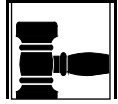


**CALL TO ORDER:** Dr. Michael Flaherty called the meeting to order at 2:34 **p.m.**



**Members Present:** Michael Flaherty, Christopher Clem, Beth Dunn, Rebecca Fournier, Gretchen Reyes, Mary Elkins, Mohsin Habeeb, Mary Casey-Incardone, Salvatore Siriano, Catherine Sanders, Gail Krahenbuhl, Julianne Murphy, Angela Staunton, Krysti Reece

**Ex-Officio Members:** Susan Campos, Paul Jensen, Jeanette Bartley, Pamela Harmon

**Non-Voting Members:** Kurian Tharakunnel, Erica Baffa, Kayla Gagliardi

**Guests:** Humberto Espino, Eugene Muhammad, Justyna Koc, Hilary Meyer, Hunter Stuckemeyer, Dr. Saadia Khan, Derek Salinas-Lazarski, Alexandria Terrazas, Jennifer Davidson, Ayelet Miller, Geoff Hiller, Ty Perkins, Sandra Berryhill, Shelley Tiwari, Kevin Forman, Norma Villasenor

## APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of **November 15, 2022**, Academic Senate Meeting. Ms. Beth Dunn made a motion to approve, seconded by Ms. Gail Krahenbuhl. Motion carried.

## COMMITTEE REPORTS

**A. College Curriculum:** Dr. Julianne Murphy stated that College Curriculum met on December 1st.

- Minor Program Revision (s): (7):
  - U230A36 HSES AS Degree
  - C437A Integrative Wellness Certificate
  - C336 Personal Training Certificate
  - C536B Sports Conditioning Certificate
  - C436A Sports Management Certificate
  - C248C VIC Graphic Design AAS
  - C348C VIC Graphic Design Certificate
- New Programs (2):
  - C408G Cannabis Dispensary Certificate (5 courses, 16 credit hours)
  - C207G Software Development AAS Degree (60-62 credit hours)
- Reactivate Program (1):
  - C217D Respiratory Care AAS (68 credit hours)
- New Courses (23):
  - BUS 139 Introduction to Cannabis (3 credits)
  - BUS 140 Legal and Regulatory Issues in Cannabis Industry (3 credits)
  - BUS 142 Cannabis Dispensary Operations (4 credits)
  - Respiratory Care-20 new courses

*Dr. Flaherty asked for a motion to approve the College Curriculum report, moved by Mr. Christopher Clem and seconded by Ms. Rebecca Fournier. Motion carried.*

Dr. Murphy shared Other Items:

- Watermark Updates: Spring 2023 Watermark will be used for curriculum and assessment
- Platform completed; however, there are still issues in getting into the website. Faculty encouraged to contact the curriculum office if need access to certain sites.
- Training materials are posted on Blackboard (PowerPoints & Videos, Tip Sheets, Recorded CCC video)

*Ms. Beth Dunn shared that the Watermark link needs to be more obvious in the Portal.*

**B. Academic & Scholastic Standards:** Ms. Roseanne Feltman stated that the committee met on November 29<sup>th</sup>.

- The committee discussed and decided to move forward in voting on Syllabus Policy and continue to work on the second part of the *Topic List* next semester.

*VP Campos wanted to make sure everyone was clear that the voting is for some things that the committee wants to change but there are still other things that are pending. This will not go to the Board unless the whole thing is reviewed as one.*

*Dr. Flaherty shared that he agreed with Ms. Roseanne to give this part of the policy due to a Dean asking when will the policy go through, and a part that is controversial was holding up a part that no one disagreed with.*

*Ms. Beth Dunn asked if the URL in the policy will be provided.*

*Ms. Roseanne stated yes, that is the plan.*

*Mr. Christopher Clem shared his support in the vote due to the rapid pace at which educational innovation is changing versus the “non-fungible” “stone age paper” of the board policy.*

*Beth Dunn shared that the policy there is a reference to the course objectives which were changed to course-level outcomes, and is hesitant to approve this.*

*Ms. Roseanne stated that was part of the hold-up and the committee is working on it.*

*Dr. Flaherty asked for a motion to approve the change in board policy, seconded by Mr. Christopher Clem. Motion carried.*

- Ms. Roseanne stated that the IAI rejected the course syllabi due to certain things missing. The committee examined the wording required by the state.
- The IAI: a detailed weekly topical outline that goes beyond chapters, numbers, and titles to include topics discussed, class assignments, and reading
- Forgiveness Policy: The Nursing Program does not practice the Forgiveness Policy.

**C. Student Development:** Ms. Mary Casey-Incardone stated that the committee met on November

- The committee decided what to focus on next semester:
  - Spring into Service
  - February: Heart Health Month
  - March: Women's History Month-Diaper day, Clothing Drive for Senior Citizens
  - April: Pet Day, Collection Drive, Pet Shelters
  - Next meeting: Friday, January first week when classes begin at 1 p.m. via Blackboard
  - Regular meetings are on the second week of the month on Blackboard.

**D. Academic Support:** Mr. Christopher Clem stated the committee met on Monday, December 5<sup>th</sup> at 9 a.m.

- The committee had a special guest: Ms. Shelley Tiwari and shared the ATD recommendation on the late registration policy.
- Due to the data being over a decade old, the committee will split up into sub-committees and research what our peer institutions are doing due to the pandemic, which has changed a lot of institution's policies
- Dr. Kurian has offered to provide data set on the past three semesters.

**E. Campus Quality:** No report.

**F. Professional Development:** Ms. Angela Staunton shared the committee met on Thursday, December 1<sup>st</sup> at 2 p.m.

- The committee revised the current Classroom Observation Form and it will be used for both Adjunct and Full-time faculty
- Each subcommittee member revised a page of the current Observation Form the final draft will be shared in the CTE in early January. The committee will then present it in February at the Academic Senate meeting.
- Next meeting: January 26<sup>th</sup> at 2 p.m. in F-214 also, via Blackboard

*Ms. Gail Krahenbuhl asked if the form will be shared on the Faculty Workshop in January.*

*Ms. Angela Staunton stated it will not be ready until the last week of January.*

**G. Assessment:** Ms. Krysti Reece shared the committee met on November 28<sup>th</sup> at 3:30 p.m.

- The committee is searching for a replacement for the Director of Curriculum and Assessment to support both the Assessment and Curriculum Committees.
- The committee discussed General Education
- Collecting Artifacts
- Few submissions for the Peer review panel
- Learning Improvement day was hosted on December 2<sup>nd</sup>

*Mr. Christopher Clem was concerned that the sub-committees of the Academic Senate will be reporting to a mid-manager who is not faculty.*

*Dr. Flaherty shared that the senate committees are chaired by full-time faculty which is part of our bylaws and will not be changed.*

*Ms. Beth Dunn gave kudos to all that Krysti has done and said that she's been a wonderful leader.*

*Ms. Krysti Reece stated she is available to assist the faculty with anything they need.*

**H. Online Education and Technology**- Ms. Gretchen Reyes shared that the committee met on December 7<sup>th</sup>.

- The committee had a visit from Ms. Lisa Samra and gave a presentation on a hybrid course for speech
- Goal for Spring semester: Revising the Online Course Form, which will be shared at the next Senate meeting in February or March for approval
- Discussion on course standards for online courses
- Next meeting: February 1<sup>st</sup> in F-214 or online

Dr. Kurian Tharakunnel was unable to give an update on the following committees due to technical difficulties.

- **Academic Affairs**: No report
- **Student Affairs**: No report
- **Business & Facilities**: No report
- **Human Resources**: No report
- **Technology**: No report
- **Diversity**: No report
- **Guided Pathways**: No report.
- **Research and Institution**: No report.

## NEW BUSINESS

### A. Announcements:

Dr. Flaherty stated the Senate will continue to meet virtually. The next Senate meeting will be on **February 14, 2023, at 2:30 p.m.** via Blackboard Collaborate Ultra.

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## ADJOURNMENT

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*Motion to adjourn by Ms. Mary Casey-Incardone and seconded by Ms. Rebecca Fournier. Motion Carried.*

Dr. Flaherty adjourned the meeting at **3:35 p.m.**

Respectfully submitted: *Casandra Ramirez*  
Casandra Ramirez

Minutes Approved: *Dr. Michael Flaherty*  
Dr. Michael Flaherty