

**Recognition of CMC
Academic Senate's –
10 +1 Title 5
responsibilities
delineated in CMC
Board Policy**

Academic and Professional matters means the following policy development and implementation matters:

1. Curriculum, including establishing pre-requisites and placing courses within disciplines;
2. Degree and certificate requirements
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and College governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senates.



ACADEMIC SENATE

August 16, 2007

3:00 – 5:00 PM

Greenleaf Library

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

AGENDA

I. CONFIRMATION OF THE AGENDA FOR 16 AUG 2007

II. Approval of the minutes for the 17 May 2007 meeting of the Academic Senate

III. 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.

IV. REPORTS BY SENATE OFFICERS:

- A. President Munsey
- B. Vice-President Gilbert
- C. Secretary Berger
- D. State Academic Senate Representative Schiel
- E. Adjunct Representative K. Chlebik

V. MANAGEMENT:

- A. Pat Caldwell
- B. Roger Wagner
- C. Greg Brown
- D. Joe Olson

VI. CONSENT AGENDA

- A. Revised and new course outlines of record – C. Hopkins

VII. DISCUSSION/ACTION ITEMS:

- A. Install senate officers – G. Gilbert
- B. Response to WASC report – C. Munsey
- C. Senate appointees to curriculum committee – C. Hopkins/A. Armstrong
- D. Syllabus review committee – C. Hopkins
- E. Textbook selection and review committee – C. Hopkins
- F. Senators to serve on professional development committee – G. Gilbert

- G. Select SLO Coordinator – G. Gilbert
- H. Reassignment time for SLO Coordinator – G. Gilbert
- I. Bringing Janet Fulks to CMC – G. Gilbert
- J. Sending Senators to student success conference – G. Gilbert
- K. Relationship between CMC CIO and Academic Senate – G. Gilbert
- L. Appointments to committees
- M. Report on summer SLO Institute – M. Walker, M. Schiel
- N. Textbook ordering
- O. Student showcase – M. Schiel
- P. Basic Skills – S. Holbrook

VIII. COMMITTEE REPORTS

- A. Senate Committees
 - i. Curriculum Committee
 - 1. CTRAC
 - 2. Library
 - ii. Professional Standards and Ethics Committee
- B. District Committees
 - 1. Academic Calendar
 - 2. Budget
 - 3. EEO
 - 4. Facilities Planning
 - 5. FLEX
 - 6. Graduation
 - 7. Health & Welfare
 - 8. Human Resources
 - 9. College Council
 - 10. Matriculation
 - 11. Safety
 - 12. Scholarship
 - 13. Staff Development
 - 14. Desert Studies
 - 15. Research
 - 16. Technology Committee

IX. FUTURE AGENDA TOPICS

X. ADJOURNMENT

ACADEMIC SENATE MEETING DATES FOR FALL 2007 SEMESTER
Aug. 16, Sep. 6, Sep. 20, Oct. 4, Oct 18, Nov. 1, Nov. 15, Dec. 6 from 3-5:00 P.M

Thursday, 17 May 2007

**COPPER MOUNTAIN COLLEGE
ACADEMIC SENATE**

MINUTES

Present (bold denotes those not in attendance): Andrea Armstrong, **Ellen Baird**, **Cheyenne Bonnell**, Brad Berger, **Bruce Bridenbecker**, **Jim Byrd**, **Glenda Case**, Gregg Chesterman, **Katrina Chlebik**, **Mike Chlebik**, **Jeanne Cosby**, Paul Delaney, Carmen Diamond, **Spelman Downer**, Pat Dutkiewicz, **Greg Gilbert**, **Jackie Hanselman**, Sheri Holbrook, Carolyn Hopkins, **Jim Hopkins**, **Cathy Itnyre**, **Carole Kendall**, **Yadira Llord**, **Art Mitz**, Doug Morrison, Cheryl Munsey, Rick Penaflor, Melynie Schiel, Tony Thacker, Michel Walker, and **John White**.

I. CONFIRMATION OF THE AGENDA FOR MAY 17, 2007.

Motion to add an agenda item regarding STRS, designated as “g” (CM/DM) passed unanimously.

II. APPROVAL OF THE MINUTES FOR MAY 3, 2007 MEETING OF THE

ACADEMIC SENATE: Motion to approve 5/3/07 minutes (DM/MS) passed unanimously.

III. AUDIENCE COMMENTS: None.

IV. MANAGEMENT: None present.

V. BOARD OF TRUSTEES: None present.

VI. ASCMC: None present.

VII. REPORTS BY 2006-2007 SENATE OFFICERS:

President Munsey: John White needs help with graduation breakfast.

C. Munsey brought 5 items to the last BOT meeting including the faculty/management retreat (a personal perspective), 8 bullet items related to WASC (and w.r.t. College Council: stipends and reduced load), who was on the slate for senate elections, the salary study, and the 177 graduates to be recognized at graduation. C. Munsey also announced that Ellen Baird has been hired by the district to teach full time in the communications area.

Vice President Gilbert: Not present.

Secretary Itnyre: Not present.

State Academic Senate Representative Schiel: No report.

Part Time Faculty Representative K. Chlebig: Not Present.

Senators' Reports: **M. Schiel** showed the Senate the Alpha Beta Gamma honor society sash students would wear at graduation, and expressed a desire to find a way for students to not have to pay for this regalia. **D. Morrison** reported that he was asked to meet with consultant, Jean Malone, who is doing a pay analysis for various personnel groups at the college. He said that variables that should be analyzed include education, longevity, performance, FTES, complexity of campus; and his main concern is equity and that the pay gap close at CMC. **C. Diamond** reported that UCLA has a grant that could bring CMC students to their campus for a one-week seminar that would help those who are working toward 4-year degrees at any UC school. The May 15 deadline has been moved to June 1. **S. Holbrook** reported on Title V and the Summer Bridge program. Her research shows that outreach to area high schools has boosted CMC enrollment in the Summer Bridge program and high school completion and/or GED completion programs. She is still looking for volunteers who teach upper level/transferrable courses for the Basic Skills Task Force which includes a \$1000 stipend.

VIII. CONSENT AGENDA: Motion to approve College Council minutes from 3/19/07 and 4/23/07 (DM/AA) passed unanimously.

IX. DISCUSSION/ACTION ITEMS:

a) Election results/installation of officers - D. Morrison reported the following election results: C. Munsey - president; G. Gilbert - vice-president; B. Berger - Secretary; M. Schiel - State Academic Senate Representative. Installation of officers will take place at the next AS meeting.

b) Management evaluations - C. Munsey reported that input had not been requested for any management evaluations this year, and that last year was the only year of seven that faculty input was generated. She said this is against the rules of Title V. **A motion to bring the issue before the BOT (DM/GC) passed unanimously without discussion.**

c) Textbook Policy - C. Munsey said that she and C. Hopkins talked with President Armstrong and Vice-President Murillo and found out that neither of them knew of the new policy. C. Munsey said that 66% of the books for Fall semester have been ordered. M. Schiel wonders about difficulty factor. P. Dutkiewicz said she got forms for herself and part time faculty and asked who makes sure PT get their books. C. Diamond asked what other schools do. D. Morrison said that department heads do it. G. Chesterman said PT shouldn't have the responsibility of ordering books. D. Morrison said that issue is coordination and accountability. T. Thacker said different publishers send things in different ways, there's a storage issue, coordination is important and asked who is looking after the un-ordered 1/3 of the books. M. Walker said she has had trouble getting a response from a publisher. D. Morrison said there are warehouse issues. P. Dutkiewicz asked about how five-week classes were handled. C. Diamond suggested we make a list of problems. R. Penaflo mentioned that in the past,

Janie Hannah took care of everything including storage. G. Chesterman said that at COD their bookstore did everything. C. Munsey said that Bruce from the bookstore was willing to talk with us. M. Schiel said there are also storage access issues regarding FT and PT. C. Munsey said she presented different scenarios to try to anticipate any problems, and she asked Senators if they had ordered only their teacher's editions or books for PT as well. **M. Schiel brought forward a motion that FT order teacher's editions for themselves as well as for any PT if they were teaching the same class, as long as storage was available (MS/PD).** **DISCUSSION:** M. Schiel asked how will books get to people. R. Penaflo said PT should be told who to call to get the books. P. Dutkiewicz said this is an administrative function. **Motion failed: 3 Yes, 5 No, 5 Abst.** **Another motion was made by P. Dutkiewicz that book ordering should be done by administration (PD/PD).** **DISCUSSION:** M. Schiel said we should add a list of potential problems to the statement. G. Chesterman said book ordering is a support function. M. Walker asked if there was a conflict with the textbook policy (i.e., PT ordering un-approved books). C. Munsey asked if by ordering 2/3 of the books we were sending a mixed message. M. Schiel said there's a workload issue for departments with a lot of PT. **Motion modified: Administration should be responsible for ordering all books (students and faculty).** **Motion passed: 7 Yes, 1 No, 5 Abst (all abstentions were by non-teaching faculty and those who don't have to order books).**

d) Showcase Student – M. Schiel distributed ASAP because it wasn't in the packet and made a motion to include a student showcase segment in the AS report to the BOT (MS/CM). **DISCUSSION:** C. Munsey asked if it will fall on faculty to bring students forward. P. Delaney asked if the students had to be honor society students and M. Schiel replied that it would be open to all students. C. Diamond asked if counselors can suggest students also. P. Dutkiewicz asked about areas where there are no FT faculty. R. Penaflo said that once it gets going there will be a demand. S. Holbrook thought the BOT would like the idea because it would be a reminder of why they are board members. **Motion passed unanimously.** C. Munsey asked who will put together a template for the nominees and S. Holbrook and M. Schiel said they would do it.

e) October Flex Days – G. Gilbert was not present to talk about the item. C. Munsey said that G. Gilbert had requested his proposal be dropped, but that she did not agree and talked about how to best implement AS desired flex activities. M. Schiel asked if the staff development committee was separate from the flex committee. P. Delaney asked what the RP group was and C. Munsey replied that they were experts from the State AS. M. Schiel brought up the issue of pay for those presenting at flex (State AS reps don't get paid) and C. Munsey said that they get reimbursed and that the administration should realize that there might be a cost. P. Dutkiewicz talked about history of flex saying that there have typically been 2 flex days in fall, 1 flex day in spring, and 1 staff development day in spring. C. Munsey said AS has authority on flex and asked for a motion for two days of flex activities related to WASC, program review, etc. M. Schiel said that last flex was a good event, but only faculty was there and that it would be

desirable for management to attend. **A motion was made by R. Penaflor for the AS to request a budget for flex (RP/BB).** **DISCUSSION:** C. Munsey said there was no schedule so it would be difficult to request the money. G. Chesterman suggested that a committee be formed to develop the idea. **Motion failed: 2 Yes, 6 No, 3 Abst.** **P. Delaney brought forward a motion: “The AS will reserve October Flex for faculty and management training regarding SLO’s and Core Competencies, appropriately supported by funding” (PD/?).** **DISCUSSION:** C. Munsey said this would be good to help satisfy WASC. P. Delaney said it would show progress and that the ACCJC says a collaborative process is required between faculty and management. S. Holbrook suggested we share this with Rodger and (?). M. Schiel said that positive things came out of the last flex. **Motion passed unanimously.**

f) Authorization for Senate officers to conduct business during the summer months – A motion was made by C. Munsey to grant Senate officers authority to conduct business over the summer (CM/DM). Motion was passed with no opposed and 2 Abst.

g) STRS – C. Munsey brought forward a motion to get STRS representatives on campus (CM/DM). **DISCUSSION:** C. Hopkins said that Human Resources said it will happen. **Motion was passed unanimously.**

X. COMMITTEE REPORTS:

Technology Committee – P. Dutkiewicz mentioned that the Blackboard system would actually cost \$37K, not \$150K and that it was desirable that the college keep Blackboard for another year while trying two other systems over the Fall. She said that we could then train and coordinate for a new system from January through May.

Vice President Hiring Committee – C. Hopkins said that next week a forum would be held for the VP finalists. She also said that President Armstrong would accept input from faculty with regard to the selection in the form of some type of grading sheet. C. Munsey said that she brought the questions the AS generated during the last meeting to the administration. C. Hopkins said that classified staff and students will also have questions.

ERP (Coco replacement) – M. Schiel said that she will be soliciting faculty for the features they would desire in the new system and would do this by email. S. Holbrook suggested this be done using a checklist.

FUTURE ADGENDA ITEMS: Install Officers, Professional Development/Flex Committee, Textbooks, Response to WASC report, Showcase Student, Basic Skills.

MEETING ADJOURNED: 4:55 PM

Minutes taken by B. Berger



**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date: Aug. 16, 2007

Requested by: Curriculum Committee

Subject: Revised & New Course Outlines of Record

Type of Consideration: Consent Agenda Item

Background: The following course outlines of record were approved by the Curriculum Committee on May 24, 2007.

BUAC 1 - ACCOUNTING I – Update course objectives to meet CSU recommendation for Lower Division Transfer Pattern.

BUAC 2 - ACCOUNTING II – Update catalog description and course objectives to meet CSU recommendation for Lower Division Transfer Pattern.

BUAC 6 - PRINCIPLES OF MANAGERIAL ACCOUNTING – Update course entrance skills and course content to meet CSU recommendation for Lower Division Transfer Pattern.

DE 301 - LEARNING LAB ORIENTATION – new course

BI 4 - ELEMENTS OF BIOLOGY - Revise catalog description; update course with new textbook; add distance education addendum; revise entrance skills; course objectives; instructional methodology; and methods of evaluating student progress; and addition of assignments to section 10. Change in TOP Code.



**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date: Aug. 16, 2007

Requested by: Curriculum Co-chairs Andrea Armstrong & Carolyn Hopkins

Subject: Senate Appointees to Curriculum Committee

Type of Consideration: **Action Item**

Background: Each year the Senate appoints 6 representatives to the Curriculum Committee. In addition, the Senate President, or her designee, is a member.

The membership and mission of the Curriculum Committee are contained in the district's participatory governance document. The members appointed by position are articulation officer (Andrea Armstrong) and librarian (Carolyn Hopkins). A counselor is also a voting member appointed by position. Currently, Andrea is filling both roles. The co-chairs are in the second year of a three year appointment. It is recommended that the committee consist of both academic and vocational faculty.

Senators appointed to the Curriculum Committee last year were:

Glenda Case
Pat Dutkiewicz
Carole Kendall
Yadira Llort
Melynie Schiel
Tony Thacker
Michel Walker



**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date: Aug. 16, 2007

Requested by: Curriculum Committee

Subject: Syllabus Review Committee

Type of Consideration: **Discussion/Action Item**

Background: The Curriculum Committee is recommending that a collegial subcommittee be created for syllabi review.

The mission of this committee would be to mentor and advise fellow faculty members on their syllabi and to ensure syllabi reflect the policy adopted by the Senate in 2005, "Required Elements of the Syllabus." This document is included in the Faculty Handbook.

The Curriculum Committee is requesting feedback and direction from the Senate on this recommendation.



**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date: Aug. 16, 2007

Requested by: Curriculum Committee

Subject: Textbook Selection and Review Committee

Type of Consideration: **Action Item**

Background: Last May the Senate approved the draft Textbook Selection and Review Policy recommended by the Curriculum Committee.

This policy creates a subcommittee of Curriculum for textbook review. The general charge of this committee is to provide oversight in order to maintain academic integrity as guided by the textbook policy. The Curriculum Committee recommends Yadira Llort, Tony Thacker, and Michel Walker to serve on this committee.

The Curriculum Committee is asking if any Senators are also interested in serving on this committee. It was recommended in Curriculum that there be a volunteer from the counseling area.



Academic Senate Agenda Proposal

Date of Academic Senate Meeting:

- For:** _____ Action
 X **X** First Reading Second Reading
 _____ Information
 _____ Consent Agenda
 _____ Discussion
 _____ Report
 _____ Other

Proposed Item: Elect two people from the academic senate to serve on the Professional Development Committee.

Background Information:

At the final meeting of AY 06/07 the senate agreed to devote the October flex to accreditation. In order to act on the will of the senate, two faculty members need to be selected by the senate to serve on the committee. One additional faculty member will be selected by the Association.

The mission of the Professional Development Committee is to consider appropriate professional development activities each fiscal year for all employees and develop a calendar of activities that include Flex Days for faculty and Staff Development Days for classified employees. This committee will operate with two subcommittees: a faculty subcommittee to plan and recommend Flex Day activities and a classified subcommittee to plan and recommend Staff Development Day activities. The Co-Chairs will be the Director of Human Resources and a faculty member appointed by the Academic Senate.

- One Faculty Association Representative
- Two Academic Senate Representatives
- One CSEA Representative
- One Classified Senate Representative
- One Management Representative
- One ASCMC Representative

The recommendations shall be presented to the College Council.

Submitted by: Greg Gilbert



**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date of Senate Meeting: August 16, 2007

Requested by: Greg Gilbert

Subject: SLO Coordinator

Type of Consideration:

- Action Item**
- Information/Discussion**

Desired Outcome: Elect a faculty member to serve as SLO Coordinator for the 07/08 academic year

Background: CMC has only about 6 months to prepare a report that satisfies a range of ACCJC concerns. An SLO Coordinator must work closely with CMC's ALO to facilitate core competencies, program and course SLOs, and build a cohesive approach to internal planning and assessment. This Academic Senate appointment should be a priority.



**Copper Mountain College
Academic Senate Agenda Packet
(ASAP)**

Date of Senate Meeting: August 16, 2007

Requested by: Greg Gilbert

Subject: Recommendation for reassigned time

Type of Consideration:

- Action Item**
- Information/Discussion**

Desired Outcome: Because CMC's SLO Coordinator will have an especially challenging first year, does the Academic Senate wish to recommend reassigned time (to be negotiated by the Faculty Association) for AY 07/08 for that position?



Academic Senate Agenda Proposal

Date of Academic Senate Meeting: August 16, 2007

For: Action
 Information
 Consent Agenda
 Discussion
 Report
 Other

Proposed Item: To direct the senate to work with the administration to set a date for Janet Fulks to come to CMC

Background Information: At the final meeting of the senate for AY06/07, it was agreed that the senate would build October 10-11 Flex activities around accreditation and invite Janet Fulks to lead workshops on SLO training. Now with the ACCJC requirements set for the Ides of March, 2008, we need to move Janet's visit up. Janet is the leading authority on the role of the faculty in creating and measuring SLOs, and she is the director of the SLO Coordinators Institute. She has agreed to come to our college for flex or, if needed, earlier. The dates that she is available are August 24, 31, September 14, 17, or at our October 10 Flex.

Fiscal Implications:

Janet will waive any fees to whatever extent she is permitted to do so. I should have exact costs prepared by the time of our August 16 senate.

Submitted by: Greg Gilbert



Academic Senate Agenda Proposal

Date of Academic Senate Meeting: August 16, 2007

For: Action
 Information
 Consent Agenda
 Discussion
 Report
 Other

Proposed Item:

A recommendation of financial support for 3 or 4 senators to attend the first day of the Strengthening Student Success conference in San Jose on October 2. Attendees should be selected at our August 16 meeting of the senate.

Background Information:

Conference planners have agreed to allow three, perhaps four, of our faculty to attend the first day of the conference for free. The subject will be SLO training and coordination. CMC would only have to pay for travel, which should take place within one day.

Fiscal Implications:

Flights on Southwest Air Ontario to San Jose, advance purchase, \$69-\$91 each way. Travel for three attendees, not including vehicle travel to and from Ontario, should cost anywhere from \$420 to \$540. The state rate for driving is \$0.485 per mile or about \$87.

Recommendation:

Two of our senators, Michel Walker and Melynie Schiel, attended the SLO Institute this summer, and if we can send three people to this session (maybe a fourth), we will be on our way to having a solid core of trained faculty.

Submitted by: Greg Gilbert