

APPROVED: 09/12/05

ACADEMIC SENATE
May 23, 2005 – 2:15 p.m., H117
Minutes

PRESENT: Christine Althaus, Becca Arnold, Bill Brothers, Leslie Cloud, Gail Conrad, Ailene Crakes, Michael Crivello, Donna Duchow, Shirley Flor, Edith Flourie, Madeleine Hinkes, Bill Hoefler, Gary Holton, Ken Kuniyuki, Carl Luna, Terrence Lynberg, Andrea Marx, Jonathan McLeod, Francisca Rascón, Mariette Rattner, Michael Reese, Cynthia Rico-Bravo, Ron Ryno, Joseph Schanberger, Marilynn Schenk, Leslie Seiger, Jean Smith, Paul Sykes, Will Tappen, Terrie Teegarden.

EXCUSED ABSENCES: Donna Budzynski's proxy was given to Will Tappen.

ABSENT: Temma al-Mukthar, Dolores Barbour, Beate Berman-Enn, Jeff Berry, Pamela Chapman, Laura Collins, Karl Engstrom, Margaret Fickess, Roger Gee, Joseph Halcott, Justin Howard, Matt Koffler, Starla Lewis, Cesar Lopez, Javier Marquez, Guillermo Marrujo, Tricia Mendoza, Phyllis Meckstroth, Sally Murdock, Kevin Murphy, Pedro Olvera, James Robles, James Romeo, Mike Sanchez, Michelle Tucker.

CALL TO ORDER by President Gail Conrad at 2:04 p.m.

PUBLIC PRESENTATIONS. - None

GUESTS: **Dr. Lori Adrian**, Dean of Student Affairs distributed a draft of the Academic Dishonesty Report Form. A subcommittee provided input to the form by researching what forms are being used and what policies were effective for other colleges. She informed the senate that the purpose of the form is to document and report academic dishonesty and also notify a student of the allegation. Distribution of the 4-part NCR form should take place between 10-15 working days when it is implemented.

Conrad mentioned reporting has been inconsistent in the past. Sykes added it would be beneficial if a statistical report be provided on plagiarism. Dr. Adrian agreed to provide a report on Academic Dishonesty to Academic Senate once a semester. She commented that 29 cases had been reported this semester and 5 of them went to disciplinary hearings. She requested faculty review the form and provide feedback.

Dr. Adrian also provided a handout on College Police and Classroom Disturbances that came from Lt. Jack Doherty, Mesa College Police. This paper addressed what steps an officer will take when they are called to assist faculty with a disruptive student in a classroom. The Guidelines for Addressing Disruptive Student Behavior (green cardstock cards) are being revised to clarify some issues.

Conrad mentioned that the current policy states that if a student is removed from a classroom for two days, a student is allowed to make up missed homework. The committee is looking to strike the aforementioned section of the policy. She indicated that there are plans to include penal codes in the new staff handbook.

A concern was raised on clarifying the last paragraph of the College Police and Classroom Disturbances draft regarding the definition of assault and abuse. A suggestion was made that if a student is verbally calling an instructor inappropriate names in the classroom in the

presence of other students, then the instructor is advised to report and/or call school police for assistance.

APPROVAL OF SENATE MINUTES OF 05/09/05 as presented.

M/S/U Tappen/Brothers

REPORTS

A. Treasurer Terrie Teegarden reported that as of May 20, the Senate had a total balance in the amount of \$1321.13. A full Treasurer's Report is available in the Academic Senate office.

B. Academic Affairs Committee Co-chair Ailene Crakes highlighted recommendations from the Committee of Chairs to the Program Discontinuance, Position Paper #8.

Crakes indicated incorporating the changes before it is presented to Presidents Cabinet on May 24 for final approval.

C. State Representative Gary Holton reported that the California State Assembly did not provide any Equalization funds for community colleges but the Senate did reserved funds. This will be discussed again before it is presented to Governor Arnold Schwarzenegger.

D. President Gail Conrad reported:

1. President's Cabinet

- The District is planning to hire a Chief Researcher and Mesa will hire a Research analyst. They are defining the skills for the Research analyst and hope to fill the position by July 1. City and Miramar will hire a Research analyst for their campuses by January 1, 2006.
- 11 out of 25 faculty positions have been filled as of May 23.
- With the May revised budget, Mesa is anticipating a tentative budget to include reductions from campus discretionary funds, reductions from contract salaries (freeze or turnover) and reductions from "restricted" funds.
- FLEX handbooks will be available this week and on the web. Reminder that final FLEX reporting is due May 27.
- Datatel training is scheduled to begin next week for budget areas.

2. Budget & Planning Council

- Except for items listed above, they are waiting for all transitions to take place this summer. Terry Davis, Director of Administrative Services at Mesa, will be moving to the District office on July 1. He was selected to be the Assistant Chancellor of Business Services.

3. Student Services Council

- The Grade Challenge Policy went forward with 2 years filing window and clarification that the VPI (Vice President of Instruction) cannot delegate a designee. The President of the college is responsible for identifying a designee if the VPI is unavailable.
- Minor children on campus: The catalog will be changed to now read "*Minor children are not permitted in any classroom at any time. Minor children are not to be left unattended at any time while on campus*". At Mesa, this includes the LRC. City and Miramar have different needs and have allowed minors in the classroom and LRC, as it is not considered a classroom at those institutions.
- Beginning May 31, the Math test will use the Accuplacer (online).
- SDCCD considered changing the Student Health Fee of \$13.

4. District Governance Council

- The conversion from “.net” to “.edu” is almost completed in all areas for web addresses. More details to follow in the Chancellor’s newsletter.
- The Board and DGC members have planned a retreat on May 31 from 3pm-8pm. The discussion will include Strategic Planning progress and goal setting for next year.

OLD BUSINESS

A. Matriculation Plan 05.05.01.

Vote – resolution passed unanimously.

B. Institutional Transfer Plan 05.05.02

Vote – resolution passed unanimously.

C. Program Discontinuance Policy 05.05.03

Vote – resolution passed unanimously.

D. Student Learning Outcomes and Assessment Cycle 05.05.04

A concern was raised on the reasons why a SLOAC Coordinator position was being created. Some members felt that this person would dictate how an instructor should teach a course. It was explained that this person would help to assist and support program review. Once the position has been filled, a senator requested that the coordinator present SLOs to the Academic Senate. For clarification, Tappen defined that SLOs were created to address how instructors can make their teaching methods more effective. Luna indicated concern that the SLOAC Coordinator may want to standardize SLOs. Further discussions occurred on reasons for and against SLOs.

Vote – resolution passed unanimously.

E. Summer Responsibilities Resolution 05.05.05

Vote – resolution passed unanimously.

NEW BUSINESS - None

ANNOUNCEMENTS – Sieger recommended that faculty announce to new hires that Mac’s are being supported.

ADJOURNMENT by President Conrad at 3:25 p.m.

Next meeting in fall 2005 will be on September 12, 2005 in Room A117 at 2:15p.m.

Respectfully submitted by
Cynthia Rico-Bravo, Senate Secretary and
Ruth San Filippo, Recording Secretary.