



**ACADEMIC SENATE AGENDA**  
**Friday, November 20, 2015 at 1:00 p.m. in DLC 03 and RHSI 119**

**A. READING AND APPROVAL OF MINUTES**

- Minutes are attached

**B. GENERAL INFO / ANNOUNCEMENTS**

- Please take the time to update your Outlook Calendar with your classes, office hours, standing meetings, etc.

**C. REPORTS FROM COMMITTEES (LIMIT 2 MINUTES EACH / TIME LIMITS CAN BE WAIVED BY VOTE IF NEEDED)**

- Curriculum Committee
- Flex/Staff Development
- Program Review
- Budget
- Equivalency
- Distance Education Committee

**D. REPORTS FROM SPECIAL COMMITTEES**

**E. ACTION ITEMS**

1. Sabbatical Committee Appointments

**F. DISCUSSION ITEMS**

1. EEO Update
2. Statewide Academic and/or CCLC Visits
3. ACCJC
4. Board Report Items
5. Accreditation Update (Please read the current self-study draft)

**G. CLOSED / EXECUTIVE SESSION**

**H. NEW BUSINESS**

**I. ADJOURNMENT**

The next regularly scheduled meeting of the Academic Senate will be held December 11, 2015 @ 1:00 p.m. in DLC 03/RHSI 119

*Academic Senate Officers:*  
*President: Jayne Turk*  
*Secretary: Chris Vancil*  
*At Large: Bill Hirt*

*Vice-President: Steve Reynolds*  
*Past President: Dave Clarke*  
*Immediate Past President: Mike Graves*

**DRAFT ACADEMIC SENATE MINUTES  
DLC 3 and RHSI 119  
Friday, October 16, 2015**

**J. READING AND APPROVAL OF MINUTES**

[Minutes of September 18, 2015](#)

M/S JHeath/Clarke/Approved

**K. REPORTS FORM COMMITTEES**

- Curriculum: Need someone to replace Maria
- Flex: They have approved some individual requests.
- Program Review: Resource requests were extracted, compiled into a list, and shared with Instruction Council. There are still a couple of peer reviews that need to be completed.
- Equivalency: One application to be reviewed
- Budget: no report

**L. REPORTS FROM SPECIAL COMMITTEES**

- Distance Education: Members—P Thatcher-Stephens, S Abbott, M White, N Shepard, F Cortese, J Gilmore, T Frisbie. (1) Mission Statement approved. (2) Website in development for the committee. (3) Created a to-do-list. (4) Statewide movement to Canvas as LMS; standardizing will have some benefits, such as statewide course exchange.
- **MOTION** (Gilmore / Ismael APPROVED unanimously) to approve the mission statement. Discussion: Will there be a training requirement to use Canvas? Not decided yet. Will faculty be compensated for extra time for training, and how? DE Committee is working on a policy to ensure equitable training/support for all DE faculty.

**M. ACTION ITEMS**

none

**N. DISCUSSION ITEMS**

1. Hiring process fixes
  - Job description creation: Experience of the Counselor hiring committee—they made changes to the job description, but none of those changes were incorporated into the brochure that went out.
  - Ed K. shared that it would have been nice to have been notified sooner that he had the position rather than so close to the start of the semester.
  - Concerns regarding EEO discussed, esp. EEO training. Webinars are OK, but local training would be helpful, with opportunities to discuss and to apply state regulations to local process.
  - Video campus tour idea discussed. It should simulate an in-person tour for applicants who Skype their interview.
  - Tours: faculty members should tour faculty applicants.
  - Rejection letters should be sent in a more timely fashion, sensitive to applicants.
  - For adjunct applicants: a letter of notification that the College has received their application. Communication!

- Automate. HR should create an online application process.
  - Lunches with finalists.
2. Flex ideas for preapproved activities
    - ASCCC events, institutes, plenaries.
    - Program Review work: negotiating dedicated flex day/s
    - Online training in online pedagogy and best practices
    - Webinars
    - Accreditation training, team training, participation on visiting teams
    - EEO training
  3. Thanksgiving / Student invitations: Invitation were sent to students. Who is interested in hosting students for Thanksgiving?
  4. Campus Connection ideas? (ran out of time)

## **O. NEW BUSINESS**

1. Course cancellations: If you have received a message that a course you proposed for Spring was removed from the schedule, or if you were asked to provide a rationale to your dean or VP to keep a course on the schedule, contact Jayne.
2. Reminder: Complete the Ellucian survey.
3. Faculty evaluation idea: student surveys can be automated.
4. FTEs brief report:
  - ISAs: 868
  - Fall to fall comparison: -61
  - transfers: CSUs 14 compared to FRC 44, Shasta 319

Submitted by Steve Reynolds

## Hiring Procedures

Train all COS Faculty to be EEOs so workload is spread out

- Committee EEOs need to give committee an EEO short training before proceedings begin.
- When candidates are RATED, those scores turn into rankings; only rankings are combined.
- Because people miss things, rankings can be changed when reviewers realize new/different information.

Job Announcements must be created by interview team and remain unchanged after committee makes final edits.

- In the rare case that something must be changed, the new version must go out to the committee with reasons for the necessary changes AND the committee must vote.
- If the committee does not vote to accept changes, the committee must reconvene with HR representative to draft new announcement.

Equivalency applications will include transcripts, not just degree evaluation reports, before being forwarded to the Equivalency Committee.

Notification timelines must be condensed.

- Internal candidates for full time positions should be informed within 48 hours of decisions to interview/not interview and hire/not hire.
- Adjunct faculty applications should be acknowledged upon receipt and informed of “next step” processes.

Candidates who are being interviewed need to be treated hospitably.

- If Faculty or Administrative candidates are coming to campus, each campus visitor will be assigned a faculty contact by the Senate.
- For **non-finalist interviews**, a faculty member will meet over coffee or something with candidates.
- When HR is making arrangements for **finalist interview(s)**, they will ask candidate about a meal time preference—breakfast, lunch, or dinner—that will work best with their travel plans and with their interview schedule. HR will pass that information onto the Senate who will recruit a faculty member to meet with the candidate and take them to said meal.
- This faculty member or another faculty member will also conduct a campus tour.
- For distance interviews, a faculty member will also be connected with the candidates and will provide a long distance tour.