CHABOT COLLEGE ACADEMIC/FACULTY SENATE

Board Room, Room 200
Thursday, April 14th, 2005 – 2:21 p.m. to 4:26 p.m.

APPROVED MINUTES

Senator Attendance: Applied Technology & Business (Michael Absher & Jan Novak); Counseling (Tiram Vo-Kumamoto & Joe Kuwabara for Sally Stickle); Health, Physical Education, & Athletics (Nancy Cowan & Greg Kubicki); Arts & Humanities (Clayton Thiel); Language Arts (Angie Magallon & Stephanie Zappa, ProTem); Library (Norman Buchwald); Science & Mathematics (Dave Fouquet & Ming Ho); and Social Sciences (Barbara Ogman & Kathy Kelley, ProTem).

Representatives: ASCC; (Shari Jacobsen & Dave Fouquet), CLPFA.

Guests: Dr. Robert Carlson (College President), Dr. Ron Taylor (Vice President, Academic Services), Rich Talmo (Executive Director Chabot Foundation), MaryAnne Tracy-Baker (Student), Erin Wright (student).

Presiding Officers: President Chad Mark Glen, Vice President Michael Absher.

ITEM

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1.0 GENERAL FUNCTIONS

1.1 Call to Order: President Glen called the meeting to order at 2:21 p.m.

1.2 Approval of the Minutes: Tabled.

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2.0 REPORTS I

2.1 College President: Dr. Robert Carlson reported the KH Strategic Cost Management Consultants would be reporting their findings at College Council tomorrow at 2:00 P.M. in Room 3902. The college’s emergency plan will also be discussed at College Council. The President of Diablo Valley College will be attending as a guest speaker. At the last College Council meeting, videotape on the Northridge earthquake and how CSU Northridge dealt with the disaster was shown. TBP Architectural Consultants will be presenting their facilities master plan report at the April 29th College Council meeting.

2.2 CLPFA: Dave Fouquet reported if faculty are interested in being a member of the Executive Board, they need to contact Nancy Cowan. The positions that are open include President, Vice President, Secretary, Treasurer, and Membership Chair. Elections will be in early May. The CLPFA is going through negotiations for the new contract this summer. The bulk of negotiations will take place after July 1st. Some items to be negotiated include part-time seniority, academic freedom,
personnel files, etc. Dave discussed the hard times at Contra Costa College where it’s being proposed that faculty salaries be reduced by 5.2% and that faculty also pays 6% per month of their health care coverage. ■ On April 23rd Jonathan Lightman, FACC Executive Director, will be speaking at College Hour in Room 1904 about pension plan reform, etc. ■ FACCC will be holding a workshop on May 13th on retirement benefits, etc. from 10:30 – 2:30 on Room 1232.

2.3 Public Comments: None.

3.0 ACTION ITEMS: None.

4.0 DISCUSSION ITEMS

4.1 Grade Change Issues: Dr. Ron Taylor ■ distributed Request For Grade Change Card and Chabot Catalog pages 146 and 159-163. ■ Ron advised against using the Request For Grade Change Card for No Grade of Record (NGR) or Withdrawal (W) purposes. ■ During the course of discussion, Kathy Kelley suggested using electronic swipe cards be used to track attendance. ■ Joe Kuwabara encouraged faculty to follow the NGR and W deadlines and regulations. All areas, from Counseling to faculty, to deans need to agree to inform students of the deadlines and policies.

4.2 *American Cancer Society Relay for Life (Maryanne Tracy-Baker): Students, Maryanne Tracy-Baker and Erin Wright, ■ distributed a fact sheet and reported that Chabot College has coordinated a team of staff and students known as the Chabot Crusaders, who will represent the College at the American Cancer Society’s Relay for Life. ■ This annual event will take place on May 21st and 22nd at Burrell Field in San Leandro. Academic/Faculty Senators pledged over $100 towards this event. ■ Volunteers are needed and should Brenda Carr at 723-6949 to find out how they can help out.

4.3 Revised Program Change Process Resolution Clarification: Nancy Cowan tabled.

4.4 Program Introduction, Reduction, and Elimination Process: Dr. Ron Taylor (*This item was moved to item 4.2, so Dr. Taylor could make his next meeting.) ■ Ron distributed the 12-page draft Program Introduction Process document and 9-page draft Program Revitalization/Discontinuance Process document. Ron wrote the Program Introduction Process document and the Program Review Committee wrote the Program Revitalization/Discontinuance. These documents were drafted in September 2004 and Ron submitted them with the Accrediting Term Report. These two draft documents need faculty and senate input. The senate will need to approve these processes. ■ Mike Absher, Dave Fouquet, Chad Mark Glen, Kathy Kelley, and Joe Kuwabara, will work with the College
Enrollment Management Committee (CEMC), the Institutional Planning and Budget Council (IPBC), and the Faculty Association (FA) on finalizing a draft by the end of the semester. This tight timeline was agreed to because the Strategic Cost Management Group will be making programmatic decisions over the summer and these documents are needed to guide the decision-making. Kathy Kelley noted that just because a program is not doing well, does not mean it should be eliminated. Duplication of programs between LPC and Chabot needed to be examined. Program costs and funded decisions need to be looked at. The impact on students must always be considered.

4.5 **Reed Buffington Award: Chad Mark Glen** reminded senators that the completed nominations for this award, that recognizes a faculty member for his or her consistently fine professional work, are due to him by Monday, April 18th.

4.6 **Concurrent Enrollment Subcommittee: Michael Absher** reported that he has not been able to convene a meeting and would need to remove himself from the Committee. Chad will have Melinda Matsuda convene the meeting with Cindy Hicks and Irene Plunkett.

4.7 **Commemorative Brick Program: Richard Talmo** distributed and envelope with information on this Chabot Foundation fundraiser. The money raised will be put in an endowment and will be earmarked for scholarships. When filling out the paperwork, indicate where you would like the money to go.

4.8 **Recognition Ceremony: Chad Mark Glen** explained that faculty, staff, students, college and district administrators could be recognized for their contributions. The date of the event must be changed and a date would be decided via e-mail. Please submit nominee names, titles, and reasons for deserving the award to Chad.

4.9 **Student Grievance & Appeal Policy Clarification: Language Arts** No one from the division was present to discuss this item.

4.10 **Clarify Academic Freedom Statement & How it’s Chilled: Language Arts** No one from the division was present to discuss this item.

5.0 **REPORTS II**

5.1 **ASCC REPORT.** None.

5.2 **Senate Committees.** None.

5.3 **Senate President’s Report: Chad Mark Glen** solicited volunteers to serve on the Senate Presidential Election Committee. Norman Buchwald, Jan Novak, and Barbara Ogman volunteered to work on the election committee.

5.4 **Senators.** None.
6.0 GOOD OF THE ORDER

6.1 Future Agenda Items

6.2 Adjournment. The meeting was adjourned at 4:26 p.m.

6.3 Next Meeting: Thursday, April 28th, 2005 at 2:15 p.m.

6.4 Spring Meetings: 2nd & 4th Thursday, 2:15-4:15 p.m., unless designated "special". Special, Senate Recognition Ceremony: ); May 12th and 26th.

CMG