



REDWOODS COMMUNITY COLLEGE DISTRICT REGULAR MEETING OF THE ACADEMIC SENATE

College of the Redwoods

- Eureka: 7351 Tompkins Hill Road– Board Room – SS 202
- Crescent City: 883 W Washington Blvd, Room E-3

April 21, 2017 – 1:00

MINUTES

1. Call to Order: The meeting was called to order at 1:06 by Connie Wolfson.
2. Introductions and Public Comments: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Senate. No public comment.
3. Approve April 7th, 2017 Academic Senate Minutes: Connie Wolfson (Attachment) Motion to approve Minutes; Mike Richards 1st, Wendy Riggs 2nd. All were in favor to approve minutes, the motion passed unanimously.
4. Action Items
 - 4.1 Approve April 14th, 2017 Curriculum Committee Recommendations: George Potamianos (Attachment) Motion to approve; 1st W.Riggs, 2nd M.Richards. G. Potamianos; Course in Yurok language approved. The tribe wanted to ensure there was specific certification by the tribe to teach. An MOU created between the district and tribe to do so. In addition a change to the dual enrollment form was approved, to be discussed further (in 5.6 portion of meeting). W.Riggs; Question regarding the Yurok agreement & if this can be done with any class – to make additional rules or requirements. A. Hill stated that this needs to be taken to the CRFO and will work with Kristy & all have to come to a shared agreement. They have to meet Min Quals & this is being worked on by Michelle. All were in favor to approve April 14th Curriculum Committee Recommendations, the motion passed unanimously.
 - 4.2 Approve Constitution & Bylaws Changes: Connie Wolfson (Attachment). Motion to approve; 1st M.Richards, 2nd W.Riggs. This was the second time Senators have seen these changes & suggested edits had been made (correcting language in Section 2B & Preamble). All were in favor to approve Constitution & Bylaws Changes, the motion passed unanimously.
 - 4.3 Approve ASPC Chair for 2017-2019 - Karen Reiss 2017-2019; Susan Nordlof Spring 2018 (Karen Reiss on sabbatical): Connie Wolfson. Motion to approve; 1st W.Riggs, 2nd L.Sayles. All were in favor to approve Karen Reiss 2017-2019; Susan Nordlof Spring 2018 for ASPC Chair 2017-2019, the motion passed unanimously.
 - 4.4 Approve Faculty Qualifications Chair for 2017-2019 Michelle Haggerty: Connie Wolfson. Motion to approve; 1st M.Richards, 2nd W.Riggs. All were in favor to approve Michelle Haggerty for Faculty Qualifications Chair for 2017-2019, the motion passed unanimously.
 - 4.5 Approve Faculty Development Chair for 2017-2019 Hillary Reed: Connie Wolfson. Motion to approve; 1st W.Riggs, 2nd M.Richards. All were in favor to approve Hillary Reed for Faculty Development Chair for 2017-2019, the motion passed unanimously.
5. Discussion
 - 5.1 Credit by Exam: Susan Nordlof or Connie Wolfson (Attachment) – Item placed on Agenda in an urgent basis due to Chancellor's Offices changes in how AP credit is delivered. Needs to be in place by fall according to legal guidelines. S. Nordlof gave details; An Assembly Bill 1985 regarding AP credits is a state wide bill to regularize community colleges and how credit by AP are processed and accepted. The ASPC

- Committee rewrote the policy based on the new guidelines so what is put in the catalog & our policy reflects the changes in the law. Will come back for approval at the May 5th Academic Senate meeting. In the interim it will be requested that it is posted by the president as an interim so it is officially there & can be referred to in the catalog.
- 5.2 Accreditation Update (Standard III A, B & C): Angelina Hill (Available online) Edits & suggestions for **Standard III A** included: III. A:2 – Refers to Deans and Directors in one place, suggests making this consistent. 6: under E – States the AP was last revised in 1990, needs corrected as it was last revised in 2015 (AP 7262). Under B on same page, the text says within each course ‘sell’, should be ‘shell’. K.Mayer: 7: under F – “All full time & part time faculty duties beyond classroom teaching are specifically defined.....” Suggested rewording this. **Standard III B**: No comments. **Standard III C**: K. Mayer : 2: Requested information on how faculty, staff can know when something (equipment) would be replaced or upgraded and if there is a tech replacement program we could site as evidence. A.Hill - Stated that her understanding is that a minimum specifications document has details on min specs for equipment and finding full funding is the problem.
- 5.3 Annual Plan 2017-2018: Angelina Hill. Annual Plan has been taken to multiple committees for input (SSSP, Basic Skills, Distance Ed, Senate... etc.). C. Wolfson; Will the goals for making meetings function better for distance be addressed? A. Hill: Discussions are continuing to happen in regards to the frustration of Del Norte & KT in participating in meetings remotely. Was in the prior annual plan & was addressed with WebEx and Telepresence – however we still need to consider different technology to address this. M. Richards: ‘Develop and offer an Auto Body program that includes an apprenticeship’. Will it go through a 4020 process? Is this data driven? Where did this come from? M Richards stated he was part of a research project a few years ago to develop an Auto Body program at CR. Concerns expressed were that it was narrow in focus, directed and specific and a substantial investment. A. Hill: Community Ed & P. Ratliff are trying to work to get this out of community ed. M. Gleave: Stated that in a meeting she attended it was discussed that community auto body shops expressed a need for auto body people. 3 auto body shops that have been in discussion, they have found curriculum for free and the auto body shops willing to use their sites for apprenticeships, and then classes at the downtown site. C.Wolfson: Commented that the ‘Community Ed’ classes are not paid for by the colleges. K. Mayer: Suggested that when programs that are being built in the informal matter like Community Ed, to give faculty that are in that same area a “heads up” as a professional courtesy. Senators agreed that clarification on 4020 & 4021 is needed & how it applies and what it applies to is part of this. High priority for ASPC next year. E. Kramer: Asked about specifics on definition on what is okay to do as a Community Ed - other than checking with “who might care” – what is the process. M. Gleave: In regards to CTE, have to show industry need without over saturation, does it fit for credit or non-credit. C. Wolfson: Need consistent communication when new things are being created doesn’t need to go through curriculum, but going through Senate is suggested. M.Richards: Ideas to be “flushed out” before they show up in an annual plan. M. Richards; SP321 – Identify Funding Sources to fund budget cycle for equipment replacement’ - Full needs assessment needs to be done, opportunity for everyone to identify needs. A. Hill - Try to find the money to support the replacements. The cycle should be through the program review process as well as a true replacement cycle. L. Sayles: Asked about the logo being rolled out & if it was through the hired marketing department. A.Hill: stated that we are no longer contracting with that company & the logo went in the hands of the students & it will come back to the board for approval. The plan will be to “roll out” the logo in order to not waste current

products. Electronic Marquee is almost ready, just waiting on the logo. Next step for the Annual Plan – will go to the board to finalize. At the end of this semester the progress updates for this year’s plan will be collected, summarized and presented to the board. In the fall, all responsible parties will be sent reminders & status updates will be provided each semester.

- 5.4 Education Master Plan 2017-2022 - Goals & Strategic Initiatives: Angelina Hill (Attachment) Working on a new Ed Master Plan, will be on the May 5th agenda with attachment. Working with the Institutional Effectiveness Committee to take the visioning statements approved by the board, converting the visioning statements into goal statements, working to take what the Ed Master Plan groups worked on last year to make a set of strategic initiatives under those. Feedback has been received from various faculty & management leadership, expanded cabinet, etc. More information is being gathered before sending a new draft out to the campus.
- 5.5 IEPI Framework of Indicators: Angelina Hill (Attachment) – Data was received from the Chancellors office last week & needs to be submitted after all needed parties have given approval - by June. The Framework of Indicators are the Chancellors office’s way in helping colleges meet a new Federal Requirement – colleges have to be setting these various goals & this is the framework to get this done and published. The new additions for this year are in the last goals columns. These were done with the Institutional Effectiveness committee. This will be back at the May 5th meeting for approval.
- 5.6 Facilities Master Plan: Lee Lindsey (Attachment) – 10 to 15 year plan in general. Needs to be driven and follow the Education Master Plan (also being updated) with goal to get to the board for approval by the June meeting. Open forums have been held, a common occurring theme was more collaborative study space for students being requested, more career technical education opportunities at Del Norte & KT – facilities issue, Inter-connect CTE better with campus. Community Ed and non-credit are downtown & isolated. Possibly an opportunity when leases expire (at the same time) to get a consolidated space to create a better connection. Additional focus on replacing & updating technology & what is the cycle for this. Discussion around the Diesel Lab and what to do with upper & lower diesel lab & how to facilitate talking about this. Cannot start before the UIR project. M.Richards: The Strong Workforce Grant allocated \$250K to upgrade the equipment in that lab to make usable space for automotive hybrid/electrical program. Believes this was approved through the administrative process. At the time the UIR program was going to be done in a timeframe that worked for the grant & now there are concerns on timing as the grant will expire. Need to make sure everyone is on the same page. C.Wolfson: Suggested that M.Richards & L.Lindsey meet and discuss a timeline. W.Riggs: Facilities suggestion regarding Faculty office space. Would address goal 1, ABC&D. Eureka campus specifically in regards to places where associate faculty can meet with students on a consistent basis with locking file cabinets. L. Lindsey: Requested additional feedback to be sent within the next couple weeks.
- 5.7 Dual Enrollment Update: Marla Gleave. Course alignment in place. There have been site visits for the current courses being offered this year, site visit discussion and additional curriculum alignment discussion. Syllabus creation, final step is the courses that get approved for renew will get the approval form sent to curriculum committee. Creation of syllabi in progress for next year for new curriculum additions. In addition, would like to adjust spring timeline – tight to receive a request in February and start review process. Next year would like requests sent in November, identify liaisons before Christmas break, then liaisons can “hit the ground running” with site visits and discussions. Stats: 10 disciplines represented this year, 43 sections at 4 high schools, 74

approx. FTS. Disciplines included: History, Ag, English, Spanish, Digital Media, Construction, Welding, CIS, Math & Restaurant Hospitality Management. Audit findings – no official audit findings on the type of classes offered and official findings on some contract language (will be adjusted).

6. Reports
 - 6.1 CTE Update: Marla Gleave – moved to May 5th Academic Senate meeting.
 - 6.2 Associated Students of College of the Redwoods (ASCR) Update: Quang-Minh Pham – Elections this week, counting ballots Tuesday next week & to send a campus wide email about who won and who new officers would be next week.
 - 6.3 Academy of the Redwoods Update: Luke Biesecker (Attachment) – 156 students, 180 is ideal with 200 as a reasonable goal. Formalizing processes, curriculum, reviewing instructional strategies. Open Enrollment – concern with K12 districts in the county. Would they renew the agreement about inter district transfer. Q.Ming-Pham: Asked if this affects current students or incoming students. L.Biesecker: Stated that current students would not be removed from the program.
 - 6.4 BOT Report: Connie Wolfsen – Some ‘fireworks’ around the Garberville site. Not approved unanimously. Sale cannot go forward without a unanimous vote. Questions about whether it can be brought back another time.
 - 6.5 College Update: Angelina Hill – Institutional Effectiveness Summit tomorrow. A lot of concerned & upset students in regards to equity issues. Senators were encouraged if they are involved in something “falling through the cracks” or have ideas, to please let her (A.Hill) know. President Snow-Flamer offered to meet with students.
7. Future Agenda Items: Senators are encouraged to request to place an item on a future agenda
8. Announcements and Open Forum
 - 8.1 Academic Senate Website <http://internal.redwoods.edu/Senate/>
 - 8.2 District Meeting Calendar/Website - <http://internal.redwoods.edu/>
9. Adjourn – K.Mayer 1st W.Riggs 2nd.

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Next Spring Meetings:
May 5th