

CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at **2:35 p.m.**



Members Present: Michael Flaherty, Ruth Hallongren, Julianne Murphy, Mary Casey-Incardone, Beth Dunn, Mary Elkins, Jacqueline Mullany, Salvatore Siriano, Christopher Clem, Krysti Reece, Dennis McNamara, Roseanne Feltman, Patricia Knol, Rebecca Fournier, Gretchen Reyes, Larry Manno, Angela Staunton, Archawee Dhamavasi, Gail Krahenbuhl

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

Non-Voting Members: Kurian Tharakunnel, Erica Baffa

Guests: Mary-Rita Moore, Brenda Jones Watkins, Purva Devol, Humberto Espino, Geoff Hiller, Ty Perkins, Kevin Forman, Justyna Koc, Lisa Samra, Kayla Gagliardi, Julia Willis, Jodi Koslow Martin, Shelley Tiwari, Norma Villasenor, Hilary Meyer, William Justiz, Sheldon Turner, Whitney Romero, Naidelin Alvarez, Leslie Wester, Daniele Manni, Sandra Berryhill, Hunter Stuckemeyer, Dorota Krzykowska, Dr. Saadia Khan, Derek Salinas-Lazarski,

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **May 10, 2022**, Academic Senate Meeting. made a motion to approve, moved by Mary Casey Incardone seconded by Dennis McNamara . Motion carried.

COMMITTEE REPORTS

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

- Minor Program Revision (2): (The courses changed semester, there were no removal or additional courses to the two programs)
 - C306M Supply Chain Management certificate
 - C206J Human Resources AAS
- Major Program Revision (s) Change (2):
 - Electrical Certificate from temporary to permanent approval
 - Welding Certificate from temporary to permanent approval
- Major Course Revisions (4):
 - RHT 101, title to “English Rhetoric and Composition I”
 - RHT 102, title to “English Rhetoric and Composition II”
 - CIS 121, Introduction to Programming (prerequisite to “None”)
 - CIS 174, title to “Administering Windows Server”
- Minor Course Changes (1):
 - LIT 231, Introduction to Shakespeare (description, topics, and topical learning outcomes)

Dr. Flaherty asked for a motion to approve the College Curriculum report, moved by Mr. Christopher Clem seconded by Ms. Gail Krahenbuhl. Motion carried.

Dr. Murphy also shared other items updates:

- Dates and Deadlines (Deans to submit any documents to the Curriculum office):
 - September 12th for October 6th meeting
 - October 10th for November 3rd meeting
 - November 7th for December 1st meeting (submit in Watermark)

Post-training materials are in Blackboard. The training materials were emailed to the Deans.

The Instructional Strategies were updated last year and need to be input into the Watermark Curriculum Management platform and the Instructional Strategies are in the Master Syllabus.

All Course Learning Outcomes were updated last year by Assessment Fellows. These course outcomes have to be copied and pasted or input into the Course Forms on the Watermark Curriculum page.

Dr. Julianne shared a tip sheet posted on Blackboard. There is a link for Watermark login on the Blackboard Curriculum Committee page.

Ms. Beth Dunn asked if the link would be accessed by Faculty, and recommended that the location be centralized like the Portal page.

B. Academic & Scholastic Standards: Ms. Roseanne Feltman stated that the committee will meet on September 27th at 2 p.m.-M142F. The Committee will meet on the fourth Tuesday of the month from 2 p.m. to 3 p.m. Ms. Roseanne shared proposed changes to the bylaws for voting.

C. Student Development: Ms. Mary Casey-Incardone stated that the committee met on Friday, September 9th at 1 p.m.

- Next meeting will be on Friday, October 7th at 1 p.m. on Blackboard

D. Academic Support: Mr. Christopher Clem stated the committee met on September 12th

- Academic Support Committee will meet on the first Monday of the month
- Old Business: Review of Board Policy 6080 section 6b 7 and 8
- Review bylaws and membership
- Annual goals for the committee: reviewing the late registration policy
- Committee meeting will be held on Mondays at 9 a .m. in E320

E. Campus Quality: Dr. Jacqueline Mullany shared the committee has not met yet, they will meet Thursday, September 15th at 2:30 p.m.

- Updating and reviewing membership
- Committee will meet with CAAS and Academic Success to discuss Campus accessibility issues

F. Professional Development: Ms. Angela Staunton shared the committee will meet on Thursday, September 22nd at 2 p.m. virtually on Blackboard shell and F214 conference room

Topic to discuss at the next committee meeting:

- Survey data from the Fall Faculty Workshop
- Outstanding Faculty Award

G. Assessment: Mr. Derek Salinas-Lazarski shared the committee met on Monday, August 29th at 4 p.m. via Collaborate.

- Goals for the semester:
 1. Assigning Assessment Fellows and providing appropriate training
 2. Strengthening documentation; concrete ways how instructors have improved either in teaching or the curriculum through assessment data. Also, assessing course outcomes and approval
 3. Expand assessment knowledge across the campus community
 4. Discuss Learning Improvement Day

Mr. Christopher Clem proposed collaboration with the PDC to find a space in our workshops in the Fall and Spring.

H. Online Education and Technology- Ms. Gretchen Reyes shared that the committee met on September 7th

- Discussed Online Project last spring-eighteen of the courses launched this fall into the pilot stage
- Goals to focus on: Strength and weaknesses with the online classes
- Meetings are held on the first Wednesday of the month at 2 p.m. via Blackboard Ultra or F214
- Next meeting: October 5th at 2 p.m.

Dr. Kurian Tharakunnel stated that Operation Assembly met on September 12th and update the following committees:

- **Academic Affairs:** Reported that they have two new partnerships:
 - Mercedes Automotive Program
 - Non-profit Organization- Women of the Shield Academy- this organization recruits women from under-representative communities or interested in a career in law enforcement

- **Student Affairs:** Reported that Financial Aid is having a Federal Work-Study Scholarship workshop on September 20th. Also, reported that the TimelyMD App has been launched as a pilot, the official launch will be in October, and the App will be available to all enrolled students.
- **Business & Facilities:** Reported that Marketing working on promoting and advertising this year's Fall Family Fun Fest. Also, the Horticulture Department will be receiving a donation of 70 grow lab containers from the Cannabis program.
- **Technology:** Reported that they are working on several projects:
 - Piloted Waitlisting for courses this fall (four courses have the Waitlisting option available)
 - Ellucian experience replacing portal and mobile app
 - Including chosen names for student and staff
 - Triton email for all Adult Education students
- **Diversity:** Reported that the Hispanic Heritage Month will start September 15th
- **Guided Pathways:** No report.
- **Research and Institution:** No report.

Dr. Sheldon Turner asked if the waitlist will be expanded this coming semester.

Dr. Kurian Tharakunnel stated yes, the plan is to expand and add more courses.

NEW BUSINESS

A. Announcements:

Dr. Flaherty stated all the senate chairs are back. However, Dr. Jacqueline Mullany, Campus Quality committee will step down by the end of this semester. Ms. Krysti Reece has decided to step down as Chair of the Professional Development Committee and continue as Chair of the Assessment Committee.

Dr. Flaherty also stated there are three months in which the senate meetings are different this year. Due to a change in the faculty holiday, the senate will meet on the second Tuesday of October and the third Tuesday in November.

Spring break will be on the second Tuesday in March, so the Senate will meet on the third Tuesday that month.

Dr. Flaherty proposed a change to the bylaws:

In the case that a full-time faculty member wishes to chair an available committee but is blocked from doing so due to their area Senate seat being occupied by another Senate Chair, the faculty member may join the Senate with their area's approval in a capacity of a non-voting member of the Senate. If there is a seat in the non-voting member area opened, the non-voting member would then take that seat status of the non-voting member lasts only while they are still chairing the committee.

Dr. Flaherty proposed to change the names of 4 "Tech" Senate seats. The two East Tech will be split into Auto and Criminal Justice/ENT. CIS, Architecture, COT, & REN will now be CIS, Architecture, COT, REN & Construction Technology, Tech West- will now be HIA and HRT. All four Tech senators will remain as is. Dr. Flaherty motioned to move the membership of the four Tech seats, moved by Mr. Christopher Clem, seconded by Dr. Jacqueline Mullany. Motion carried.

Ms. Shelley Tiwari and Mr. Humberto Espino presented on Blackboard Ultra conversion timeline and support. All resources will be posted on the CTE portal page.

Dr. Flaherty stated the Senate will continue to meet virtually. The next Senate meeting will be on **Tuesday, October 2022, at 2:30 p.m.** via Blackboard Collaborate Ultra.

ADJOURNMENT

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

Dr. Flaherty adjourned the meeting at **4:03 p.m.**

Respectfully submitted: Cassandra Ramirez
Cassandra Ramirez

Minutes Approved: Dr. Michael Flaherty
Dr. Michael Flaherty