



## AGENDA

### A. CALL TO ORDER

3:00 P.M.

1. CONFIRMATION OF THE AGENDA: February 6, 2003
2. APPROVAL OF MINUTES: Regular Senate Meeting, for January 16, 2003

**B. AUDIENCE COMMENTS:** Comments of three minutes or less per speaker may be Made on items not listed on the agenda. Speakers are asked to register with the Senate Secretary. Items on the agenda may be commented on as they appear.

### C. REPORTS BY SENATE OFFICERS

1. President, Greg Gilbert
2. Vice-President, John White
3. Secretary, Glenda Case
4. State Academic Senate Representative, Jeanne Cosby
5. Adjunct Representative, John Croy

**D. CONSENT AGENDA** (All Consent Agenda Items Shall be Approved by a Single Vote)  
BE IT RESOLVED THAT THE ACADEMIC SENATE APPROVE the following:

1. Policies to be presented to the Board in February for renumbering only  
BP 7232 & AP 7232 Classification Review  
BP 7360 & AP 7360 Employee Disciplinary Action
2. Policies, with minor changes, to be presented to the Board in February for a first reading  
BP & AP 3410 Nondiscrimination  
AP 7125 Verification of Eligibility  
BP 7310 Nepotism  
~~BP & AP 7330 Health~~
3. Submitted revised course outline for PS 1 to the Chancellor's Office.
4. CSU GE Breadth change for SOC 3 from 3 to 4 units which was submitted to the Chancellor's Office January 13, 2003.
5. Distance Modality Form
6. CIS 080 Access II as a cross-listed class with CS 71E Access II, and CIS 074 Excel II as a cross-listed class with CS 71D Excel II.
7. Bruce Brdenbecker as Co-Chairperson of the Curriculum Committee

*Bruce Brdenbecker*

*curriculum committee renumbering*

*Glenda Case Action Item*

**E. DISCUSSION/ACTION:**

1. BE IT RESOLVED THAT THE ACADEMIC SENATE WILL SELECT  
Two full-time faculty to serve on the EOPS/DSPS Coordinator hiring committee
2. THE ACADEMIC SENATE WILL DISCUSS findings and recommendations by the  
Budget Development Committee

**F. STUDENT SUCCESS:**

1. Basic Skills Planning (Bonnell, Tsuda, Gilbert)
2. Research and Matrix (Morrison, Case, Chlebik)
3. Make Up Tests (Case)

**G. COMMITTEE REPORTS**

- |                         |                                    |
|-------------------------|------------------------------------|
| 1. Budget               | 5. Professional Standards & Ethics |
| 2. Cultural Development | 6. Safety                          |
| 3. CTRAC                | 7. Technology & Instruction        |
| 4. Curriculum           | 8. Transfer                        |

**H. MANAGEMENT REPORTS**

4:30 P.M.

1. Dean Murillo: (update on programs, class size issues and discussions, grant committee)
2. Rodger McGinness (program review form)

**I. INFORMATIONAL ITEMS**

1. Resources for Military Family Members

**J. ADJOURNMENT** \_\_\_\_\_

**ACADEMIC SENATE MEETING DATES FOR SPRING 2003:**

February 6 and 20; March 6 and 20; April 3; May 1 and 15 in the Library Meeting Room at 3:00 p.m.

**SAMM's**

February 12, 2003 - 11:00 a.m. - Library Meeting Room  
March 12, 2003 - 11:00 a.m. - Library Meeting Room  
April 9, 2003 - 11:00 a.m. - Library Meeting Room  
May 14, 2003 - 11:00 a.m. - Library Meeting Room

**INTITUTIONAL PLANNING COUNCIL (IPC)**

February 10, 2003. 4:00 p.m. - Library Meeting Room  
March 10, 2003. 4:00 p.m. - Library Meeting Room  
April 14, 2003. 4:00 p.m. - Library Meeting Room  
May 12, 2003. 4:00 p.m. - Library Meeting Room



## MINUTES

**MEMBERSHIP:** Andrea Armstrong, Cheyenne Bonnell, Bruce Bridenbecker, Kelly Brown, Jim Byrd, Glenda Case, Mike Chlebig, Paul Cook, Jeanne Cosby, John Croy, Carmen Diamond, Spelman Downer, Pat Dutkiewicz, Vera Fissette, Greg Gilbert, Jackie Hanselman, Carolyn Hopkins, Jim Hopkins, Cathy Itnyre, Carole Kendall, Debbie Liebrezn, Yadira Llort, Ken McDonnell, Doug Morrison, Cheryl Munsey, Rick Penaflo, Kris Samarov, Tony Thomas, Sue Tsuda, Michel Walker, John White.

**Not in attendance:** Kelly Brown, Glenda Case, Mike Chlebig, Spelman Downer, Vera Fissette, Jackie Hanselman, Debbie Liebrezn, Ken McDonnell

### CALL TO ORDER

3:00P.M.

1. CONFIRMATION OF THE AGENDA— motion: Cheryl Munsey; second: John White. Agenda amended to include discussion item on Thursday's class schedule. Approved as amended.
2. APPROVAL OF MINUTES: Regular Senate Meeting, for December 5, 2002— motion: Jeanne Cosby; second Carmen Diamond. Approved.
3. APPROVAL OF MINUTES: Special Senate Meeting, for January 8, 2003 – motion: Cathy Itnyre; second: John White. Noted that Senate packet does not included all sign-in sheets for the meeting. Approved.

**AUDIENCE COMMENTS:** Comments of three minutes or less per speaker may be Made on items not listed on the agenda. Speakers are asked to register with the Senate Secretary. Items on the agenda may be commented on as they appear.

Kris Samarov thanked the faculty for their overwhelming support of the career seminars. She will be contacting volunteers soon to set up dates.

Bruce Bridenbecker spoke about the upcoming Heritage Day on Feb. 6. The college is looking for volunteers to share their culture.

### REPORTS BY SENATE OFFICERS

1. President, Greg Gilbert - Greg reported that this semester faculty will be working with management on "10 + 1", the Title 5 regulations on the responsibilities of the Academic Senate. Greg also spoke with Jim Pulliam on the development of educational programs; he will be meeting with Mr. Pulliam and Michael Murillo to discuss faculty being partners on such development.
2. Vice-President, John White – Dani is requesting that faculty turn in their office hours as soon as possible.
3. Secretary, Glenda Case - absent
4. State Academic Senate Representative, Jeanne Cosby – The Automotive Program will have a site visit from the accrediting organization NATEF within the next 30 days. Jeanne presented information on class enrollment and suggested that in order to encourage early enrollment a date be published in the class schedule when classes would begin to be canceled. Carole suggested that the two-year academic schedule being developed will help this problem. Paul noted that the Social Sciences Department developed and implemented their two-year schedule several years ago, but classes are still canceled by the administration: if there is a two-year schedule it needs to be adhered to. The counselors noted that from their interaction with students they believe several canceled classes would have had sufficient numbers if enrollment had continued for another week.
5. Adjunct Representative, John Croy – at the Flex meeting of adjunct faculty John was re-elected.

## **CONSENT AGENDA**

BE IT RESOLVED that the Academic Senate approve the following courses which were submitted for IGETC approval by the Articulation Officer prior to the deadline of December 16, 2002 for the '03-'04 academic year.

ASL 1A: American Sign Language 1A

ASL 1B: American Sign Language 1B

CH 4: Chemistry 4

Motion: Bruce Bridenbecker; second: Cathy Itnyre. Unanimously approved.

## **DISCUSSION/ACTION ITEMS**

1. Discussion: Senators to serve on a Grant Writing Committee. The Senate unanimously approved Sue Tsuda, Kris Samarov and Greg Gilbert to serve on this committee.
2. Discussion: Thursday's 12:00 – 3:00 time slot with no classes. Bruce Bridenbecker explained the negative impact this no-class time slot has on students; lab classes that meet more than once a week are now meeting at incongruous times. The Senate had a lively discussion on classroom utilization, re-instituting a noon-to-one lunch hour, changing or keeping the 9:00 am start time, changing the no-class time slot to a different day or time, and accepting that there are always exceptions that need to be made to class schedules.

Motion: Recommend that exceptions be allowed to the 12:00 – 3:00 pm Thursday time slot.

Motion: Bruce Bridenbecker; second: John White. Unanimously approved.

## **STUDENT SUCCESS**

Doug Morrison presented the results of the research group's study on attrition rates; a copy of the report is available from Doug for those interested. The results showed that attrition rates in online classes (32%) are significantly higher than in traditional 18-week classes (18%). Given that the mission statement defines success at the micro-level, "a passion for the success of each individual student", if we put in courses that we know have high attrition rates without first providing interventions we are not meeting our mission. The group is currently working on short-term (5 week) classes to 18-week classes, comparing WSCH and DSCH (weekly or daily student contact hours). A definition of student success must include attrition rates. The research group is suggesting the definition of success as "every student completes every class with a "C" or better at a suitable level or rigor" and a formula for this definition "rigor(f)=content x assessments"; rigor is a function of the content times the assessment. The content should be 100% of the course outline of record and assessments 100% of a normal class. Faculty polled consistently reported to the group that often in short-term classes the content is cut. If attrition and student success, as measured by grade distributions, are equivalent in 18-week and short-term classes, rigor will still need to be looked at to ensure student success. This research group, comprised of Doug, Mike Chlebik, Glenda Case and John Croy, is working with administration on formulating the next step which may well be a design for prerequisite validation using regression and correlation.

## **COMMITTEE REPORTS**

No reports from committees.

## **MANAGEMENT REPORTS**

Jim Pulliam reported on the current budget situation and discussed budget cuts recommended by management. The goal is to not layoff employees. Every vacancy will be evaluated. The recommendation is not to fill the math department vacancy next year, and two current classified vacancies, groundskeeper and purchasing. He is recommending that the IPC discuss the "10+1". Also discussed was the scholarship program for MUSD students beginning in 5<sup>th</sup> grade. This program would recognize MUSD students, rewarded with t-shirts, who could upon graduation attend college for free.

Michael Murillo discussed programs being developed. He met with Fred Guzman about providing basic skills classes for Marines. These classes would be seven hours a day, five days a week, year round using the CMC area on Base. It is believed that already existing courses can

be folded into the time frame requested by the Marine Corps. The "boot camp" idea was tried in response to students' comments at the beginning of the semester; it may or may not go. Based on comments by counselors, Student Services, and orientations these classes were developed as 10-week. The college is working with MUSD on a "middle college" which is high school students taking classes at the college. MUSD will need classroom and office space for this program. The college is also working with MUSD on articulating math, English and computer science classes. Andrea asked to be involved in working on this, as the college's Articulation Officer.

**ADJOURNMENT: 5:15**

**ACADEMIC SENATE MEETING DATES FOR SPRING 2003:**

February 6 and 20; March 6 and 20; April 3; May 1 and 15 in the Library Meeting Room at 3:00 p.m.

Prepared by Acting Secretary Carolyn Hopkins



# CONSENT AGENDA





## Academic Senate Agenda Proposal

---

**Date of Academic Senate Meeting:**

**For:**  Action  
 Information  
 Consent Agenda  
 Discussion  
 Report  
 Other

**Proposed Item:**

**Background Information:** Human Resources Committee reviewed the two following documents (attached):

Board Policy & Administrative Procedures 7232, **Classification**  
Board Policy & Administrative Procedures 7360, **Discipline**

These documents have already been Board approved. The only changes are in their policy numbers.

**Current Considerations:** None

**Fiscal Implications:**

**Recommendation:** Acknowledgement of change of policy numbers in BP/AP 7232 and BP/AP 7360

**Submitted by:** Yadira Llorca

Section 7000 – Human Resources

**BP 7232 Classification Review**

Reference: Education Code Section 88001; 88009

The District shall classify all employees and positions except those positions which are exempt from the classified service as listed in California Education Code Section 88003.

The Board of Trustees shall fix and prescribe the duties and responsibilities of all positions in the classified service, per California Education Code Section 88009.

The Board of Trustees seeks to provide fair compensation to all employees in the classified service.

In establishing a classification plan the District seeks to maintain a reasonable balance between broad and narrow classifications. A broad classification groups positions according to more general activities, and a narrow classification places positions with very specialized technical requirements into distinct classes and specialized positions.

The Human Resources Office shall maintain a classification plan for all positions in the classified service. The list of classes shall contain designation of the salary rate or range applicable to each class.

Adopted as 3080: 1/11/01

Renumbering Approved: \_\_\_\_\_

Section 7000 – Human Resources

7232

**AP 7232 Classification Review**

Reference: Education Code Section 88001; 88009

**Class Descriptions**

For each classification, as initially established or finally approved by the District, there shall be established and maintained a class description which shall include:

- A. The official class title;
- B. A definition of the class, indicating the type of duties and responsibilities and placement within the organizational scheme;
- C. A statement of representative duties to be performed by persons holding positions allocated to the class;
- D. A statement of the qualifications for service in the particular class. The qualifications may include education, experience, knowledge, skills, abilities, and personal and physical characteristics necessary to perform the full range of duties; class qualifications must reasonably relate to the assigned duties of the position;
- E. License or other special requirements for employment or service in the particular class as appropriate.

**Creation of New Classified Positions**

- A. To create a new position, the immediate manager or supervisor shall submit his/her position request and proposed duty statement for approval of all appropriate administrative staff and for final approval by the Board of Trustees.
- B. Following administrative approval, the Human Resources Office will conduct a study of the new position.
- C. The Human Resources Office shall present the findings and recommendations to the Board of Trustees. The agenda report shall include recommendations to:
  - 1. Classify the position and determine whether the position should be allocated to an existing class or to a new class.
  - 2. Designate the title and class description.

(continued on next page)

**AP 7232 Classification Review (Continued)**

3. Allocate the new position class to the appropriate range on the salary schedule and determine the relationship between this class and other related classes.
- D. All positions which substantially consist of comparable duties, responsibilities, and qualifications shall be allocated to the same class.

**Re-Organization of Positions**

- A. Reorganization of a position shall be defined as a management initiated change in organization, staffing, and/or work distribution resulting in the assignment or change of a substantial part of the regular duties or responsibilities of a position.
- B. Whenever the immediate supervisor proposes to reorganize a position, he/she shall prepare a recommendation specifying the new duties to be assigned and/or the duties to be changed. He/she shall submit the recommendation for administrative approval. A copy shall be sent immediately to the Human Resources Office.
- C. Upon Superintendent/President approval, the Human Resources Office shall conduct a review of the proposed addition(s) and/or change(s) to the duties of the position in order to determine if the position should be allocated to a different class. The following factors shall be used to make this determination:
  1. Whether the overall addition and/or change of duties represents a major change in the level of responsibility of the position;
  2. Whether the addition and/or change of duties is significant enough to require a substantial change in the qualification requirements of the position.

(Continued on next page)

**AP 7232 Classification Review (Continued)**

- D. The Human Resources Director shall report the findings to the immediate supervisor and the appropriate administrator. If the change constitutes reorganization, and the change is administratively approved, the proposed reorganization shall be presented to the Board of Trustees to approve the abolishment of the old position and the establishment of a new position.
- E. Reorganized positions shall be filled through regular competitive examination procedures. Incumbents of reorganized positions who are not hired into the new position may be eligible to exercise transfer or bumping rights.

**Working Out of Class**

- A. Each classified employee shall be required to perform the duties approved and classified by the Board of Trustees. Employees may be required to perform other related duties consistent with the definition of the class to which he/she is assigned.
- B. When employee is assigned to perform work beyond that indicated in the definition of the class for a full work week, five (8 hour) days, or equivalent within a fifteen calendar day period, the duties should be reviewed to determine if they are inconsistent with those authorized by the Board of Trustees. (*California Education Code 88010*)
- C. Requests for differential pay for working out of class shall be submitted to the Human Resources Office. The request must contain a list of the newly assigned duties and must be approved by the supervisor and appropriate administrator. Requests submitted by the immediate supervisor shall be made no later than five (5) working days after the start of the assignment. Any request submitted after the timelines listed above and approved for differential pay shall take effect only from the date of receipt in the Human Resources Office. Differential pay for working out of class shall be limited to 60 working days in one fiscal year for an employee.

(Continued on next page)

**AP 7232 Classification Review (Continued)**

- D. The Human Resources Office shall conduct a review of the newly assigned duties and shall determine whether the duties are inconsistent with those assigned to the position.
- E. The findings and recommendations shall be presented to the Board of Trustees.

**Review of Positions**

- A. The Human Resources Office shall review the duties and proper classification. Each year the Human Resources Office shall prepare a schedule of anticipated review projects.
- B. When conducting a review of a group of positions, the study process shall generally include the following steps:
  - 1. An introductory meeting with incumbents and supervisors to explain the study procedure;
  - 2. Completion of job description questionnaires by incumbents;
  - 3. Review and approval of questionnaires by appropriate supervisors;
  - 4. Audit of positions by the Human Resources staff;
  - 5. Data review and salary data gathering;
  - 6. Presentation of findings and recommendations to supervisor and incumbents.
- C. Following the conclusion of this process, the Human Resources Director shall present final findings and recommendations to the Board of Trustees for action.

**Reclassification of Positions**

Reclassification is the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position. (California Education Code 88001 (f))

Adopted as 3080: 1/11/01

Renumbering Approved: \_\_\_\_\_

**BP 7360 Employee Discipline and Dismissal**

The Copper Mountain Community College District Board of Trustees has adopted this policy in order to insure acceptable performance of employees and to provide appropriate due process in cases where disciplinary action must be exercised.

The District staff will prepare and submit to the Board of Trustees for approval, regulations and procedures to comply with appropriate state laws and to insure the full implementations of this policy.

Adopted as 3040: 6/8/00

Renumbering Approved: \_\_\_\_\_

**AP 7360 Employee Discipline and Dismissal**

Through these regulations, the District will implement procedures, which will provide protection of the District's interests and the effected employees' rights to due process.

**Regular Certificated Employees**

I. Causes for Dismissal of Regular Employee

No regular academic employee shall be dismissed except for one or more of the following causes:

- A. Immoral or unprofessional conduct.
- B. Dishonesty.
- C. Unsatisfactory performance.
- D. Evident unfitness for service.
- E. Physical or mental condition that makes him or her unfit to instruct or associate with students.
- F. Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the board of governors or by the governing board of the community college district employing him or her.
- G. Conviction of a felony or of any crime involving moral turpitude.
- H. Conduct specified in Section 1028 of the Government Code.  
(EC 87732)

II. Procedure

Notice, hearing and action shall be conducted in accordance with applicable sections of the Education Code.

(continued on next page)