



Copper Mountain College

**ACADEMIC SENATE**

Agenda: Thursday, April 18, 2002

3:00 – 5:00p.m. — Library Conference Room

**A. CALL TO ORDER**

**3:00 P.M.**

1. Adoption of Agenda

BE IT RESOLVED that the agenda of the regular meeting of the Academic Senate on April 18, 2002 be adopted as presented.

Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Vote \_\_\_\_\_

2. Approval of Minutes (To be distributed at the meeting)

BE IT RESOLVED that the minutes of the regular meeting of the Academic Senate on April 4, 2002 be approved as prepared by the Secretary to the Senate.

Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Vote \_\_\_\_\_

3. Guest, Mary Lee Meiners, San Diego Miramar College Academic Senate (3)

4. Administrative Report:

- Kindred Murillo: Budget (Kindred will not be available until about 4 P.M.)
- Michael Murillo: Faculty Offices
- James Pulliam: Campus Build-Out
- Kay Ragan: Scholarships (4)

**B. ACTION ITEMS**

1. BE IT RESOLVED that the Academic Senate appoint two (2) voting members to the Evaluation Committee (Enc.) (5)

Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Vote \_\_\_\_\_

2. BE IT RESOLVED that the Academic Senate appoint one (1) member to chair the Professional Standards & Ethics Committee (Enc.) (6)

Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Vote \_\_\_\_\_

3. BE IT RESOLVED that the Academic Senate elect three (3) additional members to set on the college's Facilities Committee (Enc.) (7)

Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Vote \_\_\_\_\_

**C. SENATE ELECTIONS (Enc.) (8)**

1. BE IT RESOLVED that the Academic Senate place in nomination the name/s of individual/s for the office of Senate President

2. BE IT RESOLVED that the Academic Senate place in nomination the name/s of individual/s for the office of Senate Vice-President

3. BE IT RESOLVED that the Academic Senate place in nomination the name/s of individual/s for the office of Representative to the State Academic Senate

4. BE IT RESOLVED that the Academic Senate place in nomination the name/s of individual/s for the office of Secretary to the Senate

#### **D. REPORTS BY SENATE OFFICERS**

1. President (SAMM, BOT) (9-11)
2. Vice-President
3. Secretary
4. State Academic Senate Representative (April Meeting)
5. Division Chairs
6. Adjunct Faculty Representative

#### **E. COMMITTEE REPORTS**

1. Budget (Enc.) (12-26)
2. College Website Committee
3. Cultural Development (Enc.) (27-29)
4. Curriculum (Enc.) (30)
5. CTRAC
6. Flex Committee (Enc.) (31-34)
7. Hiring Policies & Procedures
8. Mission Statement
9. Professional Standards & Ethics (Enc.) (35-48)
10. Technology & Instruction
11. Transfer Empowerment

#### **F. COMMENTS FROM THE AUDIENCE**

Comments of three minutes or less per speaker may be made on items not listed on the agenda. Items listed on the agenda may be commented on when they are considered by the Senate. Speakers are asked to register with the Senate Secretary.

#### **G. DISCUSSION ITEMS**

1. Hoke Simpson and David Viar Visit on April 25, 2002 (Enc.) (49)
2. Academic Senate Constitution (Enc.) (50-53)
3. Recognition of a Classified Employee at BOT (Enc.) (54)
4. Focus on Student Success (Enc.) (55-56)

#### **H. INFORMATIONAL ITEMS**

1. How to help with the Senate's workload (57-59)
2. NATEF Achievement Plan (Enc.) (60-61)
3. Selected Resolutions from the State Academic Senate (62-66)

#### **I. REQUESTS FOR FUTURE AGENDA ITEMS**

#### **J. FUTURE AGENDA ITEMS**

#### **K. ADJOURNMENT**

Adjourn to the Regular CMC Academic Senate Meeting scheduled May 2, 2002 at 3:00 P.M. in the Greenleaf Library Conference Room.

Future Academic Senate Meetings: April 18, May 7 & 21. All meetings will occur from 3:00 - 5:00 in the Library Conference Room, unless otherwise posted.

CMC Board of Trustees: May 9, 2002 at 3:30 in CMC 11.



## ACADEMIC SENATE

Minutes: Thursday, April 18, 2002

3:00 – 5:00p.m. — Library Conference Room

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**Present:** (*Italic denotes not in attendance*) *Andrea Armstrong, Cheyenne Bonnell, Bruce Bridenbecker, Kelly Brown, Jim Byrd, Glenda Case, Mike Chlebig, Paul Cook, Jeanne Cosby, John Croy, Carmen Diamond, Spellman Downer, Pat Dutkiewicz, Vera Fissette, Greg Gilbert, Carolyn Hopkins, Jim Hopkins, Cathy Itnyre, Carol Kendall, Debbie Liebrez, Yadira Llort, Ken McDonnell, Doug Morrison, Cheryl Munsey, Rick Penaflo, Geoffrey Reed, Kristin Samarov, Tony Thomas, Sue Tsuda, John White.* **Guest:** **Jim Pulliam, Kindred Murillo, Michael Murillo, Kay Regan**

### A. CALL TO ORDER

3:00 P.M.

#### 1. Adoption of Agenda

BE IT RESOLVED that the agenda of the regular meeting of the Academic Senate on April 18, 2002 be adopted as presented. Motion by Jim Hopkins, Second by Sue Tsuda, Carry.

#### 2. Approval of Minutes

BE IT RESOLVED that the minutes of the regular meeting of the Academic Senate on April 4, 2002 be approved as corrected by the Secretary to the Senate. Motion by Carolyn Hopkins, second by Kris Samarov, Carry.

#### 3. Guest, Mary Lee Meiners, San Diego Miramar College Academic Senate. Due to personal emergency Mary Lee Meiners was unable to attend.

#### 4. Administrative Report:

- Kindred Murillo: Budget

Kindred Murillo presented the future ideal model where the Information Systems Director would oversee computer support, networking, a programmer and research specialist. This would be feasible when we reach 1800 to 2000 FTES. Currently, at 1369 FTES we have a Research Analyst (Brenda Kenyon), Computer Support Specialists (Steve Kemp) and Computer System Support Technician (Al Whitehurst). The Technical and Telecommunication Information Program (TTIP) model suggest 1 more person on the computer support staff for a student population the size of ours. We contract with a part time employee for additional computer services at a cost of \$12,000 annually. Doug Morrison suggested forming a research planning group with representatives from administration, faculty and classified employees to design formats and timelines to meet our needs in the MIS area. Cathy Itnyre inquired if the parameters set by the 50% law committee were to be adhered to or whether we are liars in the established 65%/35% ratio of expenditures. Thus far the only expenditure favoring our progress toward reaching the 50% quota is the 1 English position hire.

Our research needs include both external and internal accountability. The Coco System does not allow easy data extraction. Soon we will be the only community college in the state using this system. (Coco cost: \$90,000, Banner Data Tel cost: \$800,000 to \$1,200,000).

- Michael Murillo: Faculty Offices

Mr. Murillo discussed course challenges for meeting pre-requisites. Topics of inquiry included where the testing would take place, would the tests be standardized, who would grade them; Kay Regan pointed out that compliance with appropriate pre-requisite procedure is essential to continue to receive matriculation funds. She suggests

however, that our emphasis is misplaced. Instructors should not make it easy to skip important classes. In response to inquiry of why we are creating a challenge procedure Carolyn Hopkins responded that it is required by Title V and by Policy of the Board of Trustees. The board policy as it is written in the class schedule is adequate for informing students.

- **James Pulliam: Campus Build-Out**  
President Pulliam shared the architect's model of campus with the Multi-Purpose Center. While economics and proximity are both important factors in success of CMC as a college a far more important factor is COMFORT. September 2005 is the projected date for both the Multi-purpose facility to be in operation and for the 'Remodel for Efficiency' project including doubling the space of the library, student services, renovation of faculty offices as well as science wing co-labs. Mr. Pulliam encourages a task force to assist in architectural design. Carolyn Hopkins and Sue Tsuda will be part of the library task force, Kay Regan and Tony Thomas in the Student Services area, Science for the co-labs, and other volunteers for the faculty offices remodel. Our athletic program will be integrated with the Foothill League. This articulation is already being discussed.
- **Kay Ragan: Scholarships**  
Kay Regan and Cheyenne Bonnell shared their work thus far of a generic scholarship application that students could fill out to apply for all scholarships that they qualify for in one application. Currently the model requires manual screening. The scholarship committee meets Tuesdays at noon. Kris Samarov, Carol Kendall, Yadira Llort and Jeanne Cosby expressed interested in participating in development of the process that Kay and Cheyenne have started. Kudos to both of you.

## **B. ACTION ITEMS**

1. BE IT RESOLVED that the Academic Senate appoint two (2) voting members to the Evaluation Committee (Enc.) Sue Tsuda and Kris Samarov were selected. The Faculty Association representatives are Cheyenne Bonnell and Bruce Bridenbecker.
2. BE IT RESOLVED that the Academic Senate appoint one (1) member to chair the Professional Standards & Ethics Committee. Jeanne Cosby was selected to act as chair of this committee.
3. BE IT RESOLVED that the Academic Senate elect three (3) additional members to set on the college's Facilities Committee. Geoff Reed, Carolyn Hopkins and Jim Byrd were selected. Carol Kendall requested to participate on the Science Wing task force.

## **C . SENATE ELECTIONS (Enc.)**

1. BE IT RESOLVED that the Academic Senate place in nomination the name/s of individual/s for the office of Senate President. Greg Gilbert was nominated for a second term.
2. BE IT RESOLVED that the Academic Senate place in nomination the name/s of individual/s for the office of Senate Vice-President. John White was nominated for the office.
3. BE IT RESOLVED that the Academic Senate place in nomination the name/s of individual/s for the office of Representative to the State Academic Senate. Paul Cook and Jeanne Cosby were nominated.

4. BE IT RESOLVED that the Academic Senate place in nomination the name/s of individual/s for the office of Secretary to the Senate. Glenda Case was nominated.

#### D. REPORTS BY SENATE OFFICERS

1. President (SAMM, BOT)
2. Vice-President
3. Secretary
4. State Academic Senate Representative (April Meeting)
5. Division Chairs
6. Adjunct Faculty Representative: John Croy reported that the adjunct faculty parity proposal for pay was accepted at the last board meeting.

#### E. COMMITTEE REPORTS

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|--|---|
| 1. Budget- note information in senate Packet enclosure and its implication To the 50% law. May 7 <sup>th</sup> next meeting. | 7. Hiring Policies & Procedures           |
| 2. College Website Committee   | 8. Mission Statement (Enc.)               |
| 3. Cultural Development (Enc.)   | 9. Professional Standards & Ethics (Enc.) |
| 4. Curriculum (Enc.)   | To meet at 11:00 Monday 4/20.             |
| 5. CTRAC   | 10. Technology & Instruction              |
| 6. Flex Committee (Enc.)   | 11. Transfer                              |

#### F. COMMENTS FROM THE AUDIENCE

#### G. DISCUSSION ITEMS

1. Hoke Simpson and David Viar Visit on April 25, 2002. Room 6, 9:30 A.M.
2. Academic Senate Constitution: The changes reflect removal of reference to Division Chairs.
3. Recognition of a Classified Employee at BOT: This is an opportunity to express appreciation of the hard work above and beyond required performance by Dani Lassiter.
4. Focus on Student Success (Enc.)

#### H. INFORMATIONAL ITEMS

1. NATEF Achievement Plan (Enc.)
2. Selected Resolutions from the State Academic Senate

#### I. REQUESTS FOR FUTURE AGENDA ITEMS

#### J. FUTURE AGENDA ITEMS

#### K. ADJOURNMENT 5:02 pm

Adjourn to the Regular CMC Academic Senate Meeting scheduled May 2, 2002 at 3:00 P.M. in the Greenleaf Library Conference Room.

Future Academic Senate Meetings: May 16; All meetings will occur from 3:00 – 5:00 in the Library Conference Room, unless otherwise posted.

CMC Board of Trustees: May 9, 2002 at 3:30 in CMC 11.



## ACADEMIC SENATE

Minutes: Thursday, April 4, 2002

3:00 – 5:00p.m. — Library Conference Room

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**Present:** (*Italic denotes not in attendance*) Andrea Armstrong, Cheyenne Bonnell, Bruce Bridenbecker, Kelly Brown, Jim Byrd, Glenda Case, Mike Chlebik, Paul Cook, Jeanne Cosby, John Croy, Carmen Diamond, Spellman Downer, Pat Dutkiewicz, Vera Fissette, Greg Gilbert, Carolyn Hopkins, Jim Hopkins, Cathy Itnyre, Carol Kendall, Debbie Liebrez, Yadira Llort, Ken McDonnell, Doug Morrison, Cheryl Munsey, Rick Penafior, Geoffrey Reed, Kristin Samarov, Tony Thomas, Sue Tsuda, John White & Bob Munsey

### A. CALL TO ORDER

3:10 P.M.

#### 1. Adoption of Agenda

BE IT RESOLVED that the agenda of the regular meeting of the Academic Senate on April 4, 2002 be adopted as presented. Carolyn Hopkins made an addition of reporting on the Budget Committee to D: Committee Reports. Pat Dutkiewicz asked for the Technology Committee to be included in Committee Reports. Motion by Jeanne Cosby, second by Cheryl Munsey. Carry as modified.

#### 2. Approval of Minutes

BE IT RESOLVED that the minutes of the regular meeting of the Academic Senate on March 21, 2002 be approved as prepared by the Secretary of the Senate. Motion by Carolyn Hopkins, Second by Yadira Llort, to approve the minutes as corrected. The motion carried with one abstention.

#### 3. Administrative Report: Dean Murillo

Dean Murillo was unable to attend the meeting due to a personal emergency.

### B. ACTION ITEMS

BE IT RESOLVED that the Academic Senate approve the recommended Policies from the Hiring Policies and Procedures Committee.

Motion by Glenda Case, second by Jeanne Cosby, Unanimous approval.

Carolyn Hopkins expressed appreciation to Andrea Armstrong and the committee for their hard work.

### C. REPORTS BY SENATE OFFICERS

1. President (Attending State Academic Senate) Vice President Cathy Itnyre acting as President

2. Vice-President - CMC graduate Gilbert Perez will be the graduation speaker. The graduation committee welcomes ideas that would create an inexpensive yet memorable graduation experience.

Management has asked that a Division Chair be included on the hiring committees for this spring. This will bring faculty representation on these

committees from 2 to 3 members. The Senate agreed by consensus to this change.

3. Secretary
4. State Academic Senate Representative (Attending State Academic Senate)
5. Division Chairs
  
6. Adjunct Faculty Representative – John Croy reports that today he got the adjunct parity pay document back from CMC attorney David Miller and will be forwarding the document to Kindred tomorrow. The \$109,000 is to be distributed equally, with no lab differential being applied.

#### **D. COMMITTEE REPORTS**

1. Curriculum (Enc.)  
The Senate discussed implementation of mandatory prerequisites. It was concluded that Fall 2002 is preferable for this implementation. The concept of exit exams for multiple class offerings was suggested. Student sign-up for challenge classes with a window of opportunity for the same (1 week at the end of the semester, or just before the subsequent semester was suggested).
2. Flex Committee (Enc.)  
Andrea Armstrong requested an hour of flex time for a presentation on transfer and articulation. Staff technology training needs were addressed. I.e: a short course in Word for staff that is addicted to Word Perfect.
3. Transfer Empowerment Program (Enc.)  
Seventy students are taking advantage of this program currently. On April 12<sup>th</sup> there is a scheduled trip to the Getty Museum.
4. Budget  
With the advent of Brenda Finnacum's resignation Kindred Murillo suggested replacing her position with two full-time classified employees. One would be MIS Director while the other would function as MIS Researcher performing data analysis. It would be prudent to assess research needs from all areas of CMC to create a unified agenda and job description. Hopefully Kindred will be able to attend the next senate meeting to share dialogue with us.
5. Technology  
CVC4 will be charging for blackboard next year. We can rent the service for \$3,700 or buy it outright for \$7,500. If we purchase outright we also have to operate our own web server.  
The funding for CVC4 free courses has been extended beyond the 5 year initial period of operation. Fast track 1:1 training for creating online classes is still available for a limited time. CVC4 will provide a \$1,500 stipend for creation of new classes with another \$1,500 provided from CMC.

#### **E. COMMENTS FROM THE AUDIENCE**

Comments of three minutes or less per speaker may be made on items not listed on the agenda. Items listed on the agenda may be commented on when they are considered by the Senate. Speakers are asked to register with the Senate Secretary.

Motion by Sue Tsuda, Second by Jeanne Cosby to provided assistance to Kay Regan in the development of a generalized scholarship application process. Unanimous backing.

#### **F. DISCUSSION ITEMS**

1. Focus on Student Success (Enc.)  
Add to our Agenda for Student Success
  - i. Student Recruiting
  - ii. Scholarships – Integrate with faculty – create a matrix correlating needs, qualifications, requirements and restrictions
  - iii. Retention
  - iv. School wide newsletter
2. Upcoming Senate Officers' Election (Enc.)

#### **G. INFORMATIONAL ITEMS**

1. President's "Update" for February and March
2. Nussbaum memo re April 30 gathering in Sacramento
3. Accrediting Commission Membership
4. Copy of K.Murillo's report to the Senate on March 21
5. The Titanic Dinner Flyer

#### **H. REQUESTS FOR FUTURE AGENDA ITEMS**

#### **I. FUTURE AGENDA ITEMS**

1. Senate elections
2. Student success
3. Kindred Murillo visitation
4. Revision to constitution
5. Kay Regan – tangible help, perhaps invite her to visit senate
6. List of pre-requisite classes
7. "0" unit classes

#### **J. ADJOURNMENT** \_\_\_\_\_ Adjourn to the Regular CMC Academic Senate Meeting scheduled May 2, 2002 at 3:00 P.M. in the Greenleaf Library Conference Room.

Future Academic Senate Meetings: May 2 & 16. All meetings will occur from 3:00 – 5:00 in the Library Conference Room, unless otherwise posted.

Agenda Building: The second and fourth Tuesday of each month, from 4 – 5:00 in the library.

SAMM's (Senate and Management Meetings): The second and fourth Tuesday of each month, from 3 – 4:00 in Administration.

CMC BOT: May 9 at 3:30 in CMC 11.