



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

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

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

### **ACADEMIC SENATE**

# November 17, 2011, 3:00 – 5:00 PM Room 112

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

#### **AGENDA**

- a) Confirmation of the Agenda for November 17, 2011.
- b) Approval of the minutes for the 3 November 2011 Meeting 5-f
- c) Comments from the Audience and Non-Senators: Comments are to be no longer than 3 minutes for each person giving comments and questions and discussions are limited to 2 minutes for each person giving comments.
- d) Information Items
- e) Consent Items
  - A. CTRAC Minutes from 28 October 2011 meeting (Llort) /0 -//
- f) Discussion/Action Items
  - A. Professional Development Process and Funding (Berger)  $\frac{1}{3}$
  - B. Withdrawal from classes and Exit Interview (Danza) 14
  - C. Distance Education Moratorium (Schiel)
- g) Committee Reports (bold denotes chair or co-chair)
  - A. Senate Committees
    - 1. Curriculum Committee C. Allen, A. Armstrong, B. Bridenbecker, G. Case, R. Compton, J. DeSantis, P. Friedt, C. Hopkins, Y. Llort, D. Norton, D. Panto, D.

Pieper, J. Powell, E. Smith, T. Thacker, G. Xanthos

- a. CTRAC A. Armstrong, C. Hopkins, C. Itnyre, Y. Llort, D. Norton, M. Schiel, M. Walker, G. Xanthos
- b. *Library* C. Allen, P. Friedt, C. Hopkins, C. Itnyre, D. Panto, D. Pieper, C. Steenberg
- c. Textbook Review M. Gallagher, T. Thacker, G. Xanthos
- d. Syllabus Review T. Thacker
- 2. Professional Standards and Ethics Committee E. Baird, G. Chesterman,

- J. DeSantis, C. Itnyre, Y. Llort
- 3. Educational Technology R. Compton, M. Danza, M. Dorner, S. Downer, C. Maclaughlin, S. Parkin, J. Powell, E. Smith, T. Thacker

#### **B.** District Committees

- 1. Academic Calendar M. Gallagher
- 2. Basic Skills Initiative E. Baird, Gregg Chesterman, M. Gallagher, Jackie Hanselman, K. Muchenje, D. Norton, **Tony Thacker**, G. Xanthos
- 3. Budget M. Schiel, D. Norton (Alternate)
- 4. EEO G. Case,
- 5. Facilities Planning M. Dorner, P. Delaney, P. Friedt, J. Hanselman
- 6. FLEX E. Baird, B. Berger, J. DeSantis, J. Hanselman, J. Holley, C. Maughlin
- 7. Graduation E. Baird, M. Danza, J. deSantis, C. Itnyre, R. Velarde
- 8. College Council B. Berger
- 9. Matriculation G. Chesterman, P. Friedt, K. Muchenje, D. Norton
- 10. Scholarship E. Baird, M. Gallagher, C. Hopkins, Y. Llort, G. Xanthos
- 11. Desert Studies C. Allen, E. Baird, G. Case, R. Compton, P. Delaney, M. Dorner, P. Friedt, D. Pieper, M. Schiel
- 12. Research B. Berger, S. Parkin, E. Smith
- 13. *Technology Committee* J. Powell, J. Holley (alt.)
- 14. Equivalency Committee A. Armstrong, B Bridenbecker, C. Hopkins, C. Itnyre, S. Parkin, S. Schiel, M. Walker
- 15. Recognition Committee B. Berger, J. Hanselman, J. Holley, G. Xanthos
- 16. Academic Integrity Committee M. Danza, J. DeSantis, S. Parkin, D. Pieper, M. Walker

#### a) Reports

#### A. SENATE OFFICERS

- 1. President Berger
- 2. Vice-President DeSantis
- 3. Secretary Parkin
- 4. State Academic Senate Representative Schiel
- B. SENATE
- C. STUDENT SHOWCASE
- D. PART-TIME FACULTY REPRESENTATIVE
- E. 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.
- F. BOARD OF TRUSTEES

- G. ASCMC
- H. MANAGEMENT
- b) Future Agenda Topics
- c) Adjournment

# ACADEMIC SENATE MEETING DATES FOR FALL 2011 SEMESTER

August 18 September 1, September 15 October 6, October 20, November 3, November 17 December 1, December 15



# **Academic Senate**

# **MINUTES OF PREVIOUS MEETING**

# COPPER MOUNTAIN COLLEGE ACADEMIC SENATE

#### **MINUTES**

Present (bold denotes those not in attendance): Cathy Allen, Andrea Armstrong, Ellen Baird, Brad Berger, Christi Blauwkamp, **Bruce Bridenbecker**, Glenda Case, Gregg Chesterman, Robert Compton, Mike Danza, Paul Delaney, Joseph DeSantis, Meredith Dorner, **Spelman Downer**, Paul Friedt, **Marla Gallagher**, **Jackie Hanselman**, John Holley, Carolyn Hopkins, Cathy Itnyre, Yadira Llort, Colin Maclaughlin, Kylee Muchenje, David Norton, **Danielle Panto**, Steven Parkin, Dean Pieper, Jim Powell, **Melynie Schiel**, **Ellie Smith**, **Clayton Steenberg**, **Tony Thacker**, **Tally Tinjum**, Reyna Velarde, **Kathleen Wahl**, Michel Walker, **Heidi Wilcox-Steins**, and Grace Xanthos.

Also in attendance: ASCMC President Riley Walters, Gregory Brown, Sandy Smith, Wei Zhou

# I. Confirmation of the Agenda for 3 November 2011

A proper motion was made (Danza), seconded (Velarde), and passed unanimously to confirm the agenda.

### II Approval of the minutes for the 20 October 2011 Meeting

A proper motion was made (Danza), seconded (Pieper) approve the minutes of October 20, 2011. Because of a delay in sending out the minutes, the motion was amended by Senator Dorner to include corrections to the minutes at the next Academic Senate meeting. The motion passed unanimously.

President Berger thanked Senator Baird for the refreshments and asked for a volunteer for the 11/17 meeting. Senator Dorner volunteered.

#### III. Audience Comments: none

#### IV. Information Items

Senator and SLO Coordinator Hopkins requested postponing her report to agenda item e-E.

President Berger suggested due to the length of the packet that two version be prepared in the event of the inclusion of CORs and minutes with the printed version to exclude those items and the complete packet sent electronically. Senator Llort suggested that all Senators who wished to opt out of receiving a complete printed packet contact Roberta Weurth in the CMC Copy Center.

#### V. Consent Items

A proper motion was made (Compton), seconded (Hopkins), and passed unanimously to accept the Consent Items.

#### VI. Discussion/Action Items

- A. Part-time Hiring Committees
- 1. Automotive: Senators Case and Friedt
- 2. Business: Senators Schiel, Hopkins, and Pieper
- 3. Child Development: Senators Gallagher and Muchenje
- 4. CIS: Senators Mclaughlin and Powell
- 5. CS: Senators Compton and Powell

# COPPER MOUNTAIN COLLEGE ACADEMIC SENATE

#### **MINUTES**

6. EMT: Senators Compton and Wilcox-Stines

7. English: Senators Case, Baird, and Norton

8. Mathematics: Senators Berger and Parkin

9. RN Nursing: Senators Blauwkamp, Smith and Tinjum

10. LVN Nursing: Senators Blauwkamp, Page, and Wahl

11. Real Estate; Senators Muchenje, Norton, and Schiel

Senator Hopkins reminded the Senate that all hiring committee members need EEO and minimum qualification training.

A proper motion was made (Parkin), seconded (Delaney), and passed unanimously to accept the Hiring Committees as constituted.

B. Fall Plenary Resolutions for Discussion

A proper motion was made (Llort), seconded (Danza), and passed unanimously to approve Senator Schiel's votes on the Resolutions.

### C. All Staff Day

Senator Xanthos mentioned that the Health and Wellness, Diet section was not actually about exercising or dieting. Senator Norton mentioned that the CISCO section was about video conferencing. Senator Muchenje indicated that the **Q&A with...** would include all Managers.

D. Using the wording **STUDENT LEARNING OUTCOMES** to replace course objectives in two templates: Course Outline of Record and the Syllabus.

Senator Llort explained the changes. Senator Armstrong mentioned SLO changing issues. Senator Xanthos said you can add SLOs, but you can't delete them. President Berger made a comment about successfully completing ...(the recorder did not capture the essence of his comments). Senator Hopkins spoke about part-time faculty responsibilities with SLOs, that it is a Curriculum Committee process, and that SLOs can be Fast-tracked. President Berger mentioned that objectives are outcome skills and that in math, these did not correlate well with Senator Gilbert's SLO description. There were several other comments that were missed by the recorder. A proper motion was made (Hopkins), seconded (Xanthos), and passed with all yeas except one no and one Abstention.

### E. SLO Assessment Form (draft)

Senator Hopkins said that the left 4 columns were for full-time faculty and the right 3 columns were to compile and record. There was a comment for additional pay for additional work, but I missed the attribution. A proper motion was made (Danza), seconded (Pieper), and passed unanimously to accept the draft version.

# COPPER MOUNTAIN COLLEGE ACADEMIC SENATE

#### **MINUTES**

F. Update the Two-year Course Cycle

Senator Armstrong stated that Counseling needs this information to develop student education plans. She stated that, "... She hoped she hadn't messed up a student's education plan." Senator Walker said that, "she has updated all the English courses through 2017, the year she retires!" Senator Armstrong mentioned that sociology and other disciplines have new prerequisites.

G. Process for course Outline of Record documents

Senator Llort stated that there are no changes for fast-track approval.

#### **District Committees**

Senator Norton, the AS Alternate on the Budget Committee stated that the District was hiring a Grant Writer for a \$12,000 stipend for Upward Bound and Veteran's Upward Bound grants. The term would be 5 years for the grants and bringing approximately \$1,250K to the District. The grant writer's success rate was reported to be 93%. Senator Armstrong asked about hiring. Senator Delaney asked, "... How do the lab sciences get involved?"

#### Reports

#### A. SENATE OFFICERS

1. President Berger: no report

2. Vice President DeSantis: not present

3. Secretary Parkin: no report

4. State Academic Senate Representative Schiel: not present

#### **B. SENATE**

- 1. Senator Powell asked about CMC service clubs. Senator Xanthos stated that CMC will not support service clubs. Senator Powell responded that membership looks good on transcripts. Senator DeSantis stated that there are restrictions on Title 5 dollars, that clubs need to fund raise and he will be meeting with ASCMC President Walters.
- 2. Senator Danza asked if anyone, "... Knew how to free 20 laptops that have been locked up?" He also asked if anyone had a copy of a *Beautiful Mind*.
- 3. Senator Velarde stated that the Fall Ball was **great!** There is a food drive from 11/14 to 11/18 for Thanksgiving and Christmas.
- 4. Senator Armstrong spoke about SWAG, to raise money for scholarships and dinner for student workers.
- 5. Senator Pieper mentioned the 2nd Annual Wine and Cheese auction, and that Senators could buy tickets for students(?) to meet Foundation donors.
- 6. There were also comments on a "resolution works on 12 units for 2 AS degree and, Phi Kappa Theta, "We spent too much on wreaths." and smoking that I could not attribute to individuals.

# COPPER MOUNTAIN COLLEGE ACADEMIC SENATE

#### **MINUTES**

#### C. STUDENT SHOWCASE

Senator Michel stated, "... We wowed them!"

#### D. PART-TIME FACULTY REPRESENTATIVE

Senator Velarde stated that she had included everything under Senator reports

#### E. BOARD OF TRUSTEES

Not present

### F. ASCMC

ASCMC President Walters said that ASCMC has added one Senator, they have revised the Constitution and By-laws, and have a clear pathway for clubs on campus..

#### **G. MANAGEMENT**

Not present.

#### VII. FUTURE AGENDA TOPICS

Senator Xanthos asked about dropping students after census. Senator Hopkins replied that College Council will address this issue. She added that, "... We need Brian Heinemann here as there are implications of dropping students after census." Senator Velarde asked about students adding classes after the 2nd week.

#### VIII. ADJOURNMENT

A proper motion was made (Dorner), seconded (Velarde), and passed unanimously to adjourn.



# **Academic Senate**

**CONSENT AGENDA** 



Date of Senate Meeting: Nov. 17, 2011

Requested by: Curriculum

**Subject:** CTRAC minutes from October 28, 2011 (extra meeting)

Type of Consideration: Consent agenda

**Desired Outcome:** 

Background: None.

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### CURRICULUM TECHNICAL REVIEW ADVISORY COMMITTEE (CTRAC)

#### **Minutes**

**DATE/TIME: 28 OCT. 2011** (EXTRA MEETING) **TIME: 8:30**AM – 12:00 NOON **LOCATION:** 

**ROOM 224** 

CHAIR/SECRETARY: YADIRA LLORT

ATTENDEES: CAROLYN HOPKINS, CATHY ITNYRE, DAVID NORTON, MELYNIE SCHIEL, ROSE

RESURRECCION

GUESTS: VALA STULTS

I. APPROVAL OF AGENDA: MSU/ITNYRE, NORTON

II. APPROVAL OF MINUTES: FROM OCT. 14, 2011. MSU/NORTON, HOPKINS

II. CHAIR'S REPORT: NONE.

#### Iv. Action items, Course outlines of record to be reviewed:

- 1. CUL 1A (STULTS) -- DECISION TO IDENTIFY THESE AS CULN. INTENSE WORD AND PUNCTUATION SMITHING. A QUESTION CAME UP REGARDING WORK EXPERIENCE BEING EMBEDDED INTO A COR: CAN THEY BE INSERTED AS SUCH (AS A PREREQUISITE OR CO-REQUISITE) OR DOES THE WORK EXPERIENCE COMPONENT HAVE TO BE SEPARATED? THIS WILL BE FOLLOWED UP IN TIME FOR THE NOV. CURRICULUM SESSION. MSU/SCHIEL, HOPKINS
- 2. CUL 1B (STULTS) -- THE SAME QUESTIONS REGARDING THE WORK EXPERIENCE BEING EMBEDDED INTO A COR. MSU/HOPKINS, ITNYRE
- 3. CUL 2A (STULTS) -- THE SAME QUESTIONS REGARDING THE WORK EXPERIENCE BEING EMBEDDED INTO A COR. MSU/NORTON, SCHIEL
- 4. CUL 2B (STULTS) -- THE SAME QUESTIONS REGARDING THE WORK EXPERIENCE BEING EMBEDDED INTO A COR. MSU/SCHIEL, ITNYRE
- 5. ENG-001B (WALKER) -- TABLED DUE TO END OF CTRAC SESSION.
- 6. ENG-001B DE (WALKER) -- TABLED DUE TO END OF CTRAC SESSION.
- 7. ENG-005A (WALKER) -- TABLED DUE TO END OF CTRAC SESSION.
- 8. ENG-005B (WALKER) -- TABLED DUE TO END OF CTRAC SESSION.

#### V. DISCUSSION OR INFORMATION ITEMS:

VI. ADJOURNMENT AT 11:50AM.

NEXT REGULARLY SCHEDULED MEETINGS (COULD BE AFFECTED PENDING ACTION ITEM/S ABOVE): (EXTRA OCT. OR NOV. CTRAC, TBD), 4 NOV. 2011, 9 DEC. 2011, 13 JAN 2012, 10 FEB. 2012, 9 MARCH 2012, 13 APRIL 2012, 11 MAY 2012

#### Deadlines for course outline of record submission is as follows:

- November 15 for effective date fall 2012
- April 15 for effective date spring 2013

Please submit all course outlines electronically to Rose Resurreccion at rresurreccion@cmccd.edu



# Academic Senate

**DISCUSSION/ACTION ITEMS** 

Date of Senate Meeting: 11/17/11

Requested by: B. Berger

**Subject:** Professional Development

Type of Consideration:

Action Item

x Information/Discussion

**Desired Outcome:** Recommendation to the District to develop a clear process and funding for professional development activities off campus.

**Background:** Faculty should be encouraged by the college to participate in conferences and other professional development opportunities. This encouragement could come as funding for these activities, as well as clear policies regarding missing classes to attend these activities. Professional development will make better teachers, and this will support the college mission of student success.



**Date of Senate Meeting: 11/17** 

Requested by: Mike Danza

Subject: Withdrawing from classes and the exit interview

Type of Consideration:

X Action Item

□ Information/Discussion

### Background:

Currently, it takes a student 5 minutes to withdraw from a class at Copper Mountain College. Copper Mountain does not gather any data from these students.

#### **Desired Outcome:**

Copper Mountain College should develop a short, voluntary exit interview or survey to gather data concerning the reasons students withdraw from classes. I offer the following "straw man" for discussion purposes:

Please rank the reasons you are withdrawing from this course from 1 to 8. 1= The most important reason and 8 = the least important reason. If a reason is not relevant to your sitation please write "NA" for "Not applicable."

_I am having transportation problems.
_ I am having childcare problems.
_ I am having health problems or a family member is having health
problems.
_ İ am having other family problems (not daycare or health issues).
I am having scheduling conflicts with my job.
_ I do not feel academically prepared for this course.
I find the workload for this course to be too much.
I am overcommitted.
Other:



Date of Senate Meeting: November 17, 2011
Requested by: Melynie Schiel
Subject: Revisit the Distance Education Moratorium
Type of Consideration:  □ Action Item  x Information/Discussion
Desired Outcome:

Background: