

APC MINUTES
NOVEMBER 25, 2008

Members Present: Phil Stein, David Oshima, David Braun, Lyn Clark, Donna Accardo, Gene Larson, James Rikel, Bob Martinez, Rob O'Neil, Bill Norton, Rudy Dompe, Joan Schneider, Anna Bruzzese, Bill Duxler, Sharon Levick, Ed Mazeika, Mary Duxler, Florence Robin

The meeting was called to order at 1:30.

1. The agenda was approved with the additions of 3.5 Health Benefits for Adjuncts, 4.5 Distance Ed Large Classes, 5.5 Tech Committee Report, 6.5 Network Problems and 12.5 Room Allocation.
2. The minutes were approved (thank you Joleen!)
3. Adjunct Orientation- Adjunct Orientation will take place Thursday, February 5 from 3:00-6:00. Since many adjuncts come year after year, and the Student Success breakout session was successful in the Fall orientation, the committee wants to plan more breakout sessions. The following suggestions were made: adjunct election information, the Guild, SLOs. If you have other ideas, let Sharon, Jill, Anna, or Phil know.
New Chair training – the job of Chair is getting very complex that is seems “cruel and unusual” to simply dump it on someone. Elections can't occur until the 6th week. The idea is to have a list of topics which the new chairs and veteran chairs would discuss for about an hour each week.
- 3.5 Adjunct Health Benefits- Anna reminded us that the enrollment period for eligible adjuncts is in January. Bob will send us an e-mail that we can forward to adjuncts.
4. IELM report – Bob e-mailed the list of purchases approved by the PCC last Thursday. We should start spending the money! The account number is the IELM fund.
- 4.5 Distance Ed Large-Size Classrooms – The limit has been put at 80 for a double class, not at, for example, 60 for partial increase in pay. The administration wanted the limit to represent an extra class without complications. It is controversial to allow large classrooms for distance ed at all. The policy will be reevaluated in a year.
5. Textbook Issue – the adoption policy from 1999 was passed out. Can an instructor use a book not approved by the Chair? The bookstore manager knows when to reduce the number of books ordered by a particular instructor, based on history. The Senate will look at the adoption policy, which is out-of-date and needs to address the issue of on-line books. Also, what does it mean to standardize textbook titles within each course”?The committee felt that all course materials that instructors require should be made known to the Department Chair and to the Department. By concensus, the committee decided that the determination of whether or not an instructor should be allowed to profit from sales of texts or other materials sold to students should be left to the departments. Departments should have a structur for determining if texts are not appropriate.The bookstore does notify Chairs if intructors go directly to the

bookstore. David Braun, Donna, and Phil volunteered to serve on a taskforce to look at the Textbook Adoption Policy.

- 5.5 TechCommittee Report – the plan of Jorge Mata is to centralize computer storage and computer functions, either at each campus or at the district. The computer then becomes an access device. This actually relates to topic 9 on the agenda (Thin Clients and Blade Servers). A person logs in, then has access rights. Software appears from any Thin Client. The user can run new software on old computers. Is our computer infrastructure adequate to support this? Pierce is not part of the pilot program. Info Tech received \$50,000 in IELM money to create a plan for Blade technology that shows that they know what to do with it. David Oshima noted that the Art Department tries to work around the IT department because of declining service. It keeps getting worse and no one is dealing with it. Lyn noted that in CAOT over the last two weeks, isolated computers don't recognize USB drives. During tests, computers freeze. IT can't figure it out. Also, Donna can't put SSN into PCRs. The Tech committee is attempting to address these issues. IT is working on a Service Level Agreement – how it will prioritize etc. The agreement would be the whole plan for solving problems. David Schamus is working on it. The \$50,000 has strings attached, like the development of a plan. In the meantime, are we being taken seriously? Students are being adversely affected by IT problems. Lyn will e-mail Bob with the specifics of the problem and he will go to Ken. For detailed, specific problems like EB 1205 and Art 3300, to to Ken.

Resolution: Get the Service Learning Agreement hammered out immediately.

This resolution passed.

- 6.0 Certificates for On-Line Teaching – those already teaching on-line would be grandfathered in. Should there be workshops in addition to credit courses? The workshops could have general information, then the departments could have individualized training. CAOT had an on-line course tabled by the Curriculum Committee. SOC 43 (On-line Teaching and Learning for Educators) will be offered during the winter intersession. Because of Title 5 restrictions, such courses are difficult to place in curriculum. These issues should be discussed at the department level. With the push for an on-line degree, we should discuss which classes will not work with distance ed (Speech on-line? PE on-line?) The English department offers hybrids because face-to-face contact reduces the incidence of plagiarism.
7. [Sons ...] – the transcript issue. [... we won't do it.] Admin. will ask the district about the procedure.
8. Comprehensive Student Evaluations – should the instructor being evaluated be able to see the evals before grades are turned in? Negative comments can have a negative impact on the instructor who may take it out on the class. Students expect their comments to be read by the instructor only after grades are turned in. However, student evals are part of the evaluation process and are supposed to be opened with the instructor present. A solution could be to have the evaluations

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- opened with the entire committee, but not the person being evaluated. Would we need an MOU about this?
9. See 5.5 above.
 10. AAPPs on-line – these are often updated more than one a year. Multiple versions could be floating around. If the latest is posted, then we know its the right version. They can also provide examples for departments struggling with developing an AAPP. The committee voted in favor of posting AAPPs on-line as long as the postings are kept up-to-date.
 11. CPPC – this is a Classified Position Priority Committee. Bob and three other faculty members are on a committee to develop a charter. Administrators would have to go through the CPPC to get positions – this is good for shared governance.
 12. Faculty Collegiality – a \$249 CD. The committee voted to do it.
 - 12.5 Room issue – Donna Accardo feels that the communication wasn't what it should have been. The English department didn't know it would be losing 1200. a letter written by the department was presented to Bob and Nabil. A more transparent presentation is needed. The room allocations were presented at several NOM meetings. The plans were color-coded. James did the statistical analysis of what each department needed, projected into the future. The architects came up with the plan. 1200 is now going to house a computer lab, Sociology, and Psychology classrooms. The English department is frustrated that they have fewer rooms for more students and calls for the unity of department chairs. Could extra rooms be put in the Admin building or village? Should we have a general classroom building (“smart chalk and talk” rooms)? In the Center for Sciences, one department was left out, and other classes will be held around campus, because the size of the building was reduced.

Respectfully Submitted,
Sharon Levick