The meeting was called to order at 12:15 in Kopiko 209

1. Action Items

1. Approval of the September 10, 2007 Minutes meeting with the following corrections:
   - “HTLM” corrected to HTML
   - “Guideless” corrected to Guidelines
   - Susan Jaworowski, referred to as “Senator” was a Guest.

2. Course Proposals – Mary Beard

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<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>Chem 161</td>
<td>4</td>
<td>4</td>
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<tr>
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<tr>
<td>Chem 162</td>
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<tr>
<td>Chem 162L</td>
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<tr>
<td>Art 106J</td>
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<td>3</td>
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<tr>
<td>Art 116</td>
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<td>3</td>
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<tr>
<td>Math 111</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Math 112</td>
<td>1</td>
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</tbody>
</table>

Mary Beard was not present due to illness, and the signed CARs were not received by Faculty Senate. In discussion the following questions were raised:

- Re: Chem 161/Chem 162. Was this an update? [CAR]
- Re: Chem 161/Chem 162. Was the recommended preparation 103 and 135, or 103 or 135? The “prerequisite” did not appear on the COL and the CAR as it should have.
• Re: Art 106J. This course was received with two copies back-to-back, but the Course Description differed. Approval of the courses was tabled pending consultation with Mary Beard, Chair of the Curriculum Committee, and resolution of the questions above.

3. **Action Request – Forced Leave – Leigh Dooley**
Leigh Dooley works with faculty who are preparing dossiers for contract renewal, promotion, and tenure. She described a campus culture which has evolved in practice and by administrative directive where 11-month faculty are required to be at their desks 8 hours a day for 11 months, and are required to take vacation time to complete dossiers. The UHPA Contract states that 9-month faculty may complete their work on or off campus, but the description does not extend to 11-month faculty. There is no distinction in the Contract between 9-month and 11-month faculty.

Senator Zukernick stated that he conferred with J. N. Musto about an analogous situation, and that J. N. Musto and Jim Kardash were adamant that if dossier preparation is required as “part of the job responsibility, one is entitled to use normal work hours to complete the dossier. It was his recollection that John Morton also agreed with this position.

Dennis forwarded a memo to UHPA regarding the possibility of a class action grievance by 11-month faculty told to take vacation days for dossier preparation — but has not yet received an answer.

There is no evidence of this policy to use vacation leave for contract renewal/dossier preparation at other community colleges. The issue was first raised at the DAC, not the PPAC. [Davis]

The counselor [non-instructional faculty] workload has not been addressed.

**RESOLUTION**
“The FS affirms the right of all 9 and 11 month faculty to prepare their contract renewal/tenure documents/promotion dossiers during duty periods. The senate further refers this matter to UHPA.”

The Motion was made to accept the resolution as worded above, Seconded, and Passed by unanimous vote.

Senators agreed by consensus that the Resolution should appear in the KCC E-Bulletin to publicly state the Faculty Senate position.

4. **Action Request – Backtracking – Louise Pagotto**
The Senate discussed the Action Request on Backtracking: Taking and passing a more advanced course in a sequence; and then backtracking to a lower numbered course for credit.
• The main reason students may do this is so that they can get better grades for scholarship purposes. (Pagotto)
• Some students may take a back course to have sufficient credits to receive a grant if no other classes are available in the field. (Hofschneider)

After discussion by the Senate with input from the ASKCC Student Congress representative, Hofschneider, it was agreed this issue should be taken up by the KCC Student Congress, and the Student Caucus (meeting of 10 campuses) — to include the student viewpoint, and the KCC Academic Standards Committee for discussion, investigation and recommendations. Recommendations from the Faculty and Student committees will be returned to the Faculty Senate.

The Motion was stated, seconded and approved by unanimous vote.

General Motion to Refer Action Requests to Official Faculty Senate Standing Committees

Motion: “Motion to “grant the 2007-2008 Faculty Executive Committee the authority to assign action requests to Faculty Senate to be forwarded to the appropriate Faculty Senate Standing Committee for review and recommendation. The Executive Committee will determine the deadline for the completion of the review and presentation date by the Standing Committee chair (or representative) to the Faculty Senate for action. The Faculty Senate Chair will inform the Faculty Senate of said action at the next Faculty Senate meeting.” (Send copies of recommendations to the Faculty Senate at least 5 days before the next meeting for discussion and/or vote.)

The Motion as stated was moved, seconded and passed by unanimous vote.

5. Action Request – Space Committee Report – Dennis Vanairsdale
The Senate discussed the Space Committee Report. Discussion points:
• Office and classroom space on campus is a Governance issue.
• Centralized room scheduling can be efficient and useful.
• Taking an office away from someone affects the work life of faculty.
• A private office provides an area for consultation between faculty and students.
• The Office Space Report disenfranchises faculty.
• Office space is part of a broader issue of allocation of resources. Faculty Senate should look at the budget report. Refer to Budget Committee.
• Putting limitations on allowable office furniture is excessive.

Motion to Send Action Request to Budget Committee with recommendation to receive a report back to Faculty Senate in December.
The Motion was moved, seconded and passed by unanimous vote.

II. Discussion Items
   1. Procedure for changes to Curriculum Proposals already passed by the Senate.
   
   Chair Davis forwarded the previously approved Faculty Senate Resolution on Administrative changes to curriculum proposals to the Administration. However, there is evidence that the Administration continues to influence changes to curriculum proposals after Faculty Senate approval, and these proposals are not returned to Senate or the Curriculum Committee. The subsequent changes to course proposals between Administration and faculty, not reported back to the Senate, demonstrate that the Resolution is not being implemented. The Resolution stipulates that if there is a major change, such as a course number change, the proposal should be returned to the Senate to be acted upon and recorded. It was stated that some of these changes occurred during the summer when Faculty Senate was not in session. There are specific examples of unilateral changes that took place between the Vice Chancellor and faculty member without reconfirmation by the department, the curriculum committee or the Faculty Senate. One specific example was the unilateral deletion of AA competencies previously selected by faculty.

   The issue of the Curriculum Central online course development program, which would potentially solve these communication problems, is still not ready for general use.

   Proposal passed by the Senate 2/5/07.

A. Minor corrections can be made by the Administration, who should inform the Proposer and the Curriculum Committee of all changes. The Curriculum Committee will decide if a requested change is either minor or major, and inform the Senate of any disagreement.

B. Major corrections/changes (pre-requisites, numbering, etc) should follow the following procedure:

   1. Administration should send any requests back to the Curriculum Committee and to the Department generating the proposal.
   2. If the Department should decide to make the requested changes, they would request via the Curriculum Committee that the changes be approved by the Senate. The Senate can take up the matter at the next meeting, or the Senate may vote to allow the Executive Committee to make the decision. [The Curriculum Committee wants to be in the loop and they assure that proposals would get the "executive treatment". They also want to know about any mistakes so that they can learn from any oversight.]

2. Committee Reports/Assignment of tasks
   
   Vice Chair, Joe Overton, distributed the list of Official Senate Standing Committees and current representatives from departments. [Some departments have not responded.] Every effort will be made to involve standing committees more actively in Senate business by referring
complex issues to the standing committees. Each committee will be given specific assignments from the agenda, and will actively seek out issues related to their roles. Committees will meet at least twice a semester, and will file a report with the Senate each semester. (attached list?)

3. **Chancellors’ SLO Task Force will report to the Faculty Senate (Senate retains authority over SLOs)**
The Ad Hoc cmte is regrouping after losing its two cochairs. Leigh Dooley will convene the cmte so they can reorganize.

4. **Faculty Evaluation Process K9.203 –UHPA response to administration proposal.**
The KCC administration has shared draft 6 of a KCC policy for Faculty Evaluation Procedures (5 Year Review, K.9.203). The Senate discussed this proposal and rejected it since it goes against the UHPA/BOR Contract which states that each Department has to make their own procedure. The proposed policy would supercede the contract.

5. **Summer Workload (Action Request from the 9/10 meeting) –**
A memo from Chancellor Richards dated Sept 21 describes summer workload assignments for 11-month faculty, and limits summer teaching for 9-months faculty to 8 credits per summer session and 12 credits per summer. The Senate discussed this and will wait for a decision from UHPA.

### III. Informational items

1. **Curriculum Central Curriculum Revision Committee – Harriet Miyasaki has left to Banner.**
2. **Shared Governance document to be created (documents numbered 1-4)**
3. **Faculty Classification Plan Taskforce – Important revision on September 26**
4. **Prerequisite Report – Frank Abou-Sayf**
5. **New Scheduling Proposed (MW and WF classes, W classes are 50’ as usual, M and F classes are back to vack 50’. This uses empty classroom space on**
6.  
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8.  
9.  
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13. **F and allows more prime time classes.**
14. **Counselors need a Governing Body**
15. **New VPCC Executive Policy on Department Chairs**