

2013-2014 Academic Senate Minutes

September 3, 2013
September 17, 2013
October 1, 2013
October 15, 2013
November 19, 2013
December 3, 2013
February 4, 2014
February 18, 2014
March 18, 2014
April 1, 2014
April 22, 2014
May 6, 2014

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
September 3, 2013

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Absent
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Present
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Vacant	-----
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Absent
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Present
Adjunct	Steven Graham	Present
Adjunct	Jimmie Wilson	Absent

Guests: Shannon Cummings, Robin Salak, Henry Gee, Ray Aguirre, Gilbert Torres

I. CALL TO ORDER

President Eric Narveson called the meeting to order in the Mishra room at 3:10 p.m.

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections G. Grade Challenge Deadline

Items to be Deferred

Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES –May 7, 2013 minutes were approved with changes.

IV. RECOGNITION AND ANNOUNCEMENTS

Dismay was expressed at the light faculty attendance for this past graduation ceremony. There has been some confusion in the past and lack of communication about teaching night classes on graduation night. Several possible solutions were shared to improve attendance.

Constitution Day is forthcoming.

The adoption of Curricunet, a curriculum management package, was approved by the Board.

The Area B meeting at DeAnza was announced and President Narveson encouraged members to attend.

A letter addressed to the AJCC was presented to the Senate from the Faculty Association.

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 (2013-2014)

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
20. District Budget

B. #Tenure Review Committees

C. #Screening Committees

1. **Dean of Workforce Development** (summer committee)
Soledad Santos, Michael Hernandez, Melody Barta, Steven Graham
2. **Health Services Nurse:** Janet Chang

D. #Peer Review Committees

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

A. **Salak Equivalency Investigation Committee** (20 min.)

President Narveson distributed a document with his response to the committee's findings and briefly reviewed it with the Senate. He agreed with the regarding the need to improve the procedure for evaluating equivalencies. Work is being done on equivalency procedures, including designing a clearer evaluation form. President Narveson encouraged Senators to give input. A motion was made to accept the report as submitted as well as President Narveson's response to the report. *The motion was seconded and passed.*

B. **Senate Governance Committees Vacancies** (5 min.)

There are currently task force vacancies at the State Senate level. Senators were asked to visit the State Senate web page for more information if they are interested in being on a task force.

VIII. DISCUSSION ITEMS

A. **Staff Development Concerns** - *deferred*

B. **Transfer Center** - *deferred*

C. **Reassigned Time Process** – *deferred*

IX. INFORMATION ITEMS

A. **Campus Security Infrastructure: Security Cameras**

Vice President Henry Gee, Police Chief Ray Aguirre, and Lieutenant Gilbert Torres discussed the use of security cameras on campus. Chief Aguirre felt that the cameras will reduce crime on campus by monitoring criminal activity, reporting on suspicious activity, and assisting in the deployment of critical resources—such as the case of an active shooter, but they will serve mostly for evidentiary purposes.

Chief Aguirre addressed the perception of lack of privacy with the cameras, as well as the lack of bandwidth with which to operate the cameras. The locations targeted for cameras will be those where the campus community does not have a reasonable expectation of privacy such as the library, bookstore and other general congregation areas. Lighting, trimming shrubbery, and integrating security ideas into the layout and design of future campus buildings, including access for emergency vehicles are all part of the security infrastructure. Concern was expressed about the publishing of the videos and light pollution on campus that would hinder visibility for the observatory. Chief Aguirre insisted surveillance recordings would be kept confidential except when used in public prosecutions and noted that he is aware of and is working with the astronomy faculty regarding lighting compatibility with the observatory. Chief Aguirre stated that he was available for comments or questions, and invited the Senate to view the monitors in the Campus Police station. This will be discussed further at the next meeting.

B. **Ad Hoc Marketing Committee Update**

Senator Robin Hahn reviewed the two focuses of the committee: external and internal promotion of the campus in general and of available classes. She stated that the Outreach Committee was working well on this, however, it is still unknown how to reach students about under-enrolled classes and who is authorized to send out that information. Senator Hahn will work with the EVC Webmaster, Shashi Naidu to promote classes on the EVC web site.

C. **Spring Plenary Session Update**

President Narveson reported on the movement to reform the State Senate membership, Senate Two Point Oh, spearheaded by newer statewide-Senate members.

D. **Accreditation Mid-Term Report**

President Narveson invited the Senate to read the report, which can be found on the EVC web site. It is currently in draft form and will be submitted in mid-October. He would like to have the report endorsed by the Senate by the end of September.

E. **New Equivalency Form** - *deferred*

F. **Adjunct Senate Seats Election**

The nominations forms are in the adjunct mailboxes. The deadline is September 13 and there are two candidates so far.

G. **Grade Challenge Deadline**

Currently there is no time limit within which a student can request a grade change. The need for a deadline will be on the agenda to be discussed at the next meeting.

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

C. District Council-Eric Narveson

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach – A check for \$370.00 for the scholarship was received.

E. College Committees (1 minute @)

1. All College Curriculum: Janice Toyoshima, 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

I. Administrative Services – Henry Gee

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
September 17, 2013

President	Eric Narveson	
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Present
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Absent
Adjunct	Steven Graham	Present
Adjunct	Jimmie Wilson	Present
		Absent

Guests: Keith Aytch, Debbie De La Rosa

I. CALL TO ORDER

The meeting was called to order at 3:05 p.m. by President Narveson, in the Mishra conference room. New Senator, Michael Hernandez of Business and Workforce Development, was introduced.

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections

Items to be Deferred

Deferred: C. New Equivalency Form

Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES – The minutes of September 3, 2013 were approved with changes.

IV. RECOGNITION AND ANNOUNCEMENTS

Constitution Day events were held today.

Nasreen Rahim was commended for her assistance with faculty on-line issues at the semester's start.

A problem with EVC student e-mails bouncing back was reported.

The Community College League is having its convention November 21 - 23 at the SFO Hyatt Airport Regency.

The annual AFT picnic will be held at Vasona Park on October 5, 2013.

President Narveson would like to make a statement of support and recognition for the Cedro Mural.

There will be a Community Advisory Group breakfast meeting in the District Office boardroom, 7:30 a.m., this coming 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.

President Narveson handed out a list of faculty on campus and asked for the Senate for updates.

VI. COMMITTEE APPOINTMENTS

(Applications are available at the senate meeting but may be previewed in the Academic Senate office.)
The committees, as well as their membership, were discussed and some committees may not be currently active.
This will be further discussed at the next meeting after the Senators have conferred with their divisions.

A. #Non-Screening Committees (2013-2014)

- 1. College Technology**
David Eisenberg (Business/Wk Dev)
Leslie Williams (Counseling)
William Silver Teck Ky (MSE)
Kara Potter (Nursing/Allied Health)
VACANT (SSHAPE)
Nasreen Rahim (Library/Learning Resources)
Steven Mentor (At-large)
- 2. Budget**
Melody Barta (Business /W Dev)
VACANT (Counseling)
VACANT (Lang. Arts)
Tech Ky (MSE)
Nancy Lin (Nursing/Allied Health)
Uyen Mai (SSHAPE)
VACANT (Library/Learning Resources)
Eric Narveson (At-large)
- 3. College Safety/Facilities**
Ken Tarquinio (SSHAPE)
David Ames (Business &Wk Dev)
Robin Salak (DSP)
VACANT (Lang. Arts)
VACANT (MSE)
Sue Wetzel (Nursing)
Cindy Bevan (SSHAPE)
Leslie Williams (Counseling)
VACANT (Library/Learning Resources)
VACANT (At-large)
- 4. Student Success (formerly Matriculation)**
Emily Bahn (Lang. Arts)
Robert Brown (Business /W Dev)
Hahn Deng (Counseling)
Preeti Srinivasan (MSE)
Jackie Keane (Nursing/Allied Health)
Frank Espinosa (SSHAPE)
Tino Guevara (At-large)
VACANT (Library/Learning Resources)
Lana Strickland (Alternate)
VACANT (Lang. Arts)
- 5. Staff Development**
Tina Shaner (Business /W Dev)
Elaine Ortiz-Kristich (pending) (Counseling)
Eric Moberg (Lang. Arts)
Abdie Tabrizi (MSE)
Barbara Tisdale (Nursing/Allied Health)
Nasreen Rahim (Library/Learning Resources)
Hai Nguyen (SSHAPE)
Helen Han (Lang. Arts)
- 6. Institutional Effectiveness**
R.J. Ruppenthal (Business /W Dev) Chair
VACANT (Counseling)
Azita Taviana (MSE)
Felicia Mesa (Nursing/Allied Health)
VACANT (SSHAPE)
VACANT (Lang. Arts)
Lorena Mata (Library/Learning Resources)
VACANT (At-large)
- 7. College Curriculum**
Brad Bergholdt (Business /W Dev)
Elaine Ortiz-Kristich (Counseling)
Leticia Burke (Lang. Arts)
Laimi Cong-Huyen (MSE)
Maureen Adamski (Nursing)
Rachel Lazo (SSHAPE)
Shelley Blackman (Library)
Josh Di Chiacchio (At-large)
Articulation Officer: Teresa Carpio
Alternate: Guillermo Castilla

8. **Archives**
Eric Narveson, Chair VACANT (SSHAPE)
Chui Hwang (MSE) VACANT (Library/Learning Resources)
Khanh-Hoa Nguyen-Wong Leslie Williams (Counseling)
(Lang. Arts) Nancy Lin (Nursing)
9. **Graduation**
Khanh-Hoa Nguyen-Wong Gam Nguyen (Counseling)
(Lang. Arts) Felicia Mesa (Nursing/Allied Health)
10. **Marketing:** David Eisenberg (Business /W Dev), Caritha Anderson (Counseling)
12. **Scholarship**
Sue Wetzel (Nursing) Martha Hardin (Counseling)
Helen Han (Lang. Arts) Hue Le (Counseling)
Scott Wilson (Lang. Arts)
13. **Student Services:** Robin Salak (Counseling)
14. Resource Development
15. District Council
16. Committee for Modernization Project for Cedro and PE Buildings
17. **Professional Improvement Committee (PIC):** Nasreen Rahim, Frank Espinoza
18. **PRC:** Sterling Warner, Martha Hardin, Eric Narveson
19. **Acacia Modernization**
Kara Potter Abdie Tabrizi, (MSE)
(Nursing/Allied Health) Jose Valentin (alternate)
20. **District Budget**
Eric Narveson Laimi Cong-Huyen (Alternate)
Steven Graham (SSHAPE)
- B. **#Tenure Review Committees**
- C. **#Screening Committees**
 1. **Health Services Nurse**
Additional faculty members could be added, if the process has not yet begun. President Narveson will ask Vice President Archuleta if that is possible.
- D. **#Peer Review Committees**

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

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

- A. **Accreditation Mid-Term Report**
Vice President of Academic Affairs Keith Aytch gave an update on the progress of the accreditation report. A motion was made to endorse the report. *The motion was seconded and passed.*
- B. **Senate Governance Committees: College Council and District Council Seats** (moved from inform.)
Currently, two seats on each council are vacant. President Narveson described the functions of both. Senator Steven Graham volunteered to serve on the District Council, and Sravani Banerjee volunteered to attend the College Council meetings.

VIII. DISCUSSION ITEMS

- A. **Staff Development Concerns**
Senator and Staff Development Committee Chair, Nasreen Rahim reported that she received and read the evaluations for the PDD and shared some of the responses. A suggestion was made to plan the days’ events further in advance. She will meet with the President to discuss PDD planning and it will be discussed more at the next Senate meeting.

B. Campus Security Infrastructure: Security Cameras

The Senate discussed the installation of security cameras on campus. Several more points were raised such as cost, signage, alternative security measures, and privacy. This will be an action item at the next meeting when Chief Aguirre is present and able to speak to the concerns of the Senate.

C. Reassigned Time Selection Process

President Narveson stated there was no news to report. Several Senators expressed concern over who decides how much release time is available, how it is distributed among release positions, and the process by which it is assigned.

IX. INFORMATION ITEMS

A. Ad Hoc Marketing Committee Update – *deferred*

B. Academic Scholarship Funds

Senator and Treasurer Peggy Gorbach reported on her plans to raise funds for the Senate scholarship by working with various local businesses.

C. New Equivalency Form – *deferred*

D. Adjunct Senate Seats Election Update

The election is in progress and the deadline for submitting ballots is September 27 and will be counted at noon in the Academic Senate office. There are six candidates. Senator Ambica Gil will help to count the ballots.

E. Senate Governance Committees: College Council and District Council Seats (moved to action)

F. EVC Testing

A concern about a lack of a dedicated distance-education testing center was voiced, and if such a testing center was established how could it be staffed and what should be its hours of operation. Senators were asked to solicit ideas from faculty members within their divisions who teach on-line. This will be discussed further at the next meeting.

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 Narveson reported that there are other campus closures planned: one will occur during the Thanksgiving weekend to rebuild the power plant, and also, December 20 through January 2, 2014. The college will be closed to finish work on the campus rewiring project and intersession should not be affected. The area left empty since the removal of the portables will be worked on and will be in compliance with ADA.

B. District Council

There has not yet been a meeting but the Chancellor has shared some upcoming topics with President Narveson such as more support for veterans on campus, with perhaps veteran's center and email access policy. The board will be having a training session about participatory government based on the Carver Model for Business.

C. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach (see information item B.)

E. College Committees (1 minute @)

1. All College Curriculum: Janice Toyoshima, Chair

Professor Toyoshima, Curriculum Committee Chair, distributed information and gave an update on the committee. She reminded the Senate that courses need to be updated or they will be deleted from the catalog. She also said that degrees need to have a CID number or also face invalidation and would have to be redone. The course content and learning objectives need to match or the courses will be rejected. She asked the Senators to go back to their division for input. She will return to the Senate periodically with updates.

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

I. Administrative Services – Henry Gee

XI. ADJOURNMENT: 5:03 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
October 1, 2013

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Absent
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Present
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Bonnie Brown	Absent
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Absent
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Absent

Guests: Henry Gee and Ray Aguirre

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

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections

Items to be Deferred

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

III. APPROVAL OF MINUTES –September 17, 2013 minutes were approved with changes.

IV. RECOGNITION AND ANNOUNCEMENTS

The Associate Students election results were announced and Andrew Le was elected President.

There will be a Stanford Blood Bank drive on Monday and Tuesday of next week.

Faculty screening committee members are needed for the Enlace Program Coordinator, a classified position.

The annual AFT picnic will be held at Vasona Park on October 5, 2013.

President Narveson has been assisting the Senate at SJCC with the revision of their constitution and by-laws.

Sravani Banerjee was commended for her sabbatical project, which was a text of Asian literature. The other Senators were encouraged to see it and use it for a possible guide for sabbatical projects.

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 (2012-2013)

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
11. Scholarship
12. Student Services
13. Resource Development
14. District Council
15. Committee for Modernization Project for Cedro and PE Buildings
16. Professional Improvement Committee (PIC)
17. PRC
18. South Campus Planning has replaced Acacia Modernization.
19. District Budget

B. #Tenure Review Committees

1. **Garry Johnson:** Sue Wetzel (Instructor's choice); Maureen Adamski (Dean's choice)
2. **Susana Machado:** Maureen Adamski (Instructor's choice); Jackie Keane (Dean's choice)

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. Campus Security Infrastructure: Security Cameras

Vice President Henry Gee and Police Chief Ray Aguirre were present to answer questions from the Senate about details involving the installation and implementation of security cameras. The main concerns were for signage, technology and cost involved in setting up and use of the cameras. Mr. Gee explained that cost and technology were connected and that there is a learning process as the cameras are used as evidence and changes will be made as needed. He explained that the use of signage is a doubled-edged sword that could give the campus community a false sense of security since camera saturation will be limited. It was argued that best use of signage would be to post notices at the entrances to campus that video surveillance is being. The concern of extra staff needed to watch the camera was raised. Chief Aguirre explained that this would be handled by existing police office staff, not police officers, though additional staffing would be more effective for security. Additional questions were raised about the budget for campus surveillance and although VP Gee didn't have an hadn't a budget plan for the system, its cost were to be included in and funded as a part of the district's overall safety and security budget. Vice President Gee and Chief Aguirre promised to return periodically during the semester to introduce other security measures and to answer questions. A request was made for assistance developing policy and procures pertaining to campus security issues. A motion was made to support the installation of security cameras. *The motion as seconded and passed.*

B. Adjunct Senate Election Results

President Narveson reported on the adjunct faculty election results. Of the 39 valid ballots were received out of 44 cast. The winners of the election were Steven Graham and Lisa Bell. A motion was made to certify the election. *The motion was seconded and passed.*

VIII. DISCUSSION ITEMS

A. Staff Development Concerns

Staff Development Chair, Nasreen Rahim, reported on the feedback she received about the most recent PDD that contained both positive and negative responses and suggestions. Senator Rahim introduced a plan to videotape the various constituency leaders' introductions, which would allow more time for a more interactive session with a question and answer period. The Chancellor and President would also be present for questions and answers. The working lunch during PDD was discussed, and about this too, the reviews were mixed. PDD will be discussed further during the semester.

B. Reassigned Time Selection Process

President Narveson has not yet had the opportunity to discuss this with President Yong.

C. Testing Center for Online Classes

The question of having a dedicated test center was discussed, as well as instances of tests being proctored by non-faculty members. Senator Rahim explained that we are already doing remote proctoring for students who live too far away to come to campus. President Narveson would like to pass a resolution describing exactly what our needs are for a testing center. It would be aimed at the administration and also stipulate what we need in order to be in compliance with the new laws on distance education. He is willing to work with Senator Rahim to this end, and present the Senate's proposal to the ACCC. Senator Rahim called for more volunteers to work on the Distance Education committee; Senators Ambica Gil, Jack Baker, and Martha Hardin will participate. This will be taken to the ACCC for approval and discussed throughout the semester.

IX. INFORMATION ITEMS

A. Ad Hoc Marketing Committee Update- *deferred.*

B. Academic Scholarship Funds Update

To encourage the scholarship fund donations, it was suggested that those who donate be publicly thanked via e-mail.

C. New Equivalency Form

The Senate was given a copy of the new equivalency form to review. President Narveson would like the Senate to help craft *a new* form and then present it to the SJCC Academic Senate for its consideration. President Narveson also promised to hold an equivalency training session soon.

D. Adjunct Senate Election Results- *moved to action via Senate vote*

E. Faculty Hiring Positions for 2014-2015

President Narveson asked the Senate go back to their divisions and deans for suggestions in order to compile a list of their faculty hiring needs. The list will be discussed and be composed of ten faculty positions: five ranked and five unranked. It will be discussed more in depth at the next meeting when that information is available.

F. Carver Model of Governance

President Narveson reported that the Board has decided to adopt the Carver Model of Governance. It pertains to how the Board can operate more as a consensus group. A copy of the model was distributed to the Senate. President Narveson also explained that this would not affect other campus groups since it cannot supersede AB1725.

G. Design and Structure of EVC Website Committee

There will be a call for faculty ~~to~~volunteers on this committee.

H. Protocol Regarding Potentially Harmful or Dangerous Students in the Classroom

Concern was expressed over potentially dangerous or intoxicated students in the classroom. There seems to be many issues that are not being addressed nor are there policies and procedures for dealing with these students. Several Senators spoke about various disturbing incidents that they have experienced. There is no record kept of behavioral problems,, and confidentiality for students prevents the problematic ones from being identified and instructors being alerted to potential problems. President Narveson suggested that an ad hoc committee be formed to explore these issues and limitations, and create a handbook. It was suggested Sam Ho should be contacted initially for assistance.

I. Student Success – *deferred until November*

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

C. District Council

The District Civility Task Force is changing their name to District Civility Committee and if any Senators are interested in participating, they should e-mail Sam Ho. The District Office will be moved to its new downtown location by December of 2015. The former site of the District Office is going to be used as a commercial space.

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach

E. College Committees (1 minute @)

1. **All College Curriculum:** Janice Toyoshima, Chair
ACCC Chair, Janice Toyoshima gave a report about various items being discussed on the committee. Dr. Toyoshima listed a credit by exam procedure and policy, internet supplement forms, and a curriculum handbook.
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

I. Administrative Services – Henry Gee

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
October 15, 2013

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Present
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Absent
At Large	John Carrion	Present
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Present

Guests: Rachel Lazo, Lorena Mata, Debbie De La Rosa

I. CALL TO ORDER:

President Narveson called the meeting to order at 3:03 in the Mishra conference room and introduced new adjunct Senator, Lisa Bell.

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections Resolution in support of adjunct faculty center
Items to be Deferred
Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES –October 1, 2013 - approved

IV. RECOGNITION AND ANNOUNCEMENTS

Authors Guild is sponsoring Erica Voss, the Poet Laureate of Los Gatos, will be presenting tomorrow; poet Renya Grande presented last week.

President Narveson will be scheduling an equivalency training session soon.

Faculty Association has asked to present a resolution on the conduct of the ACJCC during the next meeting

President Narveson will be presenting the history of AB1725 and 10+1 to the board on October 22.

SJCC Senate will be visited by the Technical Assistance Team from the State Senate.

There will be Brown Bag event in the Womyn's Center and the topic will be dating violence next Tuesday at 12:30.

Two faculty members are needed to serve on the screening committee for the Dean of Student Success before the end of the month.

President Narveson gave a constituency report about what the Senate has been doing during the Board meeting:

Hiring list
Online testing center
Midterm report accepted by the Senate

The Communication Studies instructors are working on an ATT degree.
Coursework is changing from P.E. to Kinesiology

Nora Campos, from the State Senate, visited the campus and introduced the idea of a bachelor's degree in Nursing at EVC.

V. PUBLIC COMMENTS (limited to only three minutes)

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

VI. COMMITTEE APPOINTMENTS

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

A. #Non-Screening Committees (2012-2013)

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
11. Scholarship
12. Student Services
13. Resource Development
14. District Council
15. Professional Improvement Committee (PIC)
16. PRC
17. District Budget

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. New Equivalency Form

This has been deferred until the previous form is available for comparison.

VIII. DISCUSSION ITEMS

A. Constituency Communication

A question arose about a way to get consistent information to the faculty about the activity in the Academic Senate. Some Senators send out notes or present to their divisions during division meetings. Currently, Adjunct Senator, Steven Graham sends a summary to the adjunct faculty.

B. Reassigned Time Selection Process

There is still no additional information on this; President Narveson will continue to pursue it.

C. Testing Center for Online Classes

Senator Nasreen is still working on collecting information and forming an ad hoc committee. She will meet with be meeting with Vice President Keith Aytch on October 21 to discuss it further. This will be an action item at the next Senate meeting.

D. Faculty Hiring Positions for 2014-2015

Professors Rachel Lazo, Art professor and Lorena Mata, Librarian were in attendance to share their faculty hiring needs with the Senate. The Senators were then polled on what their division needs were. In no particular order are: Librarian, Digital Media, 3-D Sculpture, 2 English, Transfer Counselor, Student Success Counselor, Reading, Theater Arts, BIS, CADD/BIM, Math, Biology, and Distance Education(non-instructional). It was suggested that this be moved to action and voted on today. The motion was seconded but did not pass. The Senators will return to their divisions and share the information given today with their faculty members. This will be an action item on the next agenda.

E. Carver Model of Governance - removed

F. Design and Structure of EVC Website Committee

This is currently being staffed and anyone who is interested in joining should contact Shashi Naidu.

G. Protocol Regarding Potentially Harmful or Dangerous Students in the Classroom - deferred

IX. INFORMATION ITEMS

A. Ad Hoc Marketing Committee Update – deferred

B. Campus Ombudsman – deferred

C. Resolution for an Adjunct Faculty Center

Senator Steven Graham will write a resolution to establish an Adjunct Faculty Center and would like the support of the Academic Senate in the current design process to allow proper planning for a new Adjunct Faculty Center.

D. Resolution for the Recognition of the Cedro Mural

President Narveson will work with Professor Rachel Lazo on a resolution. It will be an action item at the next meeting

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

C. District Council-Eric Narveson

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach

E. College Committees (1 minute @)

1. All College Curriculum: Janice Toyoshima, 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

I. Administrative Services – Henry Gee

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
 A C A D E M I C S E N A T E
MINUTES
November 5, 2013

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Present
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Present
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Present

Guests: Sterling Warner, Irma Archuleta, Octavio Cruz, and Rick Wagner

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

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections

Items to be Deferred

VII.D; VIII.A, C, D; IX.A

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

III. APPROVAL OF MINUTES –October 15, 2013 – approved with changes

IV. RECOGNITION AND ANNOUNCEMENTS

Sterling Warner was recognized for his work on Leaf-by-Leaf, which was voted by ECCTYC as the best 2013 student-driven California Two-Year College Literary Magazine.

St. Andrew’s Day festivities will be held on November 19.

The Women’s Center was recognized for their workshop on domestic violence.

There has been an unusually high number of faculty members applying for sabbaticals, which may cause complications in staffing courses and all those approved by the Professional Recognition Committee may not be granted.

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 (2013-2014)

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
11. Scholarship
12. Student Services
13. Resource Development
14. District Council
15. Professional Improvement Committee (PIC)
16. PRC
17. District Budget

B. #Tenure Review Committees

1. **Raquel Rojas:** Richard Regua (Instructor's choice) and Keenan Norris (Dean's choice)
2. **Martha Hardin:** Charlie Kahn-Lomax (Instructor's choice)

C. #Screening Committees

1. **Dean of Student Success**
Harvey Gipson, Gam Nguyen, Janina Espinoza, Preeti Srinivasan (pending)

D. #Peer Review Committees

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

A. New Equivalency Form

Action was deferred until more clarification about the forms is given. Suggestions were offered for making the forms more efficient. This will be discussed further at the next meeting in more detail.

B. Faculty Hiring Positions for 2014-2015

This was also discussed at the last meeting. Senators reiterated support for potential hires in their respective divisions including three additional requests for Surveying, Math, and Nursing (Skills Lab), for a total of 12 needed positions. President Yong requested the Senate submit ten recommendations the top five in ranked order of importance. Each Senator submitted a ranked list of positions and the lists were collated into the following recommendations.

- | | | |
|----------------|------------------|--------------|
| 1. English | 3. Biology | 5.5. Library |
| 2. Mathematics | 4. Digital Media | |

The following additional five positions were submitted unranked:

Theater Arts	Nursing—Skills Lab Emphasis
Counseling—Transfer	English
Counseling—Student Services	

C. Resolution for the Recognition of the Cedro Mural – *approved with changes*

D. Testing Center for Online Classes – *deferred*

VIII. DISCUSSION ITEMS

- A. **Protocol Regarding Potentially Harmful or Dangerous Students in the Classroom** – *deferred*
- B. **Campus Ombudsman**
Professor and former Ombudsman, Sterling Warner gave a brief account of the history and duties of campus Ombudsman position during Public Comments.
- C. **Reassigned Time Selection Process** - *deferred*
- D. **Resolution for an Adjunct Faculty Center** - *deferred*

IX. INFORMATION ITEMS

- A. **Ad Hoc Marketing Committee Update** -*deferred*
- B. **Curriculum Course Separation**
The issue of course separation between EVC and SJCC has been advocated by the President and Vice President of Academic Affairs. This would be a very involved process. It will be a discussion item on the next meeting's agenda.
- C. **Student Success Initiative**
Vice President of Student Services Irma Archuleta, Dean of Enrollment Octavio Cruz, and Counselor Rick Wagner presented additional information about the state-mandated Student Success Initiative and its effect on students. A new matrix model for student-registration priorities is being developed. The initiative requires students to have completed an orientation, assessment, counseling, and education plan in order to maintain their registration status. Students will also be limited to 100 cumulative units. This will happen in all California community colleges needs to be set in place by March, when the fall catalog goes into production. The dismissal, probation, and appeals processes were also discussed. This will be on the next agenda.

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
- C. **District Council**-Eric Narveson
- B. **Board of Trustees**-Eric Narveson
- D. **Treasurer's Report**-Peggy Gorbach
- E. **College Committees** (1 minute @)
 - 1. All College Curriculum: Janice Toyoshima, 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**
- I. **Administrative Services** – Henry Gee

XI. ADJOURNMENT - The meeting was adjourned at 5:10 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
DRAFT MINUTES
November 19, 2013

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Absent
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Absent
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Absent
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Present

Guests: Irma Archuleta, Octavio Cruz, and Rick Wagner

I. CALL TO ORDER President Narveson called the meeting to order at 3:00 in the 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 5, 2013 were approved with changes.

IV. RECOGNITION AND ANNOUNCEMENTS

The Saint Andrew's Day event was a success.

It was suggested that signs be posted on fences informing staff and students about the construction projects.

The Cedro Mural Dedication is being postponed until spring, when the infrastructure for proposed Automotive building updating is complete.

Professor Keenan Norris was recognized his recently published book and will be speaking during the Author's Series in December.

The Senate is considering moving its last regularly scheduled meeting of 2013 from 12/17 to 12/10

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 (2012-2013)

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
11. Scholarship
12. Student Services
13. Resource Development
14. District Council
15. Professional Improvement Committee (PIC)
16. PRC
17. District Budget

- B. #Tenure Review Committees**
- C. #Screening Committees**
 1. **WIN/Calworks Counselor:** Martha Hardin
- D. #Peer Review Committees**

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

- A. New Equivalency Form** – tabled until Senate has Equivalency Training
- B. Student Success**

Vice President of Student Services Irma Archuleta, Dean of Enrollment Octavio Cruz, and Counselor Rick Wagner were present to answer questions from the Senate about the state-mandated Student Success Initiative and its effect on students. They are seeking endorsement for the new Student Success Matrix. The group reviewed the new policy with the Senate. Vice President Archuleta said that the legislation has been changing and is likely to change more. A motion was made to endorse the Initiative. *The motion was seconded and passed.*
- C. Testing Center for Online Classes**

There was some discussion about the need for a testing center and who is legally qualified to proctor exams. It was suggested that if there is a faculty hire for the Library and Learning Resources division, the proctoring function should be included as part of the job description. Senator Rahim promised to bring the matter up during the "redesign process" at EVC. The issue will return to the Senate agenda next spring.

VIII. DISCUSSION ITEMS

- A. Protocol Regarding Potentially Harmful or Dangerous Students in the Classroom**

Senator and Staff Development Committee Chair, Nasreen Rahim relayed how she and the committee are addressing the issue of students who are disruptive or possibly *a danger* to others. Currently, there are no procedures or policies on how to handle these students. Senator Lisa Bell explained the West Valley/Mission College District procedures and she will bring more information to the next meeting. It was felt that perhaps the Faculty Association could present the issue as a workplace safety issue. An idea about creating a reporting system and forming a committee to review the reports was suggested. Various hazardous experiences were shared and dismay was expressed that there is no way to lock classroom doors from the inside. President Narveson pointed out that there was a resolution passed at the Fall 2013 Plenary Session about campus safety being part of the Senate's 10+1 purview. The issue will be revisited by the Senate during the spring 2014 semester.

- # B. Campus Ombudsman** – tabled until December

C. **Reassigned Time Selection Process** – tabled indefinitely

D. **Resolution for an Adjunct Faculty Center**

Senator Steven Graham reported on his recent activity in trying to establish a center in proposed new buildings. He will be forming an ad hoc committee of adjunct faculty members whose first project will be draft a resolution for Senate approval. President Narveson said that there was a resolution passed at the Fall 2013 Plenary Session about adjunct faculty having equitable access to college resources that could be part of the resolution. This will be discussed more at the next meeting.

IX. INFORMATION ITEMS

A. **Ad Hoc Marketing Committee Update**

Senator Robin Hahn reported on the latest efforts of the committee. The current focus was on marketing classes that are in danger of being canceled by contacting students via “blast” e-mail or on the EVC webpage when it is redesigned. A suggestion made to Senator Hahn was to make the parking stickers larger so they could function as a way to advertise the college.

B. **Curriculum Course Separation**

President Narveson met with the SJCC Academic Senate President Charles Heimler on the topic of course separation. He would like to present the idea to the ACCC for more clarification and advice. Although half of the college districts in the state have course separation opposition was voiced by some Senators. The change would make course approval easier but pose a hardship for EVC and SJCC students. The interest in course separation appears to be coming from the administration but the decision for course separation is a Senate responsibility according to the 10+1 rule.

C. **Report from Fall Senate Plenary Session**

President Narveson gave a short report on the Plenary Session and explained what occurs there and reviewed various resolutions discussed. The next Plenary Session is in northern California and interested Senators were encouraged to attend.

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

C. **District Council**-Eric Narveson

B. **Board of Trustees**-Eric Narveson

D. **Treasurer’s Report**-Peggy Gorbach

E. **College Committees (1 minute @)**

1. All College Curriculum: Janice Toyoshima, 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**

I. **Administrative Services** – Henry Gee

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 3, 2013

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Absent
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Present
Social Science, Humanities, Arts, & PE	Brad Carothers	Absent
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Present
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Present

Guests: Janice Toyoshima

I. CALL TO ORDER President Narveson called the meeting to order at 3:10 in the 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 19, 2013 were approved with changes

IV. RECOGNITION AND ANNOUNCEMENTS

John Leonard Award winning author, Professor Keenan Norris will be speaking about his new book in Montgomery Hall, 12:30 – 1:30 on December 6.

State Senator Jim Beall will be coming to campus for a visit regarding sexual harassment.

The EVC Soccer Team had to forfeit all of their games because of paperwork not submitted on time.

President Narveson distributed the faculty-hiring recommendations from College Council that presented, side by side, the Senate's and the Deans' hiring lists. The President will compile his own list.

President Narveson announced the following upcoming events and more information is available at <http://www.asccc.org>

- Academic Academy Institute, February 21-22, 2014 in Napa
- Faculty Leadership Institute, June 12-14, 2014 in San Diego
- Curriculum Institute, July 10-12, 2014, in San Jose

Parking permits will expire 2013. New permits should be available during finals weeks or by Jan. 2014.

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 (2012-2013)**
 - 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
 - 11. Scholarship
 - 12. Student Services
 - 13. Resource Development
 - 14. District Council
 - 15. Professional Improvement Committee (PIC)
 - 16. PRC
 - 17. District Budget
- 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. **Equivalency Training for the Senate**

President Narveson distributed and discussed Minimum Qualification, Equivalence and Faculty Service Areas standards from the Standards and Practices Committee of the Academic Senate for California Community Colleges. This was presented at the Spring 2012 Plenary Session. Some of the topics discussed in detail were minimum qualifications, discipline lists (old and new), equivalency, eminence, faculty service areas, and common issues.

VIII. DISCUSSION ITEMS

- A. **Protocol Regarding Potentially Harmful or Dangerous Students in the Classroom**

Senator, and Chair of the Staff Development Committee, Nasreen Rahim reported on the last meeting of the committee. Invited to speak was Michelle Schweon of R.E.A.C.H. (Raising Early Awareness and Creating Hope), an organization involved with mental health outreach. She may be presenting during PDD. The intended outcome is to help faculty and staff better recognize students who may be suffering from mental illness and refer them to the proper agencies via the Student Health Center. Senator Rahim would like a resolution in support of this plan. It is still unknown whether there is policy or protocol regarding troubled or troubling students in the classroom. A resolution may be crafted, and approved by the Senate via the Executive Board of the Senate during the off-meeting period.
- B. **Campus Ombudsman** – *deferred until more information is available.*
- C. **Resolution for an Adjunct Faculty Center** – *deferred*
- D. **Distinguished Faculty of the Year Committee**

President Narveson, Senators Banerjee, Hahn, Rahim, Bell, Hernandez have volunteered to serve on the committee.

E. Academic Senate Scholarship

The Senate agreed on a suggestion to send an all-faculty e-mail identifying and thanking contributors by name.

IX. INFORMATION ITEMS

A. Ad Hoc Marketing Committee Update

An e-mail blast will be sent out about an intersession. The Outreach Committee liked idea for enlarging the parking stickers for advertisement and will pass it on to the Chief of Police.

B. Curriculum Course Separation Update

President Narveson is on the agenda for the next ACCC meeting to get their input for course separation issue.

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

C. District Council-Eric Narveson

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach

E. College Committees (1 minute @)

1. All College Curriculum: Janice Toyoshima, Chair
Professor Toyoshima reported that the SJCC faculty has developed its own 98-course and changed the online template. There is a new mandate requiring ADT degrees from any discipline currently offering an AA or AS degree by spring 2015, if ADT degrees for those disciplines have been approved. As new ADT degrees are approved disciplines will have 18 months to convert. ADT degrees will require courses in the area of emphasis to have C-ID numbers, i.e., to meet the criteria for courses in transfer model curricula. There is a new internet supplement form; all old forms need to be updated.
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

I. Administrative Services – Henry Gee

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
February 4, 2014

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Absent
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Bonnie Brown	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Present
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Present

Guests: Debbie De La Rosa, Frank Espinosa, and Rick Wagner

I. CALL TO ORDER President Narveson called the meeting to order at 3:08 in the 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 – December 3, 2013 were approved with changes.

IV. RECOGNITION AND ANNOUNCEMENTS

Rob Knight Award CMC3 Distinguished Service Award

Professor Kelly Wells has retired.

Black History Month the first event was today and was well-attended.

The Senate was invited to discuss the sanctions from ACJCC on Tuesday, February 11th 11:00 at SJCC.

A road is being built behind Acacia and Roble buildings and the ground will be cleared in fall for the new Automotive building.

Robin Sloan guest author of Mr. Penumbra’s 24-hour Bookstore spoke today and the session was well-attended.

This Thursday is the last day to ratify the FA contract and the Senators were asked to encourage their constituents.

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 (2013-2014)

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
11. Scholarship
12. Student Services
13. Resource Development
14. District Council
15. Professional Improvement Committee (PIC)
16. PRC
17. District Budget

B. #1. Tenure Review Committees:

Janice Assadi, Janet Chang (Instructor's Choice) and Eric Narveson (Dean's Choice)

C. #Screening Committees

1. **Vice Chancellor of Information Technology/CISO, DO:** William Silver
2. **Sr Div Administrative Assistant (Business/Workforce Development):** Soledad Santos

D. #Peer Review Committees

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

A. Resolution from AFT 6157 re: ACCJC actions on SF City College

President Narveson distributed resolution with his revisions. Professor Frank Espinosa discussed the resolution with the Senate. He and President Narveson shared additional information about the ACCJC. More minor revisions were made. A motion was made to accept the revised edition, with corrections. *The motion was passed and seconded.*

VIII. DISCUSSION ITEMS

A. Protocol Regarding Potentially Harmful or Dangerous Students in the Classroom

Professor Rick Wagner, from Counseling, was present to explain his proposal and present protocol addressing student behavior issues. Professor Wagner would like to have more reassigned time to develop policy and procedures to focus on these issues. Questions about how this would impact general counseling staffing arose, as well as his speaking to everyone in Counseling about his ideas. This will be discussed further at the Counseling division meeting tomorrow. Professor Wagner will also discuss this more with the Vice President of Student Services, Irma Archuleta. He also would like to set up a working group to help fine tune the policy and procedures. Professor Wagner read a letter from the Campus Police Chief, which mentioned the need for a crisis

assessment team for emergency situations. Student Health Services Director Janice Asaadi also made recommendations for free training sessions from the California College Student Mental Health Program for the campus dealing with suicide prevention and trauma management. It will be on the agenda at the next meeting.

B. Campus Ombudsman

A job description from Valencia College was distributed and the topic discussed briefly. Opposition to the position was noted. It will be discussed more in future meetings.

C. Resolution for an Adjunct Faculty Center -deferred

D. Academic Senate Scholarship

An email will be sent out thanking the contributors to the Senate dues and scholarship fund.

E. Equivalency Form – deferred until it is available.

F. Proposed Change to Agenda: Recognition and Announcements

The Senate agreed to put Recognition and Announcement items on the agenda before the meeting to inform faculty and to save time at the meetings. President Narveson requested that submissions for this be a week before.

IX. INFORMATION ITEMS

A. Ad Hoc Marketing Committee Update

The Senate discussed low enrollment and efforts to fill classes that are in danger of cancellation. It was noted that the email blast usage is not consistent and when it was used, classes in the announcements were not cancelled. It was agreed that classes are being cancelled too early now and that is a possible factor in low enrollment throughout the college. However, enrollment is down throughout the area due to the economy.

B. Curriculum Course Separation Update

There has been no meeting yet this semester, and President Narveson requested direction on the course separation issue.

C. Spring Plenary Session: SFO Westin

The session is local and will be in April from the 10th until the 12th. President Narveson will be attending and explained the schedule of the session. He encouraged those Senators interested to go to the State Senate's web site for more information. He also announced the Curriculum Institute in July, which is also local.

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

C. District Council-Eric Narveson

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach

E. College Committees (1 minute @)

1. All College Curriculum: Janice Toyoshima, 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

I. Administrative Services – Henry Gee

J. Senate President

Employee Recognition Day will be occurring in April, so the Distinguished Faculty of the Year committee and the Senate will have to start work on this earlier this year.

The Facilities committee is discussing the possibility of a campus community garden. The topic of the Memorial Grove needing water and maintenance was discussed.

President Narveson will receive a letter from President Young about Service Learning be ended. The issue is about funding for the program. Disappointment was expressed at this proposal.

National Hispanic University is on the verge of closing and EVC will be helping with the transitioning of students to EVC, as EVC students.

EVC is currently teaching an English 104 class at San Jose State. The students will be actually enrolling at EVC and the class are being taught by an EVC professor and may be expanding to include more courses.

Goldstone Antenna may be forming a connection with EVC in conjunction with the Astronomy Department.

XI. ADJOURNMENT

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
February 18, 2014

President	Eric Narveson	
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Present
Social Science, Humanities, Arts, & PE	Brad Carothers	Absent
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Rob Knight	Present
Nursing & Allied Health	Peggy Gorbach	Absent
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Present
Adjunct	Steven Graham	Absent
Adjunct	Lisa Bell	Present

Guests: Marjorie Clark, Debbie De La Rosa, Jane Narveson, Elizabeth Nava, Rick Wagner

I. CALL TO ORDER President Narveson called the meeting to order at 3:08 in the Mishra conference room.

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

III. APPROVAL OF MINUTES – February 4, 2014 – approved with changes

IV. RECOGNITION AND ANNOUNCEMENTS

The FA was recognized for its efforts in representing and securing a raise for the faculty.

The Board authorized tenure to Elaine Kaffle and approved all the sabbaticals that were submitted.

National Hispanic University and EVC will not be collaborating on transitioning students from NHU to EVC.

An electric charging station at EVC for electric cars has been discussed and could be part of the campus upgrade.

March is Women’s Herstory Month with many events planned including a raffle to see Hillary Clinton at SJSU

The SJCC Academic Senate has a civility statement as an action item on its agenda today as well as equivalency training. The SJCC Senate is also discussing the idea of creating a District 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.

Questions were raised about major disaster preparedness on campus in light of the haphazard flight from campus following Thursday’s abrupt cancelation of classes. It was suggested that Vice President Gee be invited to address this at a future meeting. A better and more voluble public address system on campus was also a topic of interest.

There was a car accident on Thursday, following the cancelation of classes due to a water main break, and it was suggested that the speed bumps be lower since they were perceived to be a factor in causing the accident.

Professor Marjorie Clark gave her response to comments made during the Senate meeting of February 8, 2014 pertaining to the EVC Service Learning Program.

Professor Elizabeth Nava shared her concerns about the future of the Service Learning Program, an apparent lack of support among some members of the faculty, and voiced her support for Marjorie Clark

VI. COMMITTEE APPOINTMENTS

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

- A. **#Non-Screening Committees (2013-2014)**
 - 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
 - 11. Scholarship
 - 12. Student Services
 - 13. Resource Development
 - 14. District Council
 - 15. Professional Improvement Committee (PIC)
 - 16. PRC
 - 17. District Budget
- 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. **Developing a Student Behavior Management Program**

Counselor Rick Wagner discussed his meetings with Vice President of Student Services Irma Archuleta and with Director of Student Life and EOPS Victor Garza, who is currently functioning as an ombudsman. He stressed that developing a program would take a significant amount of time. Senator Hardin related responses from other counselors, including excerpts from e-mails that were read, and most were in favor of a program like this. However, some were concerned about the amount of release time included in Counselor Wagner's proposal. It was also suggested that there is existing board policy that deals with this issue, but Wagner disputed this contention.

VIII. DISCUSSION ITEMS

- A. **Campus Ombudsman - *deferred***
- B. **Resolution for an Adjunct Faculty Center**

Adjunct Senator Steven Graham distributed his resolution in support of the EVC Adjunct-Faculty Center. President Narveson stated that space will be dedicated for an adjunct faculty center in the remodeled campus but it is unknown where it will be situated. Several suggestions were made to strengthen Professor Graham's resolution. This will be on the agenda next meeting as an action item.

C. Academic Senate Scholarship Update

A draft letter to be sent to the faculty to acknowledge donors with a list of contributors was passed around and will be sent out soon.

D. Equivalency Form

Copies of the current equivalency forms and proposed revised versions were distributed and the equivalency process was discussed. This will be on the agenda as an action item for the next meeting.

E. Protocol Regarding Potentially Harmful or Dangerous Students in the Classroom - *deferred*

IX. INFORMATION ITEMS

A. Ad Hoc Marketing Committee Update – *nothing to report*

B. Curriculum Course Separation Update – *deferred*

C. Clarification with Foreign Transcript Evaluation

Because of the high cost and limited value for EVC students who use them, college evaluation service will be discontinued. They are no longer in the catalog. It was suggested that Dean of Enrollment Services Octavio Cruz be invited to a future meeting to address the issue as a discussion 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

C. District Council-Eric Narveson

President Narveson cannot attend part of the meeting. Vice President Jack Baker will attend if possible.

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach

E. College Committees (1 minute @)

1. All College Curriculum: Janice Toyoshima, 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

I. Administrative Services – Henry Gee

J. President's-Eric Narveson

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
March 18, 2014

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Present
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Absent
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Rob Knight	Absent
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Absent
At Large	John Carrion	Present
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Present

Guests: Marjorie Clark, Debbie De La Rosa, Rick Wagner, Dennis Wyatt

I. CALL TO ORDER: President Eric Narveson called the meeting to order at 3:05 in the Mishra 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 – The March 4, 2014 minutes were approved as submitted.

IV. RECOGNITION AND ANNOUNCEMENTS

2014 PDD Day has received many positive evaluations.

President Narveson was recognized for 25-years of service by SJSU

Women’s History Month Events were announced.

Women’s History Month Book Events: Book Donations Needed for Giveaway.

There will be a workshop on April 1, in the Mishra room titled “Money Matters.”

Desiree Victor, EVC alumna, for her moving presentation during PDD.

Employee Recognition Day is tentatively set for May 7, in Gullo II, at 2:15 p.m.

There will be a San Jose mayoral debate held in the VPA on Sunday, April 13.

Duane Champagne will be the commencement speaker this year.

Summer Session will offer only full six-week courses, except for a select few 8-week lab classes.

Senator Ambica Gill announced that today’s meeting will be her last until her after her maternity leave, and submitted her name as one of the Senators for SSHAPE next fall.

There will be an open house at EVC on Saturday April 12. 13,000. Graduating high school seniors have been invited to attend.

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 reported that she submitted a six-page report on Service Learning and announced that she and several students will be making a presentation at the Senate meeting on April 1.

VI. COMMITTEE APPOINTMENTS

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

A. #Non-Screening Committees (2013-2014)

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
11. Scholarship
12. Student Services
13. Resource Development
14. District Council
15. Professional Improvement Committee (PIC)
16. PRC
17. District Budget

B. #Tenure Review Committees

C. #Screening Committees

1. **Digital Media Design Instructor:** David Eisenberg and Ralph Nichols (tentatively)

D. #Peer Review Committees

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

A. Developing a Student Behavior Management Program

Concerns were expressed about the lack of procedures regarding behavioral issues and safety on campus. A motion was made to form a subcommittee of the Senate on policies and procedures regarding threatening and disruptive students. The subcommittee would also be charged with addressing administrative support (including, evenings and Saturdays), and investigating ways of tracking and informing faculty about persistently problematic students. A call for subcommittee members was made, and Senators Brad Carothers, Jack Baker, Michael Hernandez and John Carrion volunteered to serve, along with Rick Wagner, Counseling. Martha Hardin would also be invited to join. The motion was seconded and approved with one abstention. Senator Lisa Bell agreed to send an electronic copy of Mission College's procedures about student behavior issues.

B. Crisis Prevention Team – *deferred*

C. Equivalency Form – approved unanimously with minor changes.

VIII. DISCUSSION ITEMS

A. Campus Ombudsman – *deferred*.

B. Protocol Regarding Potentially Harmful or Dangerous Students in the Classroom

This was addressed in Action Item A.

C. Clarification with Foreign Transcript Evaluation – *deferred*

D. Community Education Courses

Student Dennis Wyatt pointed out that the surrounding community colleges offer non-credit, fee-based courses for the community. Discussion carried over into item VIII.E below.

E. Auditing Clarification

Student Dennis Wyatt addressed the Senate again about the possibility of allowing the auditing of classes. He would also like clarification in the catalog which many felt contained ambiguous language. President Narveson stated that auditing is included in both Ed. Code and in Title V, and to change the regulations would take legislative action. Most college do not offer course auditing because Ed. Code states that auditors can only be charged \$15.00 per unit and that would not cover the cost of, or potential liability for, auditing students could impact student enrollment, especially in high demand classes, as well as labs. It was suggested that the Academic Senate investigate ways in which to expand community, non-credit instruction.

IX. INFORMATION ITEMS

A. Ad Hoc Marketing Committee Update – *Nothing to report*

B. Curriculum Course Separation Update

This week's ACCC report did not mention course separation. The tech committee recommends against course separation. Moreover, if a District elects to enact course separation, it is nearly impossible to reverse. Dr. Janice Toyoshima can attend a Senate meeting to discuss this further.

C. Reassigned Time—deferred

D. SJECCD Civility Statement

The SJCC Academic Senate rejected the statement, although it already had been adopted by the Board. Judy Rookstool, a retired counselor, is willing to attend a Senate meeting to discuss and clarify the civility statement. It was agreed the document was vague in portions and too unclear in its directives. The Senate agreed to table this indefinitely.

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

C. District Council-Eric Narveson

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach

E. College Committees (1 minute @)

1. All College Curriculum: Janice Toyoshima, Chair
A written was report submitted to the Senate
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

I. Administrative Services – Henry Gee

J. President's

President Narveson would like a faculty member from EVC to be part of the Milpitas campus design team. It was proposed that the Facilities Committee and ask that Professor Ken Tarquinio be considered as a representative from the District to this team.

K. Ad Hoc Marketing

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
April 1, 2014

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Absent
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Present
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Rob Knight	Absent
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Absent
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Present

Guests: Ruhani Amath, Marjorie Clark, Debbie De La Rosa, Henry Gee, Truong Mai, Cam Martian, Ram Mohan, Linda Marie Samson, Rick Wagner, Dennis Wyatt, President Henry Yong

I. CALL TO ORDER: President Eric Narveson called the meeting to order at 3:08 in the Mishra 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 18, 2014 minutes approved with changes.

IV. RECOGNITION AND ANNOUNCEMENTS

On April 11, there will be a workshop for Early Alert student from 12:00 until 1:00 p.m.

The “Know Your Reg Date” event will be held on April 9 from 12:30 until 2:30 p.m. and there will refreshments.

There will be a President’s Forum on April 9 for staff to voice their concerns about campus police issues.

On April 12, there will be a San Jose mayoral debate in the VPA theater from 11:00 until 1:00 p.m. Twenty seats have been reserved for the EVC Academic. An email with more information will be forthcoming.

On April 12, from 8:00 a.m. until 1:30, there will be an open house on campus, to which all high school seniors in the District have been invited.

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.

Several students were present to relate their experiences with the Service-Learning Program and how it benefitted themselves and the community.

VI. COMMITTEE APPOINTMENTS

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

- A. **#Non-Screening Committees (2013-2014)**
 - 1. College Technology
 - 2. Budget
 - 3. College Safety/Facilities
 - 4. Retention Matriculation
 - 5. **Staff Development:** Nasreen Rahim, Chair
 - 6. Institutional Effectiveness
 - 7. College Curriculum
 - 8. Archives
 - 9. Graduation
 - 10. Marketing
 - 11. Scholarship
 - 12. Student Services
 - 13. Resource Development
 - 14. District Council
 - 15. Professional Improvement Committee (PIC)
 - 16. PRC
 - 17. District Budget
- B. **#Tenure Review Committees**
- C. **#Screening Committees**
 - 1. **Digital Media Design Instructor:** Eric Narveson
- D. **#Peer Review Committees**

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

- A. **Community Education Courses**

A resolution was distributed and this will be discussed at the next Senate meeting.
- B. **Auditing Recommendation**

President Narveson passed out a resolution, which addressed the reinstatement of auditing in the District. By legislating the option to allow auditing is a District decision but registration fees are capped at \$15 per unit. However, Under Basic Aid, the District likely has enough money to afford the students who want to audit classes. Additional concerns about and details of auditing were discussed.
- C. **Catalog Clarification on Auditing**– *deferred*
- D. **Crisis Prevention Team** – *deferred*
- E. **Nominations for Senate Officers**

Eric Narveson was nominated for Senate President, Jack Baker was nominated to serve as Vice President, and Michael Hernandez was nominated for Treasurer. All accepted the nominations. Since none of the offices were contested the nominations were accepted by the Senate as officers for the 2014-2015 academic year.
- F. **Announcement for Staff Development Chair:** Nasreen Rahim was appointed.
- G. **Announcement for At-Large Senate Seat**

An announcement asking for self-nominations was sent out to the faculty via email.

VIII. DISCUSSION ITEMS

- A. **Campus Ombudsman** - *deferred*
- B. **Clarification with Foreign Transcript Evaluation** – *deferred*
- C. **Equivalency Protocol (Hierarchy)** – *deferred*

IX. INFORMATION ITEMS

A. Service-Learning Report

Marjorie Clark, Director of the Service Learning and Public Service Program, gave a brief history and background into the program. Professor Clark also explained how two-thirds of the nation's colleges offer a service-learning program and cited Board policy supporting the program. She explained why the program needs to have more staff, funding, and hours for the director in order to be a more effective and safe program. Narveson gave out cards during the presentation for Senator's to submit questions to Clark. President Yong commented that he had concerns regarding safety issues raised about the program, and he is open to suggestions on how to improve the model. He has no plans to shut down the program until fall 2014, especially since some faculty members have already planned to utilize it this summer. This will be a discussion item at the next senate meeting.

B. Curriculum Course Separation Update- *deferred*

C. Reassigned Time - *tabled*

D. Scholarship Funds and Readers

President Narveson asked for volunteers to read the applications for the EVC Academic Senate Scholarship. Senators Martha Hardin and Lisa Bell volunteered to read them.

E. Reorganization of the Tutoring Personnel

President Yong presented the Senate with a new plan for the Tutoring Center. The reorganization would make the center coordinator a faculty position, and the current classified coordinator position would become an assistant to the coordinator. He would like to have this approved by the Senate. It will be an action/discussion item at the next meeting.

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

C. District Council-Eric Narveson

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach

E. College Committees (1 minute @)

1. All College Curriculum: Janice Toyoshima, 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
4. Marketing Committee: Robin Hahn, Steve Graham
5. Student Behavior Management: Jack Baker, Michael Hernandez, Brad Carothers, Rick Wagner

G. Accreditation

H. Faculty Association – Debbie De La Rosa

I. Administrative Services – Henry Gee

J. President's

President Narveson will be attending the Spring Plenary Session next week.

XI. ADJOURNMENT – President Narveson adjourned the meeting at 5:06 p.m.

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
April 22, 2014

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Absent
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Absent
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Rob Knight	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Present
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Present

Guests: Keith Aytch, Marjorie Clark, Carol Coen, Debbie De La Rosa, Dennis Wyatt, Kishan Vujjeni

I. CALL TO ORDER: President Eric Narveson called the meeting to order at 3:08 in the Mishra Room.

II. ADOPTION OF AGENDA (5 min.)
 Additions/Deletions/Corrections
 Items to be Deferred VII D, VIII B, VIIC (tabled), IX A
 Adoption of Agenda (Including consent items marked #)

III. APPROVAL OF MINUTES – The April 1, 2014 minutes were approved with corrections.

IV. RECOGNITION AND ANNOUNCEMENTS

The mayoral debate on April 13 was well-attended.

Senator Ambica Gill gave birth to baby girl Annika.

The Counseling division opposes curriculum separation between EVC and SJCC.

Sexual Assault Awareness Month is sponsoring Denim Day on Wednesday, April 23.

There has been a federal law enacted, The Save Act, which requires colleges to report incidents of domestic violence, rape, and sexual assault.

The campus open house on April 12 was a success. Over 300 students and their parents attended.

The annual Poetry Festival will be on Wednesday, April 30. There will be refreshments and performances by the EVC Choir.

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 (2013-2014)

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
11. Scholarship
12. Student Services
13. Resource Development
14. District Council
15. Professional Improvement Committee (PIC)
16. PRC
17. District Budget

B. #Tenure Review Committees

1. **Digital Media Instructor** – Felicia Perez

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. **Community Education Courses** – *tabled*

B. **Auditing Recommendation**

The auditing of classes was discussed and the benefits and drawbacks were discussed, as well as some provisions that would be needed, including class repeatability and having SJCC agree to it. It was suggested that more information about auditing be gathered from other community colleges. This will be deferred until fall when there is more information.

C. **Catalog Clarification on Auditing**

As previously discussed, some felt the statement on auditing classes in the catalog was vague and confusing. The Senate agreed on the following statement: District policy does not allow auditing. District policy does not allow attending classes without being registered in those classes. The revised statement will be forwarded as a proposed revision of the auditing policy statement in future catalogs. A motion to forward the revision was made, The motion was seconded and passed with one abstention from Senator Charlie Kahn-Lomax

D. **Crisis Prevention Team** – *deferred*

E. **Tutoring Coordinator Position**

EVC President Yong would like an endorsement from the Academic Senate in support of his proposal to make the tutoring center coordinator a faculty position. The proposed position was discussed and it was revealed that this position is necessary to help with the Student Success Initiative. This would also be good for accreditation. A motion was made to endorse the change of the position from classified to a faculty position and support the hiring faculty for it. The motion

passed with two no votes by Senators John Carrion and Robin Hahn and an abstention from Senator Lisa Bell

VIII. DISCUSSION ITEMS

A. Service-Learning Recommendation

Professor Marjorie Clark gave an update on the Service-Learning Program and listed the groups who have given her their support. She stated she now has classified help in the office and that the potential safety issues have been resolved. She is also presenting at the Board meeting this evening. A motion was made to move this to an action item due to the time factor. The motion failed to with an abstention from Senator John Carrion and a no vote from Senator Martha Hardin

President Narveson passed out a resolution in support of the Service-Learning Program. The resolution was read and a motion was made to suspend the by-laws in order to advance the item to action. The motion failed. Pres. Narveson asked the Senators review the resolution since it will be an action time at the next meeting.

B. Campus Ombudsman – *deferred*

C. Clarification with Foreign Transcript Evaluation – *tabled*

D. Equivalency Protocol (Hierarchy) – *deferred*

IX. INFORMATION ITEMS

A. Curriculum Course Separation Update - *deferred*

B. South Bay Consortium for Adult Education

Vice Chancellor Carol Coen and Dean Kishan Vujjeni discussed the District's involvement with the new regional adult-education consortium, which includes the West Valley/Mission Community College District and surrounding K-12 school districts within the two college districts' boundaries, as well as other organizations offering adult education. Faculty members are needed to plan the implementation for the programs and address the objectives of the plan.

C. Accreditation Follow-up Report

President Narveson distributed the Accreditation Follow-up Report and the Senate reviewed it. It will be going to the Board tonight with the Senate's acknowledgement, which Vice President Aytch inform the Board.

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.

C. District Council-Eric Narveson

B. Board of Trustees-Eric Narveson

D. Treasurer's Report-Peggy Gorbach

E. College Committees (1 minute @)

1. All College Curriculum: Janice Toyoshima, 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
4. Marketing Committee: Robin Hahn, Steve Graham
5. Student Behavior Management:
Jack Baker, Michael Hernandez, Brad Carothers, Rick Wagner

G. Accreditation

H. Faculty Association – Debbie De La Rosa

I. Administrative Services – Henry Gee

J. President's Report

The District has decided to contract out the bookstores. A committee is forming to review the two companies who have applied for consideration. Senator Kahn-Lomax volunteered to serve as a faculty representative on the committee.

President Narveson cannot attend the graduation ceremony because of a personal obligation. He asked for other volunteers. Senator Lisa Bell volunteered to attend to represent the EVC Academic Senate.

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

EVERGREEN VALLEY COLLEGE
A C A D E M I C S E N A T E
MINUTES
May 6, 2014

President	Eric Narveson	Present
Vice President	Jack Baker	Present
Treasurer	Peggy Gorbach	Present
Past President	Jack Baker	Present
Social Science, Humanities, Arts, & PE	Ambica Gill	Absent
Social Science, Humanities, Arts, & PE	Brad Carothers	Present
Business & Workforce Development	Michael Hernandez	Absent
Counseling Services	Martha Hardin	Present
Library and Learning Resources	Nasreen Rahim	Present
Language Arts	Sravani Banerjee	Present
Language Arts	Robin Hahn	Present
Math, Science, and Engineering	Jack Baker	Present
Math, Science, and Engineering	Rob Knight	Present
Nursing & Allied Health	Peggy Gorbach	Present
At Large	Charlie Kahn-Lomax	Present
At Large	John Carrion	Present
Adjunct	Steven Graham	Present
Adjunct	Lisa Bell	Present

Guests: Marjorie Clark, Debbie De La Rosa, Henry Gee, Rick Wagner

I. CALL TO ORDER: President Eric Narveson called the meeting to order at 3:04 in the Mishra Room.

II. ADOPTION OF AGENDA (5 min.)

Additions/Deletions/Corrections

Items to be Deferred

XII E. and D, and XIII. A.

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

III. APPROVAL OF MINUTES – April 22, 2014 *Approved as amended*

IV. RECOGNITION AND ANNOUNCEMENTS

There will be a tribute to the Armed Forces in the VPA at 12:30 tomorrow. The guest speaker is Frank Martinez, of San Jose State; it is organized by Tino Guevara

Phi Beta Kappa is hosting a Faculty Appreciation day in R226, from 12:14 to 1:30, on May 8.

Day on the Green was well attended with a total of 400 high school students. There will be another event in two weeks.

Employee Recognition Day is May 14th. A reception and awards ceremony will be held in Gullo II, from 2:00 to 3:00PM.

Asian Heritage Week was a success and Hai Nguyen gave a good presentation.

Debbie De La Rosa is retiring.

Senator Charlie Kahn-Lomax, who has been on the Senate for many years, has her last meeting today.

President Narveson and the Senate gave their thanks and appreciation for her service.

Flora Payne reminded the Senate that AFFIRM is doing fundraising for their student trip to Belize.

Lorena Mata, from the Library and Learning Resources division, will be serving on the Senate next year.

V. PUBLIC COMMENTS (limited to only three minutes)

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

VI. COMMITTEE APPOINTMENTS

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

A. #Non-Screening Committees (2013-2014)

1. College Technology
2. Budget
3. College Safety/Facilities
4. Retention Matriculation
5. Staff Development
6. Institutional Effectiveness: Sherryanne Lim
7. College Curriculum
8. Archives
9. Graduation
10. Marketing
11. Scholarship
12. Student Services
13. Resource Development
14. District Council
15. Professional Improvement Committee (PIC)
16. PRC
17. District Budget

B. #Tenure Review Committees

C. #Screening Committees

1. **Nursing Instructor:** Garry Johnson and Rozanne Lopez

D. #Peer Review Committees

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

A. Results of At-Large Nomination/Election

Nasreen Rahim was elected to serve as the at-large representative.

B. Service-Learning Resolution

President Narveson distributed a revised draft of a resolution in support of the EVC Service-Learning Program, which was discussed and further revised and included support for a formal program review. Additionally, a document stating that President Yong has determined that the Service Learning Program has no safety issue, and will not be shut down this fall will be submitted to the Chancellor. The document was approved by President Yong, Vice President Aytch, Senate President Narveson, and Senate Vice President Baker. Professor Marjorie Clark was asked to approve the document as well but declined. She was dismayed that she had not been part of the meeting where the document was crafted. Comments made during the last district Board meeting regarding the Service-Learning Program were also discussed. A motion was made to accept the resolution as amended. *It was seconded and passed with 8 yes, 1 no and one abstention.*

C. Election of Executive Committee for Summer

Senate officers Eric Narveson, Jack Baker and Michael Hernandez and Senators Sravani Banerjee and Steven Graham will serve as the Executive Committee for the summer, and will be on-call following this meeting and until the first meeting in fall, if needed.

D. Community Education Courses - *deferred*

E. Resolution Regarding Student Discipline Procedures

A motion was made to the implementation of the proposed procedures until the faculty has time to review and respond to them. The FA supports postponement. The delay will provide an opportunity for all constituency groups to be consulted, and allow time for revisions, if necessary. The faculty position will be presented to the District Council with a request to delay its action on the discipline procedures until December. *The motion was seconded and passed, with 8 yes and 3 abstentions.*

F. Crisis Prevention Team - *deferred*

G. Distinguished Faculty of the Year Award

The election for the awards was completed and the two winners will be honored at the Employee Recognition Day on May 14. The Senate agreed that the identity of the recipients should be kept confidential but efforts would be made to ensure they will be present at the reception.

VIII. DISCUSSION ITEMS

A. Campus Ombudsman – (deferred until fall)

B. Equivalency Protocol (Hierarchy)

President Narveson distributed the equivalency protocol list in order to determine who would be able to give expert advice within the discipline for granting equivalencies. A motion was made to move this to action. The move was seconded, but failed. This will be addressed as an action item in fall.

IX. INFORMATION ITEMS

A. Curriculum Course Separation Update

There has been no decision yet regarding the separation of the curricula at EVC and SJCC. However, there is a sense that there will not be course separation at this time.

B. New Brown Act Rules

A new change in the Brown Act requires that there be a roll-call vote with names of the voters to be published in the Senate minutes. President Narveson suggested that Senators who feel uncomfortable with this new procedure think about it during the summer and resign if they are concerned, although he would rather this not happen. The role-call voting will take effect in the fall.

C. Design Standards

Vice President of Administrative Services Henry Gee returned to the Senate to further discuss the design standards of the campus upgrade. He explained that the standards will be a working document to reflect changing times and technology. He stressed that standards will not be based on brand names but by desired performance standards, which would be updated as necessary. There is a mock-up of a science classroom in the Gilbane office portables, complete with audio-visual technology for potential recording of classes for distance education. If there is interest in viewing the classroom, it was suggested that the senators contact Vice President Gee. He will ask Gilbane to come on PDD and will ask the deans if they would like them to address their divisions, as well as a host workshop at the Friday session of PDD.

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H. Faculty Association – Debbie De La Rosa

I. Administrative Services – Henry Gee

J. President's

President Narveson explained that the F.A. has discovered that for three-unit classes taught in summer, instructor would not be paid for one day, so, one day will be subtracted from the session. A statement explaining the change is forthcoming from the administration. This will only affect summer three-unit courses and no other courses.

There has been \$26,000 allotted for veterans on campus. President Yong would like an advisory committee established to decide how to use the funds. It was suggested that the veterans' counselor be included. President Narveson would also like to be a member of the committee.

There is no news on the Chief of Police search.

The District applied to have EVC and SJCC recognized as Asian-American Serving Institutions, however, an error was made (not on the part of the District) the District will try again next year.

The District Office will be moving, incrementally, to its downtown offices in October.

There will be the screening process for the Tutoring faculty position will begin this summer., those-willing to serve will be paid.

President Narveson would like to have an end of semester get together. Those interested should contact him.

There is a new Statewide Senate President, David Morse.

There is a new community college in state: Clovis Community College.

XI. ADJOURNMENT – The meeting was adjourned at 5:00