I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:05PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – September 8, 2008
Mr. Mellas made a motion to approve the September 8 minutes; Ms. Nolan seconded the motion. The minutes were approved as presented and Dr. Albanese abstained.

IV. BOARD AGENDA – October 1, 2008
Mr. Farmer briefly reviewed the October 1 Board Agenda and invited the committee members to raise any questions and/or comments. Mr. Mellas expressed his concern regarding sudden changes to VTEA grant allocation processes and requested additional information regarding the college’s procedure to incorporate such changes. Mr. Farmer replied that any changes to VTEA allocation processes are driven by federal and state regulations. The college’s TOP (Technical and Occupational Programs) advisory committee responded to each of these changes. Ms. Nolan stated that significant accountability changes have been made and as a result a larger portion of the VTEA funds is distributed to IPIIs (Intensive Program Improvement Initiatives). Mr. Farmer suggested that Mr. Mellas meet with Marge Hohly, the SEM division representative for the TOP committee, and also Nick Kremer, the committee chairperson, for further information.

The committee members had no further questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Developmental Education
Dr. Connal distributed the attached minutes from the committee’s meeting on September 2. She shared that some highlights of the committee’s work include the appointment of Ms. Francie Quas-Berryman as a full-time Developmental Education Coordinator, a campus-wide RFA issued to enhance developmental education student outcomes, updates to the Habits of Mind Campaign, FIGs (Faculty...
Inquiry Groups) to help assess student learning and improve faculty instruction, discussion with Adult Education regarding current Developmental Education students who may be better served in AED classes, and site visits to other colleges to survey their Learning Resource Center facilities in order to discuss ideas to improve our own. The committee will develop an updated version of the Developmental Education Plan as requested by the Chancellor’s Office. She also shared that they are working on filling open vacancies on the committee.

Mr. Farmer thanked Dr. Connal for her report and the committee for all of their hard work.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Instructional Program Review
Mr. Fronke shared that official minutes for the committee’s first meeting this semester are not yet available. This year is a hiatus for program review as it is the sixth year of the cycle which is designed to solely review/revise the current process for improvement and increased efficiency. The committee’s goals include making the process more streamlined in order to focus on self-evaluation and facilitate program improvement, integrate the program review process with strategic planning to integrate properly with unit planning, and contact other community colleges to note the top examples in order to develop criteria for improving our own practices. The committee hopes to have this work completed during the Fall semester so that they can implement changes and hold training programs during Spring 2009. He stated that programs should gather documentation and information on an ongoing basis in order to prepare for their program review. Mr. Fronke also stressed the need to integrate the Research & Planning department with instructional and non-instructional program review to gather, analyze and interpret useful and effective data to facilitate the process and ultimately improve our programs. He also shared that they are working on filling open vacancies on the committee.

Ms. Nolan stated that Research & Planning is important in gathering information but that faculty members also need to learn how to analyze the provided data. Mr. Fronke agreed but added that faculty members need to be trained to interpret the data. Ms. Nolan stated that it is important for programs to identify their own indicators for program success and increased effectiveness. Mr. Fronke responded that programs must be self-evaluative and that the validation process is designed to help programs evaluate themselves to develop their own core indicators. Mr. Mellas added that SLOs are an integral part of the process and that proper evaluation of SLOs is a task that requires the assistance of Research & Planning. Mr. Mellas inquired whether the
committee discussed punitive action for programs that do not complete their program review, as there was much discussion regarding this matter last semester. Mr. Fronke responded that they have not.

Mr. Farmer thanked Mr. Fronke for his report and the committee members for its work.

Professional Relations
Ms. Motruk distributed the attached agenda and minutes from the committee’s September 16 meeting, an outline of the Outstanding Faculty Evaluation Process for 2008-2009, and the Outstanding Faculty Nomination Form. The committee established its meeting dates for the academic year and discussed the timeline for nominations and the awards ceremony. They also discussed some recommendations for changes to the award procedures and also the nomination form to provide more detail. The nomination period will begin on November 3 and end on December 5. The awards ceremony has been scheduled for April 23 in the Student Center. She also shared that they are working on filling open vacancies on the committee.

Mr. Farmer thanked Ms. Motruk for her report and asked her to thank the committee for its work.

VII. STATUS OF SHARED GOVERNANCE

Emergency Operations Plan
Mr. Bukowiecki distributed and briefly reviewed the attached Emergency Operations Plan. He requested the committee to review the plan and share it with their constituencies and forward feedback to him as the plan is a living document. The past plan did not comply with federal and state guidelines. The new plan was prepared by the Emergency Operations Plan working group and includes the following: Board Policy and Administrative Procedure 3500 – Campus Safety; a general overview of the plan; definition of terms used within the plan; emergency and emergency evacuation procedures; the Campus Evacuation Area Map; Incident Command System (ICS) guidelines; incident responsibilities for Campus Police, Facilities, Building Marshals, Area Team Leaders, Faculty and Staff, Disabled Student Programs and Services, and the Child Development Center; images of the assembly areas and team assignments; evacuation assignment charts for each area and team; disaster medical operations; an overview of the Community Emergency Response Team (CERT); procedures to respond to reported hazardous materials, general information about campus equipment and vehicles; and appendices which list the contents of Building Marshal and Area Team Leader emergency operations kits as well as the Medical Event Log form.

Mr. Mellas requested clarification regarding faculty responsibility during extended emergencies and whether faculty are required to remain at the college during that time. Mr. Bukowiecki responded that government code states that all full-time employees become disaster response workers who may be drafted to assist in the event of an emergency. Employees are expected to stay on campus during emergencies but building marshals and area team leaders are to release them as quickly as possible depending on the situation. It is
possible but very improbable to call in employees if they are off campus during an emergency other than key emergency operations personnel.

Dr. Johnson thanked Mr. Bukowiecki and the members of the working group for all of their work in developing this plan. He added that evacuation chairs for multi-story buildings and manual wheelchairs are available to support those with mobility disabilities. The locations of campus generators have been identified and plans for the new Facilities and Campus Police buildings include a common generator for use as a backup during emergencies. He thanked the working group again for their time and dedication in developing this plan.

Ms. Nolan inquired when the plan will be presented to the campus and suggested a mass notification to ensure that each person is informed. Mr. Bukowiecki replied that the plan has been presented to the Safety Committee and that it will be presented to the Faculty Senate, CSEA, ASCC, and other groups as well as posted on the college’s Intranet. Mr. Farmer suggested that the Daily Falcon would be a good means of notifying the campus as well. Mr. Mellas added that the plan includes a section regarding the promotion of emergency preparedness campus awareness. Ms. Nolan also requested information regarding the procedure to ensure that employees complete NIMS, SEMS, ICS and other training as required by law. Mr. Bukowiecki replied that procedures are in development as there are many different levels of training and added that much of the training will be made available online.

Mr. Farmer thanked Mr. Bukowiecki, Dr. Johnson and the working group members for their commitment in developing this plan.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Mr. Crother stated that CSEA is reviewing the current membership of each shared governance committee and is working on filling any vacancies.

Dr. Johnson stated that during the September 8 meeting Mr. Mellas shared his concerns regarding problems he had with the Student Records Access Procedure. This has been resolved and Mr. Mellas thanked Dr. Johnson for his swift follow-up.

IX. PRESIDENT’S REPORT
Mr. Farmer stated a President’s Message was e-mailed to the campus earlier today with any important updates.

X. ADJOURNMENT
Meeting adjourned at 2:40PM.