

**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**

**Nov. 6, 2008**

**3:00 – 5:00 PM**

**Library Meeting Room**

“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 (AMENDED)**

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**I. CONFIRMATION OF THE AGENDA FOR 6 NOV. 2008.**

**II. Approval of the minutes for the 16 October 2008 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. BOARD OF TRUSTEES**

**V. MANAGEMENT**

A. Vice-President McGinness

**VI. ASCMC**

**VII. REPORTS BY SENATE OFFICERS:**

A. President Munsey

B. Vice-President Gilbert

C. Secretary Berger

D. State Academic Senate Representative Schiel

E. Senators' Reports

**VIII. PART-TIME FACULTY REPRESENTATIVE**

**IX. SLO COORDINATOR**

**X. STUDENT SHOWCASE**

**XI. CONSENT AGENDA:**

- A. Minutes of the 25 Sept. 2008 Curriculum Committee Meeting  
– C. Hopkins

- B. Minutes of the 22 Sept. 2008 Professional Standards and Ethics Committee Meeting – Y. Llort
- C. Revised & New Course Outlines of Record – C. Hopkins
- D. Course Deactivations – C. Hopkins
- E. Minutes of the 2 Oct. 2008 Educational Technology Committee Meeting – P. Dutkiewicz
- F. Agenda of the 28 Oct 2008 Educational Technology Committee Meeting – P. Dutkiewicz
- G. Minutes of the 25 Sept. 2008 Budget Development Committee Meeting – D. Morrison
- H. Agenda of the 9 Oct. 2008 Budget Development Committee Meeting – D. Morrison

## XII. DISCUSSION/ACTION ITEMS

- A. Revisions to Academic Senate Constitution – C. Munsey
- B. FLEX Committee Restructure & Senate Representation on Staff Development Committee – C. Hopkins/C. Munsey
- C. New or Revised Degrees and Certificates – C. Hopkins
- D. Faculty Hiring Priorities – C. Munsey
- E. State Academic Senate Fall 2008 Resolutions – M. Schiel
- F. Grant Proposals – L. Moody

## XIII. COMMITTEE REPORTS

- A. Senate Committees
  - 1. Curriculum Committee – A. Armstrong, B. Bridenbecker, G. Gilbert, S. Holbrook, C. Hopkins, C. Itnyre, Y. Llort, T. Thacker
    - i. CTRAC – A. Armstrong, C. Hopkins, C. Itnyre
    - ii. Library – E. Baird, M. Chlebig, C. Diamond, P. Dutkiewicz, C. Itnyre, A. Mitz, D. Morrison, S. Parkin
    - iii. Textbook Review – T. Thacker, M. Walker
    - iv. Syllabus Review – G. Gilbert, A. Mitz, T. Thacker, M. Walker

2. Professional Standards and Ethics Committee – G. Chesterman, J. DeSantis, J. Hopkins, C. Kendall, Y. Llort
  3. Educational Technology – M. Danza, P. Dutkiewicz, M. Gallagher, S. Holbrook, L. Moody, S. Parkin, T. Thacker
- B. District Committees
1. Academic Calendar – C. Diamond
  2. Budget – J. Hanselman, D. Morrison
  3. EEO – G. Case
  4. Facilities Planning – P. Delaney, J. Hanselman, S. Parkin
  5. FLEX – B. Berger, C. Bonnell, C. Diamond, J. Hanselman, S. Holbrook, J. DeSantis, L. Moody
  6. Graduation – C. Itnyre
  7. Health & Welfare – C. Kendall
  8. IPC (College Council) – C. Munsey
  9. Matriculation – G. Chesterman, G. Gilbert
  10. Safety – P. Delaney, J. White
  11. Scholarship – E. Baird, C. Bonnell, M. Danza, J. DeSantis, Y. Llort, A. Mitz, M. Schiel
  12. Desert Studies – E. Baird, C. Bonnell, G. Case, M. Danza, P. Delaney, J. Hopkins, Y. Llort, R. Parmelee
  13. Research – B. Berger, M. Danza, M. Schiel
  14. Technology Committee – S. Parkin
  15. Equivalency Committee – A. Armstrong, B. Bridenbecker, G. Gilbert, C. Hopkins, C. Itnyre, Y. Llort, A. Mitz, S. Parkin, R. Parmelee, M. Walker
  16. Recognition Committee – M. Danza, C. Diamond, M. Schiel
  17. Academic Integrity Committee – M. Danza, C. Diamond, M. Gallagher, G. Gilbert, A. Mitz, S. Parkin, R. Parmelee, M. Walker

#### **XIV. FUTURE AGENDA TOPICS**

#### **XV. ADJOURNMENT**

ACADEMIC SENATE MEETING DATES FOR FALL 2008 SEMESTER  
 Aug. 21, Sep. 4, Sep. 18, Oct. 2, Oct. 16, Nov. 6, Nov. 20, Dec. 4, Dec. 18

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# **Academic Senate**

## **CONSENT AGENDA**



**Copper Mountain College**  
EDUCATIONAL TECHNOLOGY COMMITTEE

**MINUTES**

For Thursday October 2, 2008

Members: Pat Dutkiewicz, Leslie Moody, Steve Parkin, Sheri Holbrook, Tony Thaker  
Absent: Mike Danza, Marla Gallager

**I. AGENDA:**

**Motion to approve the agenda sent via Email:**

- a. Chair/co-chairs
- b. Regular meeting time
- c. Create a Mission statement
- d. List and prioritize action items.
- e. Use Blackboard to maintain minutes, articles etc. ?

Motion unanimously approved

**II. ACTION ITEMS:**

- a. The **co chairs** discussion was table until a recommendation is made by the committee about the Mission and Goals.

b. **Mission:**

A discussion on the mission statement for the committee was:

This committee will make recommendation to the senate as to what technology as well as training should be provided to the classroom instructors. After the COR's are through the curriculum committee, then the EdTech committee oversees the needs of each COR subject area to support the instructional needs.

Each COR request has a line item that suggests the usage of a technology component for the overall effectiveness of the class. This step should not have to stop the approval of the COR.

**Background:**

The Original reason this committee was formed:

- There is no training
- There is no on-line support for instructors/students
- New version of blackboard....that is HARD

This committee is to provide support/training to:

- instructors
- students
- administrators

Discussion: do we need to state what technology is? Definition and terminology of Technology:

- Dvds
- Video's
- Computers
- Projectors
- Smartboards
- Sympodium display monitor
- Online course management system
- Modeling hardware/software
- Texas instruments graphing calculator...

Motion to approve this Mission Statement:

**Identify the technology needs in the classroom and make recommendations for action to the academic senate.**

Motion to approve: 1st/ 2nd all approved

### III. DISCUSSION ITEMS:

#### a. **Prioritized action Items/ Goal**

- Training
- Obtain an inventory of hardware/software
- Identify sources of funding
- Part of MOU (help to retire deficiency) could be used for professional development, .use a day or two to educate all!

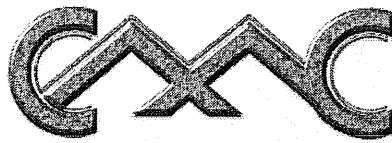
Discussion:

- One of our 1st goals: we be looking at some type of training for faculty such as email/power point etc.
- Texas instruments can send a trainer for a one day
- Two days next semester: besides flex...two days (pay faculty) to attend a training seminar on technology.
- Measure C: 150 computers were bought in the first year and are out of warranty. The committee questions if there is a budget to replace them? If there is a plan to replace them, why can't we shuffle those computers out into the classrooms.
- Recommendation to incorporate distance learning committee and educ tech and others to be one committee.
- Material needs that we gather for instructors can be shared and utilized, almost like a computer lab on wheels!!
- Committee State References Documents:

Technology in education adopted in 2002...this is about where our college is at regarding technology. Page 26: the conclusion and recommendations to academic senate...a good guide for us to use.

### IV. **NEXT MEETING: Oct 14th: tues 3pm**

V. **ADJOURNMENT:** The meeting adjourned at 3 p.m.



**Copper Mountain College  
Educational Technology Committee**

**AGENDA**

**Date:** October 28, 2008  
**Time:** 3PM  
**Location:** TBA  
**Chair:** \_\_\_\_\_  
**Secretary:** \_\_\_\_\_

1. **Approval of Agenda:**  
Motion\_\_\_\_Second\_\_\_\_\_Vote: Y\_\_\_\_N\_\_\_\_\_
2. **Approval of Minutes: Oct. 2, 2008**  
Motion\_\_\_\_Second\_\_\_\_\_Vote: Y\_\_\_\_N\_\_\_\_\_
3. **Action Items:**
  - a. FIRST MEETING AGENDA ITEMS
    - i. CHAIR/CO-CHAIRS
    - ii. USE BLACKBOARD TO MAINTAIN MINUTES, ARTICLES ETC.?
    - iii. REGULAR MEETING TIME
    - iv. LIST AND PRIORITIZE ACTION ITEMS.
4. **Discussion Items**
5. **Suggestions for Future Agendas**
6. **Next Meeting – 3 PM Tuesday, November25, 2008**
7. **Adjournment** \_\_\_\_\_

# Budget Development Committee

## Meeting Minutes

September 25, 2008

*Present:* G. Brown, M. Cox, C. Hopkins, D. Morrison, J. Olson, M. Plummer

*Guests:* J. Blaisdell, Sherry Staszewski, & Cheryl Staszewski

*Next meeting:* Thursday, October 9, 2008 @ 8:00 a.m.

Location: CMC 1

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### I. Approval of Minutes

M. Cox motioned to approve minutes for September 17, 2008 minutes as amended with C. Hopkins second. All were in favor, minutes were approved as amended; changes are denoted in red.

### II. Committee Mission Update

The BDC remained strongly behind its position that it should be tied to the program review. This position has been stated to the Cabinet and the President. J. Olson stated we adopted a mission statement last year which was rushed into it; now we are talking about tying loose ends together. He further stated I don't know if all of you felt it prudent to revise the mission statement but feels we need to tie into, program review, planning, and accreditation standards and taking another step and demonstrate to WASC that we are taking action from our minutes. J. Olson felt that the statement doesn't need to be a paragraph but put into words summarized our collective concerns. Discussion by all what needs to be included in the mission statement. The mission of the Budget Development Committee is to provide a final independent shared governance review of the resource allocation recommendations brought forth by College managers based on the program reviews under their supervision. D. Morrison motioned to change mission statement, Hopkins second. J. Olson asked what the process is to update mission statement. C. Hopkins said it has to go through the whole process of the shared governance document. We would take it to Council and then constituencies groups and then revise the documents and take it to the BOT. D. Morrison we need to set criteria, final independent review and then report directly to the Board. M. Cox explained we need the mission statement but we also need to define our role.

D. Morrison stated his concerns that the President/Superintendent who reports to the BOT is not present. C. Hopkins does not believe it has to go to the President that it should go directly to the BOT. G. Brown asked does the President have a deciding opinion or some alternative perspective? C. Hopkins shared past practice of the BDC the only way the BOT knew of an opinion was if one of the constituencies groups made a statement to the BOT. There was consensus that the President should have a role in the process as it proceeds to the BOT.

J. Olson stated he understands each party's position and wonders if we can add something like these recommendations to the BOT prior with the Presidents input. J. Olson stated we have some changes and then asked to take a stab at getting back to what our role is and get it out next week.

Discussion by all regarding the Committee Membership. J. Olson wants to strike the foundation participation. V. Moore asked why? J. Olson stated it is too difficult to get a foundation member here and the ones I think could be present in the meetings are so disassociated from the College we would get bogged down in explaining our process rather than taking actions. C. Hopkins explained the role



was greater for foundation in the earlier years, but agreed to strike the foundation membership role. M. Plummer stated we could continue to invite a foundation member.

### **III. Proposed Adopted Budget**

M. Plummer handed out pages on Actuals 2007-2008 vs. 2008-2009 Adopted Budget and 2008-2009 Fiscal Year Proposed Adopted Budget. C. Hopkins stated two concerns on behalf of the CTA/CMCFA association.

1. The tone that is being taken in regards to the budget they believe it is overly cautious. Historically in our opinion they believe the District is crying wolf, the creditability of the District somewhat dubious because every year it starts this way. Their opinion of the District with the 10% reserve is not optimum but healthy.
2. C. Hopkins realizes that J. Olson and M. Plummer's job is to be conservative in terms of the budget but the message that is coming out from the Budget and the 311 is setting up an impression that the District is having problems that threatens the financial condition. Your sending out an impression inside the organization and outside to the Chancellors Office that the we are in crisis and I don't believe that is true.

J. Olson believes we are in potential crisis and that these be a balanced statement at the Board meeting to let them know that there is some disagreement. C. Hopkins stated there won't be opportunity for my colleagues to share at the board meeting. J. Olson stated he would be happy to read a statement for anyone. He continued he feels the board knows our collective concerns and so does the campus and he understands there is a growing concern that we are painting too bleak a picture of what might happen. C. Hopkins stated we have better than a 10% reserve and wants to know what there is to be concerned about. J. Olson stated all these things are duly noted. D. Morrison stated at the end of the year our problem is getting to 50%. We have several people leaving this year and these things could be factored in the numbers in significant ways but I think it would be best that we have another alternative, he believes in the conservative approach to the budget. J. Olson doesn't want this meeting to be about the dialog of the budget because I believe we are on a role with the mission. J. Olson confirmed the positions that will be leaving but doesn't think it's prudent to spend the money on faculty salaries, solely out of 50% concern, granted we are mindful of those things and there are many gray areas. D. Morrison stated we should be provided at least 2 alternatives of what could happen on the up side. J. Olson it has taken us a while were we could put the budget together and I think it sound and we can debate the specifics of the budget but we don't time to present alternatives. J. Olson stated he will state the concerns to the Board at the meeting today. J. Olson we all know there will be some revision to our budget there is a very strong indication there will be some additional revenue but does not anticipate it being more than \$200,000 which would be for taxes and slight COLA adjustment. J. Olson stated we will do a revision to the Board probably in November.

### **IV. Next Meeting Date**

Discussion by all to have an annual calendar of meetings. The next meeting is scheduled for Thursday, October 9 at 8:00 a.m. CMC 1.

G. Brown motioned to adjourn; second by D. Morrison.

**Meeting adjourned at 8:55 a.m.**





# **Academic Senate**

## **DISCUSSION/ACTION ITEMS**



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

**Date:** October 31, 2008  
**Requested by:** Leslie A. Moody, Health Sciences  
**Subject:** Grant Proposals  
**Type of Consideration:** Information Item

**Background:**

We have been invited again to submit grant proposals for the OSPD/Song-Brown Grants. These are competitive grants and we have been successful over the past 3 years in obtaining funds from this grant source.

There are two types of grants that are offered and applications have been submitted for both. The first is a Capitation grant that supports program growth. The grant proposal was submitted to request funds to support the addition of a cohort of RN Students at the Barstow Community College. Even though we have not yet finalized any agreement with BCC (and may not) the window of opportunity for requesting grant funds would have been closed by next spring when the final decision will be reached with BCC. If we are awarded the grant funds but do not decide to move forward with the expansion, we will simply refuse the grant.

The second grant proposal submitted is a Special Programs award opportunity. The proposal submitted seeks funds to support the cost of a Nursing Student Success Program with a faculty member, supplies and other related costs.

Copies of both of these proposals have been submitted to Cheryl Munsey, Academic Senate President, and Carolyn Hopkins, Faculty Association Representative.

**Recommendation/Request:**

None.