, and this will also affect the Senate representation and will occur in the fall of 2012. A motion was made to defer until fall. *The motion was seconded and passed.*

Term limits were discussed next and it was noted that although many Senators were serving repeated terms, it was usually due to lack of interest from their division colleagues in serving. It was also recommended that this decision be left to the division itself. A motion was made not to have term limits as part of the by-laws. *The motion was seconded and passed.*

The next by-law addition dealt with faculty serving in two divisions. Those Senators must decide in April in which division they will be as far as Senate representation. A motion was made to approve the addition. *The motion was seconded and passed.*

Another addition confirmed that the immediate Past-President was ex-officio and not a voting member of the Senate. A motion was made to approve this change. *The motion was seconded and passed.*

The next change stipulated that “Elections for division and At-Large representatives shall be conducted by April 15” and included that elections must take place by physical and secret ballot. The Senate agreed that it was not their place to tell divisions how to conduct their business. A motion was made to strike the portion about “physical and secret ballot” and only have the April requirement, and not the date. *The motion was seconded and passed.* Also, “If a department becomes entitled to an additional representative after the April election, the department shall elect its additional representative prior to first week of the fall semester.

Another by-law addition was to add to the Senate officers the office of parliamentarian. The sense of the Senate was that they need to define “parliamentarian” further.

Other changes include the addition of “The President is a non-voting member, except whenever his or her vote will affect the result.” A motion was made to accept the change with the addition of “the.” *The motion was seconded and passed.* Also added was that: “The President’s reassigned time belongs to senate and cannot be negotiated by the President without the majority consent of the Senate or the Executive Committee if the Senate is not in session.” It was suggested that this could be made into a

resolution. A motion was made to approve the change. *The motion was seconded and but failed.*

Duties and responsibilities were added as were: Specify the voting period, e.g., “The period of voting shall be seven business days from the distribution of ballots to faculty members.” And: The Senate shall choose three Senators who are not currently officers or running for office to serve as an Election Committee and to collect and tally the ballots. And: In the event of an uncontested seat, the Senate may, in lieu of holding an election, appoint the eligible, nominated candidate. Following the appointment, the President shall notify all faculty members. A motion was made to approve the changes. *The motion was seconded and passed.*

Also added: “The times when the Executive Committee shall meet as necessary in open meetings in January and during the summer after the last Academic Senate meeting of the year to the first Senate meeting of the academic year.” A motion was made to approve the changes. *The motion was seconded and passed.*

Other topics referred to Robert’s Revised Rules of Order and add “revised” to ensure the latest version is being used. A motion was made to accept the addition of “revised.” *The motion was seconded and passed.* Also, “If a vacancy occurs after the regular spring election for At-Large Representatives, or after the regular election for senate officer, the Senate may, at its option, decide to select a replacement with the majority of the senate concurring in the election.” The addition of “spring” was added for clarity. A motion was made to approve the addition. *The motion was seconded, but failed.*

C. Senate Officer Elections

Nominations were opened to the Senate for next year’s Senate officers. Current President, Eric Narveson was nominated and he accepted the nomination. Present Vice President Marjorie Clark was nominated for another term as Vice President and also accepted the nomination. Senator Soledad Santos was nominated for the office of Treasurer and she accepted. All three nominees will not have to stand for election as per the by-laws. President Narveson will send out an email to faculty announcing the officers.

D. FW Grading

FW grading is already in Title V and will become part of District policy. A motion was made to approve the concept of FW grading. The motion was seconded and passed.

VIII. DISCUSSION ITEMS

IX. INFORMATION ITEMS

A. Summer Session

The schedule is already set. There has been a request from the FA and the Presidents of both Senates to form an enrollment management committee to better plan the schedule with faculty input. There will be a request to staff this committee in the fall.

B. Equivalency

Professor Robin Salak once again addressed the Senate about the on-going problems she has been having getting her equivalency.

C. Sexually Inappropriate Behavior Resolution – deferred

D. Distinguished Faculty of the Year Award Update – deferred

E. Sexual Harassment/Discrimination Procedures – deferred

F. Budget/Treasury- deferred

G. Elections for Senators– *deferred*

H. Plenary Session- *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-Eric Narveson/Marjorie Clark

C. District Council-Eric Narveson/Marjorie Clark

B. Board of Trustees-Eric Narveson

D. Treasurer’s Report-Bonnie Brown

E. College Committees (1 minute @)

1. All College Curriculum: Eric Narveson
2. Campus Technology: Steve Mentor, Chair
3. Budget Committee: Henry Gee, Chair
4. Safety/Facilities: Ken Tarquinio, Chair
5. Staff Development: Nasreen Rahim, Chair
6. Retention/Matriculation: Emily Banh, Chair
7. Institutional Effectiveness: RJ Ruppenthal

F. Senate Committees

1. Executive Committee
2. College Council
3. District Council

G. Accreditation

H. Faculty Association

XI. ADJOURNMENT

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

MINUTES
May 1, 2012

President	Eric Narveson	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Randy Pratt	Present
Social Science, Humanities, Arts, & PE	Kelley Wells	Present
Business & Workforce Development	Soledad Santos	Present
Counseling Services	Elaine Ortiz-Kristich	Present
Library and Learning Resources	Vacant	Absent
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	Charlie Kahn-Lomax	Present
At Large	Marjorie Clark	Present
Adjunct	Steven Graham	Present
Adjunct	Lynh Nguyen	Absent

I. CALL TO ORDER - President Eric Narveson called the meeting to order in the Mishra conference room at 3:05

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections: Deleted: Information D. Brown Act and Senate Agenda

Items to be Deferred

Adoption of Agenda (Including consent items marked #) Approved as corrected

III. APPROVAL OF MINUTES – April 17, 2012– approved as submitted

IV. RECOGNITION AND ANNOUNCEMENTS

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 Poetry Festival will be held on May 2, from 12:30 until 5:00.

A resolution, from Bakersfield College, submitted by Sterling Warner about budgeting, course cancellation and the need to rely on the Senate for input, was read.

The CTC has discussed the email accounts for students and the Chancellor will be contacted about this topic.

The employee recognition ceremony will be tentatively held on May 17.

President Narveson encouraged the Senators to attend the graduation ceremony.

The screening of the film “Miss Representation” and a discussion will be on May 10, 2012, from 6:00-8:30pm.

The Day on the Green high school recruitment event on May 5.

VI. COMMITTEE APPOINTMENTS

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

A. #Non-Screening Committees (2011-2012)

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
16. Committee for Modernization Project for Cedro and PE Buildings
17. Professional Improvement Committee (PIC)
18. PRC
19. Acacia Modernization

B. #Tenure Review Committees

C. #Screening Committees

D. #Peer Review Committees

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

A. Leadership Workshop - *moved to action after a vote by the Senate*

A motion was made to authorize funding for President Narveson and Marjorie Clark. *The motion was seconded and approved.* The workshop will be held in Temecula.

B. Curriculum Institute - *moved to action after a vote by the Senate*

It will be held at the San Francisco Hyatt, from July, 12th -14th

A motion was made to authorize funding for President Narveson and Charlie Kahn-Lomax. A request was made to have those attending the various events come back to the Senate with a report. *The motion was seconded and approved.*

VIII. DISCUSSION ITEMS

IX. INFORMATION ITEMS

A. Leadership Workshop - *moved to action after a vote by the Senate*

B. Curriculum Institute - *moved to action after a vote by the Senate*

C. Sexually Inappropriate Behavior Resolution

Vice President Marjorie Clark presented the resolution to the Senate. She stated that the most colleges already have a similar statement. She would like to send the resolution out to all faculty for comment. It has also been discussed at the SJCC Senate as an information item.

D. Brown Act and Senate Agenda – *removed*

- E. Sexual Harassment/Discrimination Procedures - *deferred***
- F. Plenary Session Update**
President Narveson and Vice President Marjorie Clark gave brief reports on the sessions they attended.
- G. Elections for Senators**
The Senate still needs the divisions to elect their Senate representatives. The resolution was discussed.
- H. At-Large Election Update - Professor Charlie Kahn-Lomax won the election.**
- I. Distinguished Faculty of the Year Update**
Professor Nasreen Rahim won the 2012 Faculty of the Year award; Professor Steven Graham won for the adjunct reward.
- J. Collection of Dues and Scholarship Funds**
The Senate was reminded that dues and funds for the Academic Senate scholarship are needed and that the Senators should make sure that they are contributing. Possible fund raising activities were discussed.

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.

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- C. District Council**-Eric Narveson/Marjorie Clark
- B. Board of Trustees**-Eric Narveson
- D. Treasurer's Report**-Bonnie Brown
- E. College Committees (1 minute @)**
 - 1. All College Curriculum: Eric Narveson
 - 2. Campus Technology: Steve Mentor, Chair
 - 3. Budget Committee: Henry Gee, Chair
 - 4. Safety/Facilities: Ken Tarquinio, Chair
 - 5. Staff Development: Nasreen Rahim, Chair
 - 6. Retention/Matriculation: Emily Banh, Chair
 - 7. Institutional Effectiveness: RJ Ruppenthal
- F. Senate Committees**
 - 1. **Executive Committee:** the committee will consist of President Narveson, Vice President Marjorie Clark, Treasurer Soledad Santos, Charlie Kahn-Lomax and Steven Graham.
 - 2. College Council
 - 3. District Council
- G. Accreditation**
- H. Faculty Association**

XI. ADJOURNMENT