



Action Item: 22 Sept. 2009

TO: ACADEMIC SENATE EXECUTIVE COMMITTEE
FROM: RECORDING SECRETARY
PREPARED BY: RECORDING SECRETARY
Action: Approval of Minutes

Minutes of the **8 Sept. 2009** AS Executive Committee Retreat

Present: Jamey Anderson, Dianne Berman, Gregory Brookins, Mary Colavito, Tim Cramer, Guido Davis Del Piccolo, Tina Feiger, Terry Green, John Henderson, Amber Katherine, Steven Kaufman, Lesley Kawaguchi, Lucy Kluckhohn Jones, Lisa Lewis-Burns, Laura Manson, Jennifer Merlic, Mitra Moassessi, Eric Oifer, Wendy Parise, Christine Schultz, Eleanor Singleton, Howard Stahl, Gary Todd, Esau Tovar, Carol Womack, David Zehr.

Excused: Marina Parise, Richard Tahvildaran-Jesswein,

Absent: Simon Balm, Jinan Darwiche, Judith Douglas.

I. Call to Order President Eric Oifer called the meeting to order 11:18 a.m.

II. Action Items:

1. Approval of the Minutes for May 26, 2009 and August 25, 2009--
Unanimously approved.

2. 2009-2010 Objectives and Goals

Changes were made to the document presented to senate last week:

SLOS: add "investigate creating"

Nonprofit—Change to "explore the possibility of ..."

Eric said he would like to take the list to the senate for second read and then send items to various committees; they will become priorities for our committees.

(M/S Lucy Kluckhohn Jones/Lesley Kawaguchi)

Vote to adopt as amended: Unanimously approved.

3. Zero Waste Board Policy and Administrative Regulation - Amber Katherine,
Chair Environmental Affairs Committee

Amber sent the draft reg. to DPAC Vetted with groundspeople, who are on board; next it will go to senate, then to DPAC, then Dr. Tsang and to Board.

Zero waste means that 90% of waste does not go to garbage..SMC students are moving in this direction. It's fairly uncontroversial.

Question: how will it be implemented? What if someone is clueless? A: this applies to events where food will be served. A guide has been written and is now available.. (Amber will provide the link from the EAC page.) Costco and Whole Foods now sell compostable forks, spoons, knives.

Q: Why is senate taking this up again? A: because it's a joint committee and a joint effort.

Vote: Unanimously approved.

4. Establishing a Tutoring Task Force

Recommendation came from Program Review executive summary, Accreditation self study, and it is a goal of our newly appointed faculty leader for basic skills. All of us have a stake in tutoring.

Need a mechanism or tool to evaluate tutoring across campus

Tutoring, as an umbrella, includes online, basic skills, transfer tutoring. There are quite a few tutoring services on campus, but not everyone talking to each other. There are different visions for tutoring. We need a collective, comprehensive approach. We don't know what is available to our students.

Suggestion: we need to track who uses tutoring and what impact it has on students.

Suggestion Invite reading, writing, science programs for early alert program.

Determine which subjects are included in humanities tutoring. Currently, there is no easy way to refer students on campus.

Eric will appoint a Chair to this committee. Committee membership will be governed by our bylaws—3 to 2 faculty-to-admin ratio. .

This is actually a task force (temporary committee). It will have a limited lifespan to come up with tool to evaluate tutoring and then make recommendations to use the evaluation tool.

Distance Education tutoring is an issue for the DE Committee. We also need the classified staff who are running these centers to be involved

Work study students? We have and si program and not a work study program separate from that. Will be on our agenda for first metg.

(M/S Esau Tovar/Tina Feiger)

Vote –Unanimously approved.

III. Information Items:

1. President's Report – Eric Oifer

a. Committee Membership

Duplicate forms are needed from Chairs re: committee membership; send to Lisa Burns. Sabbaticals and Social committees still need members

b. Global Citizenship

The Senate has had lots of conversations with leadership over summer regarding the 4 areas of Global Citizenship—study abroad, international students, curriculum and professional development.

Eric's position is that all tasks fall within the purview of senate committees and that the tasks should be integrated into the existing joint senate committee structure.. The weakness of the study abroad program is that it does not go through the Curriculum Committee. If necessary, a subcommittee can be created to work with faculty proposing study abroad programs, as they did to create SLOs. There is no need for additional committees. Follow-through from the summer meetings was not consistent.

Update from Eric.

The Global Council is meeting without a chair, since Gordon Dossett stepped down. Kelly Brayton send announcement but no agenda. Eric sent Jeff description of the call for global citizenship faculty leader. Senate has clear work patterns \$600,000 was set aside by Admin. a few years ago for the global citizenship initiative. We are down to \$350,000, plus we have a new grant. Money is independent of the governing structure.

When a student takes a class on the study abroad program, there must be transparent standards. Curriculum Committee can then determine whether they fall under the 4 competencies.

Global Council must be a campuswide effort. For example, international students could be integrated into committees through the Senate Student Affairs Committee. Difficulties arose, because global council committees were meeting in the summer.

Announcement: The Modern Language Dept. has changed its name to Modern Languages and Cultures, because they had trouble getting cultural classes thru curriculum. Toni has talked to anthropology and history, etc., who are on board.

c. Accreditation (Richard)—no report

2. Committee Reports:

a. Program review—Mary Colavito is the new Chair.

IV. Old Business Discussion:

1. Senate Website

Still a work in progress. Jinan Darwiche is the Senate's new webmaster.. Every page should look the same and should be current. Committee pages should include

minutes and info from meetings. Lisa will do this. Forward to Lisa. Send as PDF if possible, or send to Lisa as a Word doc. and she will save as PDF.

V. New Business Discussion:

1. New Faculty Position Ranking Committee Membership

Eric will continue to push for hiring new faculty. Budget is hard, but this is a priority. Richards addressed this at every board meeting during his tenure as President. The reg. requires the process to start over again every year.

We need to start the process early. Eric is looking for members who work in different areas of campus. 12 faculty are needed; no department chairs or faculty leaders can serve. Chair of Program Review, Lesley, Guido, President and Past President, chair of Student Affairs will be members. Committee will meet this semester.

Contact Eric if you are interested or know someone who is interested.

Eric will bring suggested committee names back to Exec.; it will then go to Senate for approval.

The Committee needs sufficient time to evaluate proposals. Department Chairs will need time to create the proposals. Many departments have lost fulltime people, and our increased enrollment is an issue.

VI. Adjournment 12:28

(M/S Dianne Berman/Amber Katherine)

Next Scheduled Meeting: September 22, 2009.