



**Executive Board**

**Adopted Minutes**

**December 17, 2015, 3:00 – 5:00 p.m.  
Math Conference Room 3435**

**Attendance:**

Debra Stakes, President – P    Julie Hoffman, VP, Secretary– P    Mark Tomes, Treasurer– P  
Steve Hendricks, PT Chair– P    Tom Patchell, Grievance Officer – P    Lara Baxley, AS President– A

1. Approve Agenda

*Motion to Approve: M. Tomes; seconded by S. Hendricks. Motion approved unanimously.*

Review and Approval of November 19 EB Meeting Minutes

*Motion to Approve: D. Stakes; seconded by M. Tomes. Motion approved unanimously.*

Debra.

What to do with already approved minutes? *When new web site is up we will post them there.*

2. Senate Update Lara Baxley

- Working on a process to determine a correct discipline for a course. Some courses might be tricky. All courses will have the discipline on the COR and that will determine the discipline for minimum qualifications. There will be a pilot for this process in the spring.*
- We approved a faculty lecture series – a public talk in the field of expertise. First talk is Lisa Mifsud on Tuesday Feb. 23 at 12:30 in 6303.*
- AP2410 was approved (Board Policy and Administrative Procedures). Joint Senate/Admin task force developed it.*
- The Senate approved 150% load to accommodate those who teach large lectures.*
- Approved the revised program review analysis for the deans.*
- Zoom student success approved on NCC*
- Approved proposal to switch with the other room across the hall. All Senate and CCFT meeting times will be reserved.*
- Approved the DE committee’s recommendation of the OIE course design rubric, which is to be used by faculty when designing a course. It can also be used to assess a course by designers, but it is not to be used for faculty evaluations.*
- Senate requested that sabbatical money be rolled over.*
- Next semester the Senate will propose to increase full year to 100% pay.*

- CTE liaison approved with state body. Stacy Millich was appointed by Senate president.
- Approved the adoption of Canvas and P&B approved this on Tuesday. Some concerns about timeline but it was a timeline that was suggested by OIE. Many people said Canvas was much better than Moodle. Moodle can't be used in place of mycourses so that is another reason to adopt Canvas. Training is available now. Summer 2017 is when mycourses and moodle goes away. We don't know what is replacing the mycuesta portal.
- Provided feedback on DE student evaluation forms.
- ASCCC president is coming for a visit. Scheduling has made this very difficult. First date he can come is April 16. Thinking about doing it in the fall instead. Maybe opening day.

3. Communications

Website Update and CCFT emails

Planning for Opening Day

M. Weber and D. Stakes will work on draft of letter to go out to CCFT members. D. Stakes and J. Hoffman will deal with mailings. M. Tomes will generate mail labels. Want to get the letter out the week of Jan. 4<sup>th</sup>.

4. Grievance Update (Tom)

New issues: there was problem with a final exam time that was more than two hours. This is not allowable because of the published final exam schedule. There was a problem with an instructor cancelling classes without reporting it. The dean wanted to do an off-cycle evaluation but this is not an evaluation issue it is a disciplinary issue. The Longevity grievance has been filed.

5. Negotiations update and progress (Julie and Debra)

Article 4: Draft of impasse request

Article 5: Bumping language, Evaluation cycle for DE/F2F, 150% overload for large lecture, all reinstated for impasse

Article 7: New questions for DE student evaluation; new comprehensive timeline;

Tabled due to lack of time.

6. Treasurer report

Bank Balances

Signature cards at Rabobank

Tabled due to lack of time.

7. PT Chair report (Steve)

Tabled due to lack of time.

Follow-up:

1. Next EB meeting at Thursday Jan 21 in Math Conference Room
2. Next Council of Reps meeting on Thursday January 28 at 3 pm in room 5402/N5006
3. CCC Division Council, Legal Rights Training and State Council on January 22-23
4. Leadership Conference in Sacramento February 9-10. Need to register.