ACADEMIC SENATE OFFICERS

PRESIDENT: *GREG GILBERT
VICE-PRESIDENT: CHERYL MUNSEY
SECRETARY: KELLY BROWN

STATE SENATE DESIGNEE: BRUCE BRIDENBECKER

PAST PRESIDENT: MIKE CHLEBIK

*ASCCC REPRESENTATIVE FOR AREA "D"

ADJUNCT REPRESENTATIVE

BRAD BERGER ROB PARMALEE (FIRST ALTERNATE) JEFF ALKIRE (SECOND ALTERNATE)

COMMITTEES & REPORTS

CTRAC
CURRICULUM
BUDGET DEVELOPMENT
TECHNOLOGY & INSTRUCTION
PROFESSIONAL STANDARDS & ETHICS
STAFF DEVELOPMENT
MATRICULATION
LIBRARY
FLEX

PAST OFFICERS

2002-2003

PRESIDENT: GREG GILBERT
VICE-PRESIDENT: JOHN WHITE
SECRETARY: GLENDA CASE
STATE SENATE DESIGNEE: JEANNE COSBY

2001-2002

PRESIDENT: GREG GILBERT
VICE-PRESIDENT: CATHY ITNYRE
SECRETARY: JEANNE COSBY
STATE SENATE DESIGNEE: PAUL COOK

2000-2001

PRESIDENT: MICHAEL CHLEBIK
VICE-PRESIDENT: CAROLYN HOPKINS
SECRETARY: JEANNE COSBY

1999-2000

PRESIDENT: JAMES HOPKINS VICE-PRESIDENT: GREG GILBERT SECRETARY: CAROLYN HOPKINS

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Academic Senate

Copper Mountain College

6162 Rotary Way; P.O. Box 1398 Joshua Tree, CA 92252

"Our mission is to provide educational leadership to diverse desert communities through a comprehensive curriculum and a passion for the success of every individual student."

April 15, 2004

If you are not too busy with last minute tax filings, I hope that you will plan to attend the April 15 Senate. After that, we only have two more meetings this academic year, and there are still several things to accomplish, not the least of which is setting our priorities with regards to Senate/Board policies and the Matrix.

Like you, when I have a little time for reflection, I sit and peruse agenda packets from times past, in this instance from last October, our goals and priorities for the year. I am pleased that we made significant headway in most areas. Please be thinking about what priorities you would like to see in place for the coming year, and I will include that as a discussion item in our next agenda for May 6.

Until Thursday,

 G_{reg}

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AGENDA/MINUTES

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ACADEMIC SENATE

Thursday, April 15, 2004 1:00 – 3:00 PM

Library Meeting Room

"Our mission is to provide educational leadership to diverse desert communities through a comprehensive curriculum and a passion for the success of every individual student."

AGENDA

I. CALL TO ORDER

1:00P.M.

- 1. CONFIRMATION OF THE AGENDA for April 15, 2004—
- 2. APPROVAL OF MINUTES: Regular Senate Meeting, for April 1, 2004
- II. AUDIENCE COMMENTS: Comments of three minutes or less per speaker may be Made on items <u>not</u> listed on the agenda. Speakers are asked to register with the Senate Secretary. Items on the agenda may be commented on as they appear.

III. REPORTS BY SENATE OFFICERS

- A. President, Greg Gilbert
- B. Vice-President, Cheryl Munsey
- C. Secretary, Kelly Brown
- D. State Academic Senate Representative, Bruce Bridenbecker
- E. Adjunct Representative, Brad Berger

IV. MANAGEMENT

- A .Kathy Becker: Student Equity Plan
- B. Kindred Murillo: Demonstration of AV Equipment in CMC 5 (20 minutes)
- C. Michael Murillo

V. DISCUSSION/ACTION ITEMS

- A. Matrix Update (Morrison)
- B. Senate and College Committee Configurations (Hopkins, Morrison)
- C. Student Equity
- D. Scantrons (Armstrong)
- E. Blue Books (Itnyre)
- F. Flex Planning for August 2004 (Cosby, Llort, Morrison)

VI. COMMITTEE REPORTS

- A. Academic Calendar
- B. Budget Development
- C. Curriculum
- D. CTRAC
- E. Cultural Development
- F. EEO
- G. Facilities Planning

- H. Faculty Evaluation
- I. Flex
- J. Health and Welfare
- K. Human Resources
- L. Library
- M. Matriculation

N. Professional Standards and

Ethics

O. Safety

P. Staff Development

Q. Technology & Instruction

R. Transfer

S. Scholarship

T. Graduation

U. Individual Faculty Hiring

V. Matrix Planning

VII. INFORMATIONAL ITEMS

A. ASCCC President's Report for March/April

B. IPC Agenda 4-12-04

C. Cultural Development Minutes 3-11-04

VIII. ADJOURNMENT

ACADEMIC SENATE MEETING DATES FOR SPRING 2004:

April 15, May 6 & 20, from 1-3:00 p.m.

INSTITUTIONAL PLANNING COUNCIL DATE FOR SPRING 2004:

April 12, 2004, May 10, 2004, beginning at 3:30 p.m. - in the Library Meeting Room

PRESENTATION OF MATRIX VIDEO TO VARIOUS GROUPS

April 12, 2004 - 3:30 p.m. - Institutional Planning Council - CMC 1

April 13, 2004 - 12:00 noon - Classified Senate Meeting - Library Meeting Room

April 14, 2004 - 8:30 a.m. - Management Meeting - Library Meeting Room

April 15, 2004 - 3:30 p.m. - Board of Trustees' Meeting - CMC 5

April 19, 2004 - 5:30 p.m. - Foundation Board Meeting - Library Meeting Room

May 13, 2004 - 3:30 p.m. - Board of Trustees' Meeting - CMC 5 (request approval)





ACADEMIC SENATE

Thursday, April 1, 2004

"Our mission is to provide educational leadership to diverse desert communities through a comprehensive curriculum and a passion for the success of every individual student."

MINUTES

Present (bold italic denotes not in attendance): Andrea Armstrong, Cheyenne Bonnell, Brad Berger, Bruce Bridenbecker, Kelly Brown, Jim Byrd, Glenda Case, Michael Chlebik, Paul Cook, Jeanne Cosby, Carmen Diamond, Spelman Downer, Pat Dutkiewicz, Greg Gilbert, Jackie Hanselman, Carolyn Hopkins, Cathy Itnyre, Carole Kendall, Debbie Liebrenz, Yadira Llort, Ken McDonnell, Doug Morrison, Cheryl Munsey, Rick Penaflor, Tony Thomas, Sue Tsuda, John White.

Guests Present: Karen Coghill, Dani Lasseter, Kindred Murillo, Michael Murillo, member of Assoc. Students CMC.

I. CALL TO ORDER: President Greg Gilbert called the meeting to order at 1:05.

CONFIRMATION OF THE AGENDA: April 1, 2004

MSU/G. Case/Y. Llort

APPROVAL OF MINUTES: Regular Senate Meeting, for March 4, 2004
Revised minutes distributed. K. Murillo requested additional changes item III B
paragraph 2, equalization for CMC would be \$1.4 million in the first year and \$1.9
million over 3-5 years. Revised minutes will be available on the CMC website.
MSU/C. Itnyre/J. Cosby

II. AUDIENCE COMMENTS: Jeanne Cosby thanked the Senate for her selection as faculty graduation speaker.

III. REPORTS BY SENATE OFFICERS:

- A. **President, Greg Gilbert**: Resolutions for the State Academic Senate Plenary are in the agenda packet. The Calif. Attorney General's Office is currently reviewing what requirements of the Brown Act pertain to Academic Senates.
- B. Vice-President, Cheryl Munsey: Absent
- C. Secretary, Kelly Brown: Absent
- D. State Academic Senate Representative, Bruce Bridenbecker: Bruce and Greg attend the State Academic Senate Plenary April 15-18.
- E. **Adjunct Representative, Brad Berger**: Adjunct representatives are meeting with the administration regarding the augmentation money.

IV. MISSON/MATRIX VIDEO AND PRESENTATION:

A video presentation reviewed the development and current status of the mission/matrix committee's work. Doug Morrison discussed how the matrix will operationalize the mission

and distributed documents on the process. The committee's request is that constituency groups review the Matrix Outline Detail document (blue handout) to ensure that all areas are addressed. Any suggested revisions to this document should be sent to Karen Coghill in the Superintendent/President's Office.

V. CONSENT AGENDA:

SPAN 010 – SPANISH FOR THE BILINGUAL STUDENT – Add Distance Modality SPAN 011 – SPANISH FOR THE BILINGUAL STUDENT – Add Distance Modality SPAN 040A – SPANISH CIVILIZATION – Add Distance Modality SPAN 040B – SPANISH CIVILIZATION – Add Distance Modality MSU/Y. Llort/A. Armstrong

VI. DISCUSSION/ACTION ITEMS

- A. Sabbatical Report: Sue Tsuda, Chair of the Professional Standards and Ethics Committee reported the recommendations for sabbatical. In the future the committee intends to develop a checklist for applicants. It was suggested that there be discussion at future meetings on the process and reports to the Senate. The committee's ranked recommendations for sabbatical are: Michael Chlebik; Carole Kendall; Cheryl Munsey. MSU/Y. Llort/S.Tsuda
- B. **Curriculum Institute**: Andrea Armstrong reported that Tony Thomas will attend the Curriculum Institute this July. There is funding for an additional faculty member to attend. Anyone interested is asked to contact Andrea.
- C. Scantrons: Andrea Armstrong brought foreword the discussion from the Curriculum Committee on whether to require students to purchase scantrons for class exams. The rationale for the recommendation is that the cost of scantrons is prohibitive for the district; approximately 75¢ \$1.00 apiece. Also student purchase of the scantron appears to be standard practice at other colleges. The Senate requested input from the students in the audience, who commented that they supported the idea. This topic will be discussed further at future meetings.
- D. **OSCAR Results**: Andrea Armstrong reviewed the report she submitted on courses that have been approved for UC TCA and IGETC.
- E. Flex Planning for August 2004: Program review assistance and holistic grading were suggested for flex activities in Aug.

VI. MANAGEMENT REPORTS:

A. Michael Murillo, CIO: Tech Prep funds are anticipated to develop articulation agreements with MUSD. The district is still short 30 FTES for this year, please promote extended spring classes. There is a possibility of an early college grant with MUSD.

VII. DEPARTMENTAL WORKSHOP – DEPT. BUDGET REQUESTS:

A. Kindred Murillo, CBO: Current budgets for each dept. were distributed, along with budget request forms for FY 2004/05. The intent is to assist faculty in submitting budget

requests by the Apr. 15 deadline to their appropriate supervisor. The Budget Development Committee will review and prioritize the requests from all campus departments. A tentative budget will be submitted to the Board of Trustees in June and a final budget approved in Sept.

VIII. INFORMATIONAL ITEMS

Thanks to Doug Morrison for providing a sumptuous spread. Food detail for the Apr. 15 meeting assigned to Cathy Itnyre.

VIII. ADJOURNMENT: 2:45 pm

Minutes prepared by acting secretary Carolyn Hopkins

- ... - ...

DISCUSSION/ACTION

Copper Mountain College Academic Senate Agenda Packet (ASAP)

1. Requested by: Morrison
Subject: Matrix
Type of Consideration: Begin consideration of operationalizing Senate Policies into the Matrix Action Item X Information/Discussion
Desired Outcome:
Background:
2. Requested by: Gilbert
Subject: IPC Discussions of Committee Configurations
Type of Consideration: Update and Advise Consideration: Update and Advise Consideration Item Consideration
Desired Outcome:
Background:
3. Requested by: Becker
Subject: Student Equity
Type of Consideration: Discussion (Action Placeholder) Action Item Information/Discussion
Desired Outcome:
Background:

1. Requested by: Armstrong

Subject: Scantrons

Type of Consideration: Who should bear the cost

Action Item

Desired Outcome:

Decide as a body if these constitute a student

expense and what technology we should follow

Background:

2. Requested by: Itnyre

Subject: Blue Books

Type of Consideration:

Information/Discussion

Desired Outcome:

Adoption of, Use, Size

Background:

3. Requested by: Gilbert

Subject: Flex

Type of Consideration: Planning prior to leaving for the summer

Action Item

n Information/Discussion

Desired Outcome:

A Senate role in fashioning what will take place

Background:

COMMITTEE REPORTS & INFORMATIONAL ITEMS

Minutes

Budget Development Committee Meeting

March 16, 2004 Room 8 - 3 p.m.

11.

Present: Kindred Murillo, Eleanor Wheatley, Carolyn Hopkins, Paul Cook, Michael Murillo, Owen Gillick, George Briggs, Roger McGinness. Lisa Perossier and Ilona

1 Minutes from February 3, February 17, and March 2, meeting will be emailed and approved at the next meeting.

- Motion to approve February 3rd, 17th and March 2nd minutes by Kindred Murillo. Carolyn Hopkins would like to see the adjectives VERY and HIGHLY taken out of the Match 2nd minutes. A motion to approve minutes with correction was made by Eleanor Wheatley. Second by Owen Gillick. Ilona to correct the March 2nd minutes. Burning Issues
- Eleanor Wheatley stated that she will be leaving CMC in early May and introduced Lisa Perossier who will be taking her place on the budget committee.
- III. FTES - District - Approximate revenue reduction for year.
 - Kindred handed out an updated budget model reflecting a decrease in interest income. Paul Cook asked about the possibility of a mid-year budget review. Kindred advised that reviews and updates are done continually to the budget throughout the year and reported back to the budget committee. A formal mid-year review could be done as time and staff permit. Kindred advised that we wouldn't know what the actual budget will be until around July 15th. F.Y.I. from Kindred: Currently things are looking good for equalization and she will bring equalization numbers to our next meeting.
- Discuss Budget Development prioritization process IV.
 - Kindred advised the committee that the Board approved the Budget Development prioritization process. Kindred asked for suggestions on how the committee might want to prioritize the requests. Paul Cook suggested that they be prioritized by MUST, NEED and LIKE to have. It was discussed and committee agreed to change the wording to: CRITICAL, HIGHLY DESIRABLE and LIKE to have. Because the form has been distributed already Kindred suggested that each administrator be responsible for categorizing each request by these three areas. Kindred will change the form for next year. Roger McGinness suggested that the form ask if their program review had been completed. This brought much discussion from committee but the outcome was that this is a good goal to work towards.
- VII. Next meetings
 - Committee to wait until budget requests are returned to meet again. Next meeting will be April 20th.

Committee members:

Dani Lassetter - CSEA Eleanor Wheatley - Classified Senate Carolyn Hopkins - CTA Paul Cook - Academic Senate Michael Murillo - Management Laraine Turk - Management Owen Gillick - Foundation representative George Briggs - ASCMC vacant - Adjunct Faculty (may change)