Minutes of the Academic Senate Meeting  
December 6, 2007

Voting Members Present: (Senators), Ed Casson, Charles Dirks, Terri English, John Klitsner, Myriam Mekelburg, Michong Park, Said Pazirandeh, Yolanda Ramil, Rick Scuderi, Janice Silver, Robert Smazenka, Debby Wong, Joyce Woodmanse.

Voting Members Absent: , Ruthie (Parthenia) Grant, John Orozco, Paul Kubicki, Ralph La Rosa,

Exec, Members: Eloise Cantrell, Angela Echeverri, Pat Flood, Lorraine Manoogian, Leslie Milke, Gary Prostak, Mark Pursley, Louis Zandalasini

Executive Members Absent: Gwen Walker,

Faculty Present: Cindy Cooper, Joanne Kalter-Flink, Guadalupe Jara, David Jordan, Margie Long, Abdo Malki, Deborah Paulsen, Geri Shapiro, Ed Raskin

Visitors/Guests: None

I. Parliamentarian- Lorraine Manoogian called the meeting to order at 1:35 p.m.

II. Approval of Minutes:

The minutes from the November 1, 2007) meeting were unanimously approved (Long/ Shapiro)

III. Officers’ Reports

A. President (Angela Echeverri)

1. Administrative Update:
   - Presidential Selection: Selection committee met this morning to screen 42 applications. Eleven candidates and one alternate were selected for interviews which will take place on Thursday, January 10th and Friday, January 11th at the Universal City Sheraton Hotel.
   - Associate Dean of Academic Affairs, Non credit and other Special Academic Programs: Alfred Romulo has been hired for this acting position. He started his assignment on November 26, 2007.

2. Code of Conduct Statement: This was developed in response to one of the ACCJC recommendations to the college. The statement was drafted at the campus-wide accreditation retreat in October, brought to the Senate in November, revised by a task force on 11/26/07 and now reads as follows:

DRAFT CODE OF CONDUCT STATEMENT
Those acting on behalf of the College have a responsibility to conduct themselves in a manner that will maintain civility, strengthen the public's trust and confidence in the integrity of the institution, and take no actions incompatible with their obligations to the College.

Those representing or acting on behalf of the College should promote:

- **Integrity** by maintaining an ongoing dedication to honesty and responsibility;
- **Trustworthiness** by acting in a reliable and dependable manner;
- **Fairness** by treating others with impartiality;
- **Respect** by treating others with **civility**;
- **Stewardship** by exercising custodial responsibility for College property and resources;
- **Compliance** by following State and Federal laws and regulations and College policies related to their duties and responsibilities;
- **Confidentiality** by protecting the integrity and security of College information such as student records, employee files, and contract negotiation documents;
- **Conflict resolution**;
- **A climate of tolerance and trust conducive to the pursuit of college goals**; and
- **Commitment to student success and student learning**.

Sources:
http://www.ethics.uiillinois.edu/policies/code.cfm

**B. Treasurer (Louis Zandalasini)**

1. Report on account at the First American Bank:
   - Faculty Senate Checking Account $1,509
   - Carla Bowman Scholarship $3,525.26
   - David Lee Moss Scholarship $556.98

2. Faculty Dues of $25 are due now. Please pay Louie as soon as possible.

   The faculty dues of $25 help to provide scholarships. There is $300 available (up from $250) for conference requests. The process to get these funds will be in the faculty mailboxes soon.

**IV. Public Address**: comments on matters on the agenda for the current meeting (Manoogian) **None**

**V. Reports of Senate Committee Meetings**

**A. Academic Rank (Long)**

**B. Curriculum (Pazirandeh)**
- A series of district discipline days are being scheduled across the district to address important curriculum related issues. The first is scheduled for Music, Art, Cinema, Dance, Theater and
Photography, and is being held on December 14, 2007 at Trade Tech. Faculties from each discipline, representing their colleges, are encouraged to attend.

- After careful review of Title 5 language, the System Office in Sacramento has informed colleges that many degrees currently offered are non-compliant because of the non-specificity of the unit required as well as lack of focus in an area for the degree. Colleges have been asked to revise their degrees to address these issues by July 2008. A task-force representing Curriculum, Articulation and EPC have been formed to address this issue and make recommendations for compliance.
- A curriculum review module has been developed and will be incorporated into the Unit Assessment process currently in progress. Department Chairs and faculty who are completing these forms are asked to complete this new portion as part of their unit assessment.
- The Academic Senate voted unanimously to approve the SLO addendum to the Course Outline of Record. The addendum and a sample were presented by Pat Flood.

C. District Academic Senate (Pursley, Prostak)

D. EPAC (Sonia Soto-Bair) No report.

E. Faculty Hiring Committee (Klitsner)
   Faculty Hiring Committee met and completed the process and forwarded the results.

F. Education Planning Committee Report and Unit Assessment (Silver)
   1. Unit Assessment process is underway. All faculty have been sent an email alerting them to the process, and the chairs have been sent a detailed email describing the process and identifying the codes for access to the web-based process. Questions can be directed to Maury Pearl. Deadline for submission is January 31st.

   2. Program Viability – We have identified two directions to be explored: current programs experiencing challenges and/or support, and new programs to be explored for adding to our campus offerings. The first category, current programs, will be identified after the unit assessments are submitted and reviewed. The second category, new programs to add will be explored in a variety of ways: Employment Development Department, local Chamber of Commerce, community advisory committee. etc.

   3. Basic Skills Initiative – Louise will expand in her report.

   4. Departmental Reorganization – EPC has been asked to review the current policy and discuss issues that have and are arising regarding the process for departmental reorganization.

   5. Educational Master Plan Update – This task is still on the table and will require our attention over the next few meetings. January/February schedule of meetings has been modified to avoid Holidays. We will meet January 14th and 28th, February 11th and 25th. These dates will be reflected on our web page.

G. Budget and Planning Committee (Milke)

VI. Old Business

A. Basic Skills (handout)
B. Accreditation (Flood) Discussed within President’s Report attached.

C. Student Learning Outcomes (Flood)
   See attached report.

D. Shared Governance Task Force (Milke, Prostak) Discussed in President’s Report attached.

E. AFT Taskforce (Prostak)

F. Increased Math Graduation Requirements (Smazenka)

G. Code of Conduct Statement (Cantrell for Echeverri)

VII. New Business
   Code of Ethics- vote- passed unanimously

VIII. Announcements
   • Next Senate meeting February 7, 2008 Campus Center 5 1:30 p.m.
     The meeting was adjourned at 2:55 P.M.
     Submitted by Eloise Cantrell Secretary