



- B. Professional Development Committee** – Bonnie ZoBell had nothing to report until the next Senate meeting on December 10<sup>th</sup>.
- C. Committee of Chairs** – Georgia Laris reported on the following items:
- Contract and adjunct ratios were reviewed.
  - Facilities issues were addressed.
  - Concerns with Program Review Planning were rectified.
- D. Vice-President** – Cynthia Rico-Bravo reported on the following:
- Research Committee has a vacancy they would like to fill. They meet one Friday each month, from 1:00 P.M. to 2:30 P.M., in Room A102.
  - Program Review Committee is in need of one (1) person, preferably from the Career-Technical Department. They meet once a month on Friday, from 2:00 P.M. to 3 P.M.
  - Flex Committee is looking for one (1) member. They meet on the second and fourth Thursday each month, from 12:00 P.M. to 1:30 P.M.
  - Academic Affairs Committee is in need of one (1) more faculty member. They convene on the first and third Monday each month, from 4:00 P.M. to 5:30 P.M., in H119.
- E. Curriculum Chair** – Paula Gustin reported she was contacted by the department chairs regarding changes in the catalog. She explained that one of the changes is Chemistry will be listed under the letter “C” instead of “Physical Sciences”. Input can be provided by faculty before the catalog is printed, as long as it does not constitute a curriculum change. The person to be contacted for changes is Jeff Mills, Systems Support Analyst, District Instructional Services, at [jmills@sdccd.edu](mailto:jmills@sdccd.edu). She mentioned that in CurricUNET, there are 119 courses left to integrate with the curriculum coordinator. Instructors are being encouraged to complete course outlines so that articulated courses can be reviewed by the curriculum coordinator.

The next item Gustin discussed was a paper she received from SDCCD’s Articulation Officers, which was taken from ASSIST. It contained a grid that described options on how a student can fulfill the American Institutions/California Government for the Associate Degree requirement by completing any sequence of courses.

- F. President** – Terrie Teegarden reported on the following:
- 1. President’s Cabinet**
    - President Rita Cepeda and Vice President Elizabeth Armstrong have been invited as guests to the December 10<sup>th</sup> Senate meeting to explain what to expect after the VPI’s departure from Mesa. The VPI search has been reopened.
  - 2. District Governance**. Nothing to report at this time.
  - 3. District Committees**. Nothing to report at this time.
  - 4. Board of Trustees**
    - **Board of Trustees meeting**. Several faculty and staff gave a successful presentation to the Board of Trustees on November 8<sup>th</sup>, which included Mesa’s role in statewide issues, community relations, and outreach to K-16 partners. This provided a nice overview of the college’s purpose and mission. One issue that surfaced during the presentation was the sound of music from the radio tower coming through on the speakers. If anyone is experiencing similar issues, Dean Bill Craft is the person to contact.

Brothers mentioned the same problem occurs in the A-building, when he demonstrates a PowerPoint presentation to his class.

- **The College and Continuing Education Calendar for 2008-2009 Academic Year** was approved. President Teegarden announced some dates from the new calendar:
  - August 21-22 – Instructional Improvement Days required on campus;
  - August 25-December 17, 2008 – Fall Classes Begin/End;
  - November 24-28 – Thanksgiving week;
  - December 18, 2008 – January 2, 2009 – Winter Recess;
  - January 5-31, 2009 - Intersession
  - January 22-23, 2009 – Instructional Improvement Days required on campus;
  - January 26 – May 23, 2009 – Spring Classes Begin/End;
  - April 6 – 11, 2009 – Spring Break;
  - June 1 – August 15, 2009 – Summer Classes Begin/End
- **Yellow rosters.** Teegarden explained the new process to be used by faculty for yellow rosters, effective in fall 2008. Instructors will receive an opening day roster and be required to take attendance through the census date. Next, rosters are to be submitted to admissions and records. Instructors may continue to keep track of attendance. For students who received federal funding (i.e., veterans, financial aid, etc.), the last of activity will need to be recorded for those students receiving a course grade of “F”. She emphasized that it is ultimately the student’s responsibility to officially withdraw or drop himself from a class, but faculty are encouraged to write a statement on the syllabus to clearly state a student will be assigned an “F” grade, for noncompliance of the withdrawal procedures. President Teegarden requested that a flag (i.e., asterisk) be printed next to a student’s name on the rosters, as a reminder to faculty, to help identify which students require the last day of activity entered for them. Positive attendance recording will remain the same.

McLeod added there is also wording in the catalog to inform students of the District’s policy. For informational purposes, San Filippo included the actual wording on “Dropping Classes”. It states “...It is the student’s responsibility to drop classes. If a student remains in the class roster beyond the withdrawal deadline, the student must receive a letter grade even if he or she has stopped attending the class.”

5. **Other.** Nothing to report at this time.

## VI. **OLD BUSINESS**

- A. **Workload for SLOs (G. Laris).** Laris reported department chairs perceived SLOs would be a workload issue when it was discussed at the Fall Deans and Chairs retreat; however, Safdie had mentioned developing an abbreviated method of handling SLOs. Department chairs have not determined if there is a workload issue at this time.
- B. **Assigning courses to a discipline (P. Gustin).** Gustin spoke to the articulation officer at Southwestern College, who was familiar with assigning courses to a discipline. One issue Gustin learned is that a Sociology 100 course could be assigned to another department, such as Psychology 100. For instance, she described how Southwestern duplicated the same course in CurricUNET twice but the courses weren’t necessarily linked. She stressed the importance for both

courses to move through simultaneously. Another issue that surfaced is the possibility for one course to articulate but the other one may not or one course may be on the G.E. list and the other may not be included. In one particular instance at Southwestern, Gustin described how the dean was the authority figure who assigned priority each semester in deciding which school would teach the multidiscipline class. She believes it will be a challenge to assign a course in multi-disciplines because there are different deans who work in different departments. Another scenario that occurred at Southwestern was that half of the students were enrolled in sociology and half of the students were enrolled in psychology. The main challenge is ensuring that the course gets aligned. This topic had been brought up for discussion by her at CIC last year but nobody seemed interested to discuss it further. She recommended a mechanism be in place to ensure that multidiscipline courses are reviewed. Further discussions occurred between Holton and Gustin as to why Southwestern chose this method instead of deciding who is qualified to teach a class. Teegarden announced she will ask other Senate presidents their opinion on this topic.

- C. **Turnitin.com.** From 2004 to 2006 (2 year period), 27 faculty had signed up for an account, but a large number did not use it. During July 2006 to July 2007, there were only 19 faculty who used it. The cost to continue the license of the plagiarism tool is \$5,000 per year. Of the 18 faculty who currently use it, most of them had used it less than 50 submissions. It was noted that Turnitin.com had been discussed with the Committee of Chairs and in a Flex class. It was noted that one of the benefits of using the tool is that it teaches a student how to write a paper without plagiarizing. Teegarden indicated there is no money in the budget to pay for the license and it is due to expire in January 2008. She will ask the other Senate presidents if they agree that the District should pay and obtain a District license so that all colleges can utilize it. It was suggested that Turnitin.com be advertised and marketed to faculty and adjuncts in other ways.

## VII. NEW BUSINESS

- A. **Resolution 07.11.1 – Procedure for Granting an Equivalency (G. Holton).** Holton described how sister colleges must agree with the equivalency procedure before it is presented to the Board of Trustees. President Teegarden helped him revise the document. He explained the procedure and emphasized a special waiver or partial waiver cannot be granted for an equivalency because it could invalidate a course. He noted HR will not have a role in the equivalency process and faculty will be the decision makers. McLeod asked Holton about the state chancellor's minimum qualifications list. Holton explained that every two (2) years proposals are voted on. Dan Crump, Chair of the Academic Senate for California Community Colleges (ASCCC) Standards and Practices Committee, can be contacted regarding this process at [crumpd@arc.losrios.edu](mailto:crumpd@arc.losrios.edu).

Ontell asked how the new equivalency procedure will affect the vocational education department. Fickess replied the procedure is described under the bachelor's degree for non-discipline. The number of faculty using equivalency to apply for a teaching position is not tracked, according to Holton. Sykes suggested additional changes to the equivalency procedure document. Rascón raised a concern that a student could challenge the college if a language class was cancelled that prevented them from completing their degree. Laris also wondered who the recognized authorities are on page three (3) on eminence. After President Teegarden reviewed the procedure with the Senate, further discussions ensued.

The resolution was moved by Holton, to present it as amended to sister colleges, then to the Board of Trustees for approval. Ontell then seconded and the resolution passed.

**B. Resolution 07.11.2 – Intra-campus Mail Waste Reduction (E. Rempala/D. Barrie).** Rempala explained she would prefer that everyone use electronic communication (email) instead of printing out information on paper. She indicated Vice President Ron Perez supports her idea and that he recommends the use of bulletin boards in mailroom to post flyers. Ontell mentioned the only way to communicate to adjuncts is by flyers because they don't all have district email accounts. According to Sykes, department chairs have email accounts of all their adjuncts. Since he is a department chair for the Biology department, Sykes forwards information to the adjuncts via email. It was suggested by Hesser to make it mandatory for all adjuncts to have a district email account but Barrie felt it was okay for chairs to print out a few flyers because the goal is to prevent mass printings. McLeod suggested chairs or some other person(s) be designated to update the bulletin boards.

Ontell moved to suspend the rules to approve the resolution. A motion was made to move it by McLeod and it was seconded by Ontell; thus, the resolution passed.

**C. Resolution 07.11.3 – Green Building (D. Barrie/E. Rempala).** Barrie explained the official policy to make a building habitable is to be LEED™ certified by 26 points. He would like to unofficially go for silver certification (33 LEED™ points) but he realizes it's not always possible to get this level of certification. He described what types of things to expect in a 33 LEED™ points silver certification compared to a 26 point LEED™. Zand added the effect of the certification is more long term and significant in energy usage. President Teegarden asked Barrie and Rempala to present their resolution at the next Senate meeting on December 10<sup>th</sup>. He was also asked by President Teegarden to present it at the next Senate meeting on December 10<sup>th</sup>. A motion was made to move it by Barrie and it was seconded by Ontell.

**D. Resolution 07.11.4 – Academic Senate Constitution changes concerning the Academic Affairs Committee (W. Brothers).** Brothers described how the wording was changed by the committee. He plans to present the resolution to Academic Affairs for approval. A motion was made by Brothers to move and it was seconded by Ontell.

**VIII. ANNOUNCEMENTS.** Laris announced upcoming events at Mesa:

- Imagination Runs Wild: student art exhibition at the San Diego Mesa College Art Gallery, November 29 – December 12, 2007, D101  
Reception: Thursday, November 29 from 4:00 – 7:00 P.M.
- Faculty Recital featuring Jaeryoung Lee at San Diego Mesa College C119, November 29, 2007 at 7:00 P.M.

**IX. ADJOURNMENT** was made by President Teegarden at 3:57 P.M.

***Next meeting will be on December 10, 2007, in Room H117/118 at 2:15 P.M.***

Respectfully submitted by  
Madeleine Hinkes, Senate Secretary, and  
Ruth San Filippo, Recording Secretary.