I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:07PM.

II. INTRODUCTION OF NEW EMPLOYEES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title of Position</th>
<th>Beginning Date</th>
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<tbody>
<tr>
<td>Linda Isai</td>
<td>Program Facilitator (Economic Development)</td>
<td>11/8/07</td>
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<tr>
<td>Rachel Samarin</td>
<td>Division Clerk (Foundation)</td>
<td>11/8/07</td>
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III. APPROVAL OF MINUTES – November 26, 2007
Mr. Mellas made a motion to approve the November 5th minutes; Ms. Juarez seconded the motion. Mr. Mellas stated that he would like to discuss a section in the minutes in which a statement was made by Ms. Hoppe-Nagao regarding faculty response time to students enrolled in online courses during the report she gave for the Senate Committee on Technology-Based Learning. Ms. Hoppe-Nagao had responded to a question regarding the high and sometimes unrealistic expectations in response time from faculty teaching online courses by stating that the standard, though not in writing, seems to be within 24 hours. Mr. Mellas disagreed with this statement and voiced his concerns regarding Ms. Hoppe-Nagao’s authority in making such a statement as, in his opinion, it is not based on fact/documentation but is rather her opinion. He also noted that the Senate Committee on Technology-Based Learning has not yet discussed or agreed upon a standard for faculty response time and therefore requested that the statement be stricken from the minutes or modified to note that it is an opinion. There was much discussion amongst the committee members as to how to keep the minutes accurately recorded. There was agreement that the minutes as presented were accurate; Ms. Hoppe-Nagao did make the comment. However, the College Coordinating Committee members also wanted to avoid any possible misinterpretation of the statement in question. The committee members agreed to add a note to the November 26th minutes regarding the discussion held today and also strongly believes that this issue of faculty response time to students enrolled in online courses needs to be discussed at future meetings of the Senate Committee on Technology-Based Standards. The minutes were approved as amended. Mr. Farmer and Ms. Laughon abstained.
IV. SET BOARD AGENDA – December 12, 2007
Dr. Vela briefly reviewed the December 12 Board Agenda and invited the committee members to raise any questions and/or comments. Ms. Laughon requested additional information regarding the item “Consideration of Approval of Faculty Stipends for Participation in the Academic Support Center – Student Success Pilot”. Mr. Farmer replied that the Student Success Pilot was one of several campus projects approved for implementation last spring utilizing basic skills funding. Beginning in the Fall 2007 semester and continuing into Spring 2008, faculty members have participated in the development of the Student Success Pilot. This item is recommending that those faculty members receive stipends for the work performed during the Fall 2007 semester.

Ms. Laughon also requested information regarding the item “Consideration of Approval of Board Resolution #07-18 to Waive Sabbatical Leave Bond”. Mr. O’Rourke replied that Education Code requires every employee granted a sabbatical leave of absence to return from his/her leave and serve the district after the leave is completed. Compensation granted to the employee during the period of leave is paid in the year following the leave unless the employee furnishes a bond or the bond is waived by Board Resolution. It is being recommended that this bond be waived as it has been done in the past.

Dr. Vela also noted that the Board meeting will begin at 4:30PM and it is the Board’s organizational meeting which includes the swearing in of the re-elected Board members and newly elected Board member. A reception for the re-elected, newly elected, and retired Board members will be held in the Student Center at 6:00PM following the meeting.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – NONE

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Instructional Program Review
Ms. Serwin distributed the attached progress report from the Senate Committee on Instructional Program Review to the Faculty Senate. She shared that the committee has received eight self-study reports with three reports still pending. Ms. Serwin anticipates that all of the reports will be finished by the end of the academic year. The committee is currently working to improve the process of program evaluation and improvement by requesting feedback from programs that had completed the Program Review process last year, making a recommendation to make communication regarding resource allocation more transparent, and developing a policy to aid in the successful completion for the annual Program Review process.

The committee received feedback from the Anthropology and Woodworking programs regarding the resource needs they reported last year and what progress has been made. The Anthropology department had reported insufficient lab space and requested funds for fossil casts, tools, supplies, additional
classroom lighting, a dedicated computer lab, journal subscriptions and a Distinguished Speaker series. The lab issue has been resolved but the funding requests have not. The Woodworking department had reported a need for a full-time faculty member with a cabinet-making background, CNC nested-base router, a storage facility, and a new instructional laboratory. At this time the only request that has been resolved is the ongoing establishment of the instructional lab.

The committee is requesting that the Faculty Senate support a recommendation to encourage additional faculty representation on various campus committees to promote better and more transparent communication and to also encourage/expect representatives on such committees to actively share information with their divisions. They are also requesting that information regarding the budget be more assertively announced and distributed to the campus.

The Faculty Senate had requested this committee to develop a policy for the successful completion and also for the non-compliance of the Program Review process. Ms. Serwin reported that the committee is working to develop a policy for the successful completion of the process first as non-compliance is extremely unusual. They would like to provide some type of recognition to the programs who successfully complete the process to promote compliance. In addition, they would like to request that departments that go through the Program Review process during the previous year submit a short progress report in order to provide feedback and ongoing dialogue. The committee also suggested that programs that are non-compliant should not be allowed to participate in the Resource Allocation process. Both of these policies are still in progress and the committee will continue working on them during Spring 2008.

Mr. Mellas stated that it would seem unfair to programs to be excluded from the Resource Allocation process due to a few individuals who do not complete the Program Review process. There was much discussion within the other committee members regarding the importance of the Program Review process, especially as it is a key element in Accreditation. Ms. Serwin will look at other colleges to find examples of policies and procedures regarding this matter.

Dr. Vela thanked Ms. Serwin and the other committee members for the increasing depth and comprehensiveness of their work. She also noted that the Senate Committee on Instructional Program Review is the proper body to develop a
process for the discontinuation of a program and make recommendations for expansion/growth of a program as well as the reduction/elimination of a program. Such changes to a program will require timely communication with students and also a corresponding process to provide re-training opportunities for faculty and staff in programs recommended to be discontinued. Ms. Serwin agreed and will also try to find examples of such processes at other colleges.

VII. STATUS OF SHARED GOVERNANCE
Dr. Vela stated that as a representative body of the college, the members of this committee need to communicate with their constituencies and share the information discussed and reported during the committee meetings. She asked that each committee member do more to communicate with others and expressed her appreciation for their assistance in improving communication within the college.

VIII. PRESIDENT'S REPORT
Dr. Vela reported that she attended the Nursing Pinning Ceremony on November 30th and stated that it is a wonderful celebration and that the program is contributing to the solution of the current nursing shortage. She also stated that there are a number of celebrations for student achievement scheduled for this week including the Media Awards on December 5, Ford ASSET Graduation Dinner on December 6, ASCC Fall Awards Banquet on December 7, and the Adult Education graduation on December 8.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE

X. ADJOURNMENT
Meeting adjourned at 2:26PM.