

Academic Senate Retreat Summary for August 23, 2018

| Voting Members | | | | | |
|-------------------------------|---------------------|---|----------------------------|--|---|
| Senate President | Rebecca Eikey | X | SBS Senator | David Andrus <i>proxy for Rebecca Shepherd</i> | X |
| Vice President | Jason Burgdorfer | X | Business Senator | Gary Collis | X |
| Immediate Past President | VACANT | A | Learning Resources Senator | Ron Karlin | X |
| Curriculum Chair | Lisa Hooper | X | At Large Senator | Erika Torgeson | X |
| Policy Review Chair | David Andrus | X | At Large Senator | Jennifer Paris | X |
| AT Senator | Regina Blasberg | X | At Large Senator | Deanna Riveira | X |
| MSHP Senators | VACANT | X | At Large Senator | David Brill | X |
| VAPA Senator | Wendy Brill-Wynkoop | X | At Large Senator | Saburo Matsumoto | X |
| Student Services Senator | Erika Torgeson | X | At Large Senator | Benjamin Riveira | X |
| Humanities Senator | Marco Llaguno | X | Adjunct Senator | Nazanin Naraghi | A |
| Kinesiology/Athletics Senator | Philip Marcellin | A | Adjunct Senator | Carly Perl | X |
| | | | Adjunct Senator | VACANT | X |

| Non-voting Members | |
|--------------------|---|
| Dr. Buckley | X |
| Marilyn Jimenez | X |
| Dan Portello | A |
| Dr. Wilding | A |
| Devon Miller, ASG | A |

| Guests | |
|----------------|---|
| Jessica Small | X |
| Sara Farnell | X |
| Aivee Ortega | X |
| Miriam Golbert | X |

A. Routine Matters

1. Call to Order: 3:05pm
2. Public Comment

This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.

3. Approval of the agenda

B. Presidents' Report, Rebecca Eikey

These are informational items no discussion or action will be taken however clarification questions are welcomed.

C. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

- a. Introduction Activity
 - Rebecca asked all Senators to go around the table and introduce themselves.
- b. Meetings/Calendar
 - Rebecca went over the meeting schedule and the dates and meeting times that the Senate meets.
- c. Robert's Rules of Order and Brown Act

- Rebecca Eikey, Gary Collis and Sab Matsumoto attended the Leadership Institute in which Jake Knapp (Deputy Attorney from the Chancellors office) presented on the Robert's Rules of Order and the Brown Act.
- A review of the Brown Act was shared and there was a reminder that because we are delegates of the Board we are subjects of the Brown Act. A review of reasons of why we use the Brown Act such as openness and transparency to the public. Senate and Curriculum are the standing committees of a legislative body. It was clarified that Senate sub-committees are also subject to the Brown Act if they meet one of the two following conditions:
 - ✓ Continuing subject matter jurisdiction, or
 - ✓ A meeting schedule fixed by resolution or formal action
- The presentation by Jake Knapp emphasized the need for all Senate Sub committees to be in compliance with the Brown Act. All sub committees must generate agendas that are public and detailed enough to convey what will be discussed.
- There was concern that this requirement could create workload issues for sub committees. There was a question regarding if subcommittees have to post their agenda within a 72 hour notice? The Brown Act emphasizes the importance to have enough detail in discussion and action items for the public to understand the context under which the decision was made.
- There was some concern regarding if confidential information is being discussed in a subcommittee meeting how much of that detail should be included? The context and practice regarding this area has not been discussed at the statewide Senate.
- Senator shared about a resource "California Legal Cities" handbook which is a guide for the Brown Act.
- There are currently no consequences for failure to comply with the Brown Act but it was emphasized that failure to comply with the law is a misdemeanor and could be a criminal infraction.
- The Brown Act defines a website as a public location.
- Brown Act states, "No Serial Meetings" such as Daisy Chain, Hub and Spoke and email. You cannot also call in. Each teleconference location must be identified and the location must be accessible to the public and allow for public participation even if the location is a private residence.
- Location must also be accessible for ADA compliance.

d. Request for Item on the Agenda Form

- The form will help to give an idea of how much time is being requested to and what sort of materials are being needed to discuss some items on the agenda. This semester will be a trial run of the form.
- The form will be on the Senate Website as a fillable web based form and once available an email notification will be sent out. This form could be expanded to other faculty who have requested to add items to the agenda.
- Deadline to submit the form will be the Friday before the Monday deadline to send out the Agenda. If an items is urgent that needs to be noted.
- Committees are also encouraged to use the form to help the Senate understand the time needed to discuss and keep track of some items.
- There was a consensus to have the form be submitted electronically with the ability to upload supportive documentation.

- There was a request to notify Committee Chairs in advance as to when they will be presenting a report at Senate. This topic will be added to the first semesters Executive Committee meeting agenda to work out those dates.
- e. Responsibilities of the Academic Senate (10+1) and more Rebecca shared a PowerPoint presentation with the Senators, which included the following topics:
 - ✓ Roles and Responsibility of Local Senate
 - ✓ Where does the Academic Senate Authority come from?
 - California Education Code & Title 5 Regulations
 - Title 5 has removed the requirement for students to self-refer for tutoring. There used to be tutoring across the academic disciplines but was removed 10 years ago due to a lack funding and restricted to basic skills courses. To help reinforce completion tutoring has been restored.
 - ✓ What is the role of the Academic Senate?
 - ✓ “Academic & Professional Matters”
- ✓ “What Powers?”
 - President would like more faculty to attend BOT meetings.
 - ✓ What’s “Consult Collegially?”
 - ✓ Collegial Consultation Defined
 - ✓ What is our BP7215?
 - ✓ Other Authority for Senates
 - ✓ Constitution and By Laws
 - ✓ Ralph M. Brown Act
 - ✓ Applying the Brown Act
 - ✓ Rules of Order
 - ✓ Senate Meeting
 - Report vs Discussion
 - Action Items
 - Discussion Items
 - ✓ Senator’s Roles & Responsibilities

Resources

D. Announcements

- Senate Elections call for open senate seats
 - a. Two vacancies for FT senator seats:
 - i. MSHP School Senator (Term 7/1/18 – 6/30/20)
 - ii. At-Large (Term 7/1/17 – 6/30/19)
 - b. Three vacancies for Adjunct Senator (Term 9/13/18 – 6/30/19)
- Interesting in joining a committee? Here are some open positions, contact Rebecca Eikey or Marilyn Jimenez for more information.
 - a. Academic Staffing Committee (meets 2nd and 4th Tuesday at 4:00pm)
 - b. Committee for Assessing Student Learning (CASL) and Program Review Committee (meets 2nd and 4th Wednesday at 1:30pm)
 - c. Faculty Professional Development Committee (meets 4th Monday at 11:00am)
 - d. Honors Advisory Committee (meets 2nd and 4th Wednesday at 4:00pm)
 - e. Minimum Qualifications & Equivalencies Committee (meets every 3rd Monday at 3:30pm)
- Next Academic Senate Meeting, September 13, 2018
- Next Curriculum Committee Meeting, September 6, 2018

E. Adjournment 4:30pm