

## Minutes of Academic Senate Meeting - 5/9/2012 12:15 PM in 451A

**Present:** Pieter de Haan, Kathryn Kocelle, Leonard Chung, Jenny Lowood, Chuck Wollenberg, Siraj Omar, Barbara Des Rochers, Hannah Chauvet; guests -Nancy Cayton, Dean "Hari" Singh

Today's Agenda:

1. **Call to order** at 12:15 PM
2. **Approval of the minutes** - Minutes were unanimously approved.
3. **Introduction of our new Dean** - Dr. Harinder "Hari" Singh
4. **Nancy Cayton on Faculty Evaluations** - as a result of a meeting between Laurie Brion and Debbie Budd, Debbie decided that if the evaluator does the final tally of the student evaluations, the evaluation stipend would be raised to \$100. Sarah Connors from the PFT said that there would be no negative impacts if evaluations were finished the semester after they were begun. We want the student evaluations to be as late as possible in the semester so that they are more meaningful. Current policy is that an evaluation should be finished by 4 weeks before the end of the semester and there is a 4 week grace period so that the student evaluations can be tallied. Linda Berry and Pieter de Haan need to be advised of the evaluations that are not yet completed this semester - only 3 or 4 out of 20 will be completed - so that plans for completion can be formulated. Nancy is on campus until June 25.

Difficulties of evaluating online instructors were brought up. On the positive side, one can evaluate more of the class materials than is possible in a single in-person classroom visit. However, we need some guidelines to formalize the evaluation process of online classes. We really should be evaluating each class every semester. Evaluation forms need to be improved so that they are more pertinent to both full time and adjunct faculty.

Nancy explained the current procedure. The instructor about to be evaluated can object to their assigned evaluator. A new evaluator is then chosen through a lottery system (names in the hat have to be from the same or a related discipline). This can only happen once.

The evaluator does not have to be a full time person and if necessary it could be someone from another campus within the same discipline. The person evaluated can also wait until the end of the first evaluation and challenge the process. A new evaluation will be conducted the next semester and that evaluation will be the final one that is used. Problems with the instructional effectiveness of adjunct faculty can also be resolved by discussing the problems with the dean or the VP of Instruction. An adjunct instructor that is in the preference pool is not guaranteed a job but must be given a written explanation by the dean of the reasons why he or she was not re-hired. The language of the current policy concerning the content of such a letter is vague and is not spelled out.

5. **New Senate Officers/ Secretary Position** -Cleavon Smith is our newly elected BCC Academic Senate President, Mariella Thaning is our newly elected Vice-President and Matthew Wood is the write in candidate for Secretary. However, Matthew cannot attend the District Academic Senate meetings due to his teaching schedule. In the DAS, every college must have 3 representatives with voting rights. Cleavon will have to figure out in the Fall who is the third BCC representative to the DAS.
6. **Surveillance Cameras in Classrooms** - The DAS drafted a memo requesting that surveillance cameras NOT be installed in PCCD classrooms and that any such cameras that had been already installed be immediately removed. DAS President Carolyn vanPutten presented this memo in person to VC Sadiq Ikhara. We are awaiting his response. The ineffectiveness of such cameras against thefts that had occurred recently was brought up.

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7. **Spring Plenary Meeting Report** - Two resolutions that were passed were of interest to us in the PCCD.

**13.05 S12** - ...Resolved to review the virtues and failings of existing district governing boards and administrations in reference to preserving limited and declining resources for instructional and student resources. This resolution passed.

At the State level, people are working toward reducing the number of trustees on Boards and also possibly eliminating local boards of trustees altogether. Perhaps multiple college districts could be eliminated, and each college could have its own strictly local board. The PCCD board has been very political and costly. Other districts are having the same problems and the above resolution was overwhelmingly passed. Dr. Singh mentioned support in the academic literature that autonomous institutions are more productive. We have been fighting for decentralization for decades; unfortunately the opposite is happening with the District using up 39% of resources.

**9.03 S12** - David Morse is in favor of locked step fulfilling of basic skills prerequisites and he is against acceleration of fulfilling basic skills prerequisites. This would adversely affect our African American students who constitute a large portion of the basic skills population. This resolution did not pass.

8. **Assessment** - We are doing our college wide Institutional Learning Outcomes assessment on written communication. The rubric looks at clarity of language, audience awareness, and organization. The assessment is not part of the students' grade and the students are to remain anonymous.

The purpose of assessment is to come up with a plan to improve instruction - such as using a rubric for each assignment that reflect the instructor's priorities. This semester we will be assessing written communication and next semester we will be assessing oral communication (possibly using video recordings). Instructors can use a different kind of assessment if they want but they need to do something for each course.

How can we evaluate the process of our students' learning in each class throughout the semester? Can we compare students in one semester to students in another semester?

We can each design our individual rubrics to determine certain outcomes that we want them to get and if they don't get it then we can discuss why not and plan how to change our instruction so that they do get it.

9. **Faculty Lunch** - We are proposing a place and time when faculty could have lunch together so as to socialize and discuss issues informally.
10. **Our New Chancellor** - is José Ortiz former Superintendent/President of Allan Hancock College in Santa Maria.
11. **Thank yous** - for Pieter de Haan and our exiting Academic Senate officers Hannah Chauvet, and Mariella Thaning.
12. **Adjournment** at 1:30 PM