

TO: Senate Executive Board
FROM: Mark Mitchell, Senate President
RE: **SEB Meeting**
Wednesday, February 21, 2022
Board room and Zoom; 2pm -4pm

REGULAR AGENDA

1. Approval of January 25th 2022 SEB minutes
2. President Report
3. Status of two ad hoc committees:
 - A. Report from ad-hoc committee on Transition Process
 - i.) Discussion
 - B. Report from ad-hoc committee on History/Archiving
 - i.) Discussion
4. Approval of Senate Agenda
5. Announcements
6. Adjournment

SEB 2022

Aurelian Balan, Chris Curtis, Donna Giuliani, Dr. Gavin, Elena Lazzari, Mark Mitchell, Andrew Rieder, Liz Ullrich

STANDING AGENDA

March Senate Agenda- Tentative

Assembly Agenda

1. Call to Order
2. Share success stories of teaching or collaboration at Delta College
3. Presidents Report
4. Status of two ad hoc committees:
 - A. Report from Senate Transition Process ad-hoc
 - B. Report from Senate History/Archiving ad-hoc
5. Announcements
6. Adjournment

Senate Agenda

1. Call to Order
2. Announcements
3. Adjournment

SEB 2022

Aurelian Balan, Chris Curtis, Donna Giuliani, Dr. Gavin, Elena Lazzari, Mark Mitchell, Andrew Rieder, Liz Ullrich

SEB meeting minutes for 1/25/2022 by Donna Giuliani

Call to order 3:15

In attendance:

Mark Mitchell

Donna Giuliani

Liz Ullrich

Aurelian Balan

Elena Lazzari

Mike Gavin

Chris Curtis

Andrew Rieder

Special Guest, Dawn Fairchild

Dawn as past president is no longer a voting member of SEB. This is her last meeting.

The first Adhoc committee membership is set.

Steve Rosin (Science & Math)

Tim Hendrickson (A &L)

Dave Baskind (Social Science)

Ski VanderLaan (B &T)

Chris Hausbeck (H& W)

It is recommended that Steve Rosin be approached as chair.

The charge allows flexibility to make recommendations for the future of Faculty Forum and also other standing committees. We want to give the committee enough latitude to do their work.

By the end of the week, the charge will be given to the Adhoc by Mark Mitchell.

Dr. Gavin and all members of SEB are in consensus that it is not a forgone conclusion that FEC and Faculty Forum go away. It is up to the Adhoc to shape the future of Faculty Forum.

Second Adhoc charge.

Membership to date:

Dawn Fairchild (B & T)

Lauren Smith (A & L)

Chris will ask David Redman about the archiving Adhoc.

While it is desirable to have a faculty representative from each division, it is perhaps not as crucial as in the first Adhoc.

Dr. Gavin: we can ask the archivist in the library to create an archive of the Senate and she can pull in the perspectives of the different workgroups.

Gavin: If it would help the work of the Adhoc and the Senate, the parameters of the project can be shaped by the Adhoc, but the archivist's assignment would come from the college, not necessarily the SEB.

A concern is that the people who are not faculty on this committee be compensated for their labor. For admin, this is not likely something they will want to put their time into. For the archivist, this is part of the job. This charge could be structured in such a way that the charge should be given to the archivist do the job as their expertise dictates.

Letter C of the charge could change to: Engage the Delta College archivist in a production of an official senate history. Letters A and B of the charge are about preserving the Senate Procedures Manual and the Grievance materials until such time as the Archivist is able to complete the work.

Chris Curtis moves that we move forward with the archivist Adhoc charge as amended so long as there are not issues once the emailed draft comes out.
Donna seconded. Unanimously passed.

Adjourned 4:08 pm.

SENATE AD HOC COMMITTEE
Charged by Senate Executive Board
Plan for Senate History Archiving
Date of Charge: February 02, 2022

Charge

The ad hoc committee is charged with determining how to protect and archive Senate documents.

This charge includes:

- A. Ensuring the storage of Senate grievance documents.
- B. Ensuring the storage of the Senate Procedures Manual.
- C. Engage Delta College archivist to initiate the production of an official Senate history with input from the ad-hoc committee.
- D. Establish a panel to follow-up with the archivist’s work through completion.

This charge includes a suggested ad hoc committee process and timeline:

Timeline

Charge issued February 02, 2022

Charge reported to Senate Executive Board February 23rd, 2022

Charge presented to Senate Assembly March 16, 2022

Senate votes April 13, 2022

The chair of the ad hoc committee will maintain a record of meeting deliberations and will maintain drafts of the recommended actions as they evolve. In addition to the ‘parent’ file the Chair of the ad hoc committee will be responsible for producing a short summary of the recommended actions and their rationale for inclusion in the Board of Trustees packet/presentation of the finalized recommendations. Any final changes made at the Senate meeting will be added to the ‘parent’ file by the Senate leadership and forwarded to the College President with the final recommendations of the Senate President included.

Membership	
Dawn Fairchild	Business and Tech
Lauren Smith	Arts and Letters
Michael Evans	Social Science
David Redman	Math and Science

RATIONALE: Transition of Shared Governance at Delta College results from the changing structure of shared governance. The new structure leaves many important historical documents in limbo/without a home. Preserving this history is a faculty and college-wide priority.

Tracking Progress with a Parent File

Four different parent files will be maintained for the individual portions of the charge (A-D). Charge 1.A. is to ensure the storage of Senate grievance documents. Charge 1.B. is to ensure the storage of the Senate Procedures Manual. Charge 1.C. is to engage the Delta College archivist to

initiate the production of an official Senate history. Charge 1.D. is to establish a panel to follow-up with the archivist's work through completion.

Each file will be created when the committee has produced their first full draft, which is to be presented at SEB for approval. To create the parent file the chair should start with the ad hoc committee's recommended process. Modifications will be tracked with the "track changes" feature of the word processing software. The file should then be saved using the following naming protocol: Parent – Archiving Decision # and letter - Date (i.e. Parent – Archiving Decision 1.A. – 1.17.2022). The parent file should, from this point, be updated with any changes made on the rounds and resaved using the above format in order that every round where changes were made will have a tracked document showing those changes. Whenever a "draft" is called for in this charge sheet, the document which should be sent is the most recent version of the committee's work, with a file name that follows the above protocol.

Preparing a presentation for the SEB

The committee should strive to produce the most complete draft of their recommended actions possible for their presentation to the SEB. Since the nature of this work is somewhat time sensitive, the Senate President should be notified if more time is needed. Any changes in the time frame for presenting a draft to the SEB should be recorded here.

(New Date for SEB Draft Presentation: _____ -Sen. Pres. Init.: _____)
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The ad hoc committee chair will present the draft to the SEB (and should provide the most recent draft of the recommended processes to the Senate leadership prior to the SEB meeting in order to solicit feedback.

Completing the "Rounds" and Gathering Feedback

Present to an SEB meeting that includes Dr. Gavin and staff 2/23/2022
Present to Division Meetings 3/2/2022
Present to Special meeting of SEB before presentation to Senate Assembly 3/4/2022
Present to Senate Assembly 3/16/2022
Present to Faculty Forum 3/22/2022
Present to SEB 3/30/2022
Senate votes 4/13/2022

Any extensions will result in a May Senate meeting with a reduced Senate. Please strive to make the deadlines. The committee will incorporate as many suggestions into the processes as they deem reasonable. We recognize that this is a working process, but the committee should strive for efficiency and transparency.

Overall timeframe for rounds: To be completed by April 2022.

SEB		
Date	Suggestions for the committee (notes):	Consideration/Outcomes/Results/Responses by the Committee
Division Meeting		
Date	Suggestions for the committee (notes):	Consideration/Outcomes/Results/Responses by the Committee
Legal Review		
Date	Suggestions for the committee (notes):	Consideration/Outcomes/Results/Responses by the Committee
Pre-Assembly SEB		
Date	Suggestions for the committee (notes):	Consideration/Outcomes/Results/Responses by the Committee
Senate Assembly		
Date	Suggestions for the committee (notes):	Consideration/Outcomes/Results/Responses by the Committee
Post Assembly SEB		
Date	Suggestions for the committee (notes):	Consideration/Outcomes/Results/Responses by the Committee
Final Legal Review		
Date	Suggestions for the committee (notes):	Consideration/Outcomes/Results/Responses by the Committee

The committee is now at the step of having a true, final draft for presentation at the Senate Meeting for a vote. The ad hoc chair should send the most up-to-date versions of all 4 of their parent files, **the marked up original processes** and committee summary to the Senate President for inclusion

in the Senate Agenda Package, 3 days before the Senate Meeting at which they are to present. Any changes to the recommended actions that might occur on the Senate floor will be amended using this version of the document in order to prepare the Board of Trustees meeting materials.

Thank you for your service.

Mark Mitchell
Senate President 2022

SENATE AD HOC COMMITTEE
Charged by Senate Executive Board
Plan for Senate Transition
Date of Charge: January 17, 2022

Charge

The ad hoc committee is charged with implementing processes for the Senate’s transition to Model 1.

These processes include:

- A. Determining the resolution of the Senate handbook policies that remain after collective bargaining.
- B. Determining the resolution of Senate Standing Committees; deciding which will continue and in what form.
- C. Ensuring that Senate process is followed in the transition.

This charge includes a suggested ad hoc committee process and timeline:

Timeline

Charge issued January 17, 2022

Charge reported to Senate Executive Board February 23rd, 2022

Charge presented to Senate Assembly March 16, 2022

Senate votes April 13, 2022

The chair of the ad hoc committee will maintain a record of meeting deliberations and will maintain drafts of the recommended processes as they evolve. In addition to the ‘parent’ file the Chair of the ad hoc committee will be responsible for producing a short summary of the recommended processes and their rationale for inclusion in the Board of Trustees packet/presentation of the finalized processes. Any final changes made at the Senate meeting will be added to the ‘parent’ file by the Senate leadership and forwarded to the College President with the final recommendations of the Senate President included.

Membership	
Steve Rosin	Science and Mathematics
Tim Hendrickson	Arts and Letters
Dave Baskind	Social Sciences
Ski VanderLaan	Business and Technology
Chris Hausbeck	Health and Wellness

RATIONALE: Transition of Shared Governance at Delta College results from the changing structure of shared governance, changing role of the Senate handbook, and changing membership of the Senate.

Tracking Progress with a Parent File

Three different parent files will be maintained for the individual portions of the charge (A-C). Charge 1.A. is to determine the resolution of the Senate handbook. Charge 1.B. is to determine the

resolution of Senate Standing Committees. Charge 1.C. is to ensure that Senate process is followed in the transition.

Each file will be created when the committee has produced their first full draft, which is to be presented at SEB for approval. To create the parent file the chair should start with the ad hoc committee's recommended process. Modifications will be tracked with the "track changes" feature of the word processing software. The file should then be saved using the following naming protocol: Parent – Transition Process # and letter - Date (i.e. Parent – Transition Process 1.A. – 1.17.2022). The parent file should, from this point, be updated with any changes made on the rounds and resaved using the above format in order that every round where changes were made will have a tracked document showing those changes. Whenever a "draft" is called for in this charge sheet, the document which should be sent is the most recent version of the committee's work, with a file name that follows the above protocol.

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Thank you for your service.

Mark Mitchell
Senate President 2022

Senate Ad Hoc Committee – Plan for Senate Transition

Members: Dave Baskind (Social Sciences), Chris Hausbeck, Co-chair (Health and Wellness), Tim Hendrickson (Arts and Letters), Steve Rosin, Co-chair (Science and Mathematics), and Ski VanderLaan (Business & Technology)

After review and discussion per the charge of the Committee, we make the following recommendations regarding transition of Delta College Senate policies to Model 1. Two sections are presented, policies and committees.

Abbreviations:

Collective Bargaining Agreement (CBA)

Council on Innovation, Belonging, and Equity (CIBE)

Delta College Faculty Association (DCFA)

Policies

The following section is divided into transition to, moved to DCFA's CBA, and dissolve.

Transition the following policies to:

- **Administration and/or Board of Trustees in conjunction with DCFA leadership**
 - 1.000 – Vision 01
 - 1.005 – Mission
 - 1.007 – Guiding Principles
 - 1.010 – Value

- **Council on CIBE Policies and Processes subcommittee absorbs Student Handbook where there is broad representation of workgroups.**

Once the DCFA's CBA is finalized, any reference to students should be cross-checked to the student handbook.

 - 4.005 – Academic/Student Records
 - DCFA – CBA Section 9.4 (Grading)
 - Registrar & CIBE subcommittee– college catalog (Grading System)
 - 4.025 – Disputed Final Grades
 - Registrar & CIBE subcommittee – college catalog (Disputed Final Grade Policy)
 - 4.060 – Integrity of Student Academic Coursework
 - CIBE subcommittee – student handbook (Integrity of Student Work)
 - 8.001 – Delta College Student Code of Ethics
 - CIBE subcommittee – student handbook (Student Code of Ethical Policy)
 - 8.005 – Academic Achievement Standards
 - Registrar & CIBE subcommittee – college catalog (Academic Status)
 - 8.010 – Academic Grades
 - DCFA - CBA Section 9.4 (Grading)
 - Registrar & CIBE subcommittee – college catalog (Grading System)
 - 8.020 – Graduation Honors
 - Registrar & CIBE subcommittee – college catalog (Commencement)

- 8.030 – Privacy Rights of Students
 - CIBE subcommittee – student handbook (Records Access and Confidentiality (FERPA))
- 8.035 – Transfer Statement
 - Registrar & CIBE subcommittee – college catalog (Transfer programs and procedures); student handbook (Transfer)
- 8.040 – Student Awards – Academic Achievement
 - Registrar & CIBE subcommittee – college catalog (Commencement)
- 8.045 – Student Violation of College Rules and Regulations
 - DCFA – CBA Section 9.7 (Disruptive Student Behavior)
 - CIBE subcommittee – student handbook (Regulations & Code of Conduct)
- 8.060 – Academic Graduation/Certification Requirements
 - Registrar & CIBE subcommittee – college catalog (Graduation requirements)
 - Could also be curriculum subcommittee (GECAC)?

➤ **Council on CIBE Curriculum subcommittee**

- 1.012 – General Education

The following policies have been/will be moved to DCFA's CBA:

- Section 1.0
 - 1.006 – Delta College Code of Ethical Conduct
 - DCFA – CBA Article 11 (Professional Standards); to be negotiated
 - CIBE subcommittee on policies and procedures?
- Section 2.0 – the following only applies to the faculty workgroup. Other workgroups should see the Delta College Procedures Manual for work rules.
 - 2.011 – Institutional Academic Freedom
 - DCFA - CBA Section 4.1 (Academic Freedom)
 - 2.012 – Professional Integrity
 - DCFA – CBA Article 11 (Professional Standards); to be negotiated
 - 2.015 – Commencement Responsibilities
 - DCFA - CBA Section 9.9 (Non-Instructional-Related Duties and Responsibilities)
 - 2.040 – Intellectual Property
 - DCFA- CBA Section 4.3 (Intellectual Property and Proprietary Rights); to be negotiated
 - 2.050 – Leaves of Absence
 - DCFA - CBA Article 17 (Leaves of Absence, Paid/Unpaid)
 - 2.055 – Employment Outside the College
 - DCFA - CBA Section 4.5 (Employment Outside College)
 - 2.060 – Grievance Policy and Procedure
 - CBA Article 5 (Grievance Procedure)
 - 2.068 – Nepotism
 - CBA Article 11 (Professional Standards); to be negotiated
 - 2.070 – Participation in Professional Societies and Conferences
 - CBA Section 17.1 (g) (Paid Sick Leave)
 - 2.075 – Regulations and Rules of Conduct
 - CBA Article 11 (Professional Standards); to be negotiated
 - 2.080 – Released and Extra Contractual Time Projects

- CBA Section 8.5 (Extra Contractual Assignment/Supplemental Contact Hours); to be negotiated
- 2.085 – Employee Initiated Separation from Employment
 - DCFA - CBA Article 12 (Layoff and Recall); to be negotiated
- 2.090 – Sabbatical Leaves and Grants
 - DCFA - CBA Section 17.1(d) (Paid Sick Leave)
- Section 3.0
 - 3.003 – Faculty Selection: Policy and Procedure
 - DCFA - CBA Article 7 (Vacancies and Hiring)
 - 3.005 – Appointment and Subsequent Appointment of Non-Tenure Track Faculty: Standards and Procedures – this policy has been superseded by a MOU.
 - DCFA - CBA Section 6.3 (Appointment and Non-Reappointment of Non-Tenure Full-Time Faculty)
 - 3.008 – Appointment and Reappointment of Tenure Track Faculty: Policy and Procedures
 - DCFA - CBA Section 6.3 (Appointment and Non-Reappointment of Non-Tenure Full-Time Faculty)
 - 3.010 – Hired Before 9-1-2012 Standards and Procedures for Promotion & Tenure (Hired before September 1, 2012) – this policy has been superseded by an MOU
 - DCFA - CBA Article 6 (Faculty Qualifications)
 - 3.010 – Hired on or After 9-1-2012 Standards for Promotion and Tenure – this policy has been superseded by an MOU
 - DCFA - CBA Article 6 (Faculty Qualifications)
 - 3.012 – Accreditation Policy and Procedure for Faculty
 - DCFA - CBA Article 11 (Professional Standards); to be negotiated
 - 3.020 – Resignation
 - DCFA - CBA Article 11 (Professional Standards); to be negotiated
 - 3.021 – Progressive Discipline for Faculty for Reasons Other Than Teaching Effectiveness
 - DCFA - CBA Articles 10 & 11 (Evaluations & Professional Standards); to be negotiated
 - 3.022 – Faculty Reduction for Financial Exigency
 - DCFA - CBA Article 12 (Layoff and Recall); to be negotiated
 - 3.023 – Faculty reduction Due to Academic Program/Discipline Downsizing or Elimination
 - DCFA - CBA Article 12 (Layoff and Recall); to be negotiated
 - 3.024 – Faculty Reduction Due to Declining Enrollment
 - DCFA - CBA Article 12 (Layoff and Recall); to be negotiated
 - 3.025 – Memorandum of Appointment
 - DCFA - CBA Section 6.7 (Memorandum of Appointment)
 - 3.030 – Degree Equivalency
 - DCFA - CBA Sections 6.1 & 7.2 (Faculty Qualifications and Responsibility for Maintaining Qualifications & Hiring)
 - 3.035 – Teaching Load Distribution for Full-Time Faculty
 - DCFA - CBA Section 8.4 (Course Loads/Distribution); to be negotiated
 - 3.040 – Supplemental Employment
 - DCFA - CBA Section 8.5 (Extra Contractual Assignment/Supplemental Contact Hours); to be negotiated
 - 3.045 – Joint-Appointment Criteria and Procedures
 - DCFA - CBA Section 8.13 (Instruction by Administrators)

- 3.050 – Faculty Salary Agreement Negotiations
 - DCFA Constitution & CBA Article 1 (Recognition)
- 3.055 – Professional Development Allowance
 - DCFA - CBA Attachment A & Article 16 (Benefits); to be negotiated
- 3.060 – Division and Faculty Initiated Formative Evaluations of Full Time Faculty
 - DCFA - CBA Article 10 (Evaluations); to be negotiated
- 3.061 – Academic Office Initiated Evaluations
 - CBA Article 10 (Evaluations); to be negotiated
- 3.062 – Termination of Employment and Appeal of Termination for Tenured Faculty
 - DCFA - CBA Article 12 (Layoff and Recall); to be negotiated
- 3.065 – Substitute Teaching
 - DCFA - CBA Section 8.12 (Substitute Teaching); to be negotiated
- 3.075 – Emeritus Employment
 - DCFA – CBA; to be negotiated
- 3.085 – Academic Freedom in Teaching and Scholarship
 - DCFA- CBA Section 4.1 (Academic Freedom)
- Section 4.0
 - 4.010 – Class Attendance Requirements
 - DCFA - CBA Section 9.3 (Taking and Recording Attendance)
 - 4.015 – Course Drops/Adds and Withdrawal
 - DCFA- CBA Section 9.5 and 9.13 (Adding Students to a Section & Faculty-Initiated Drops); to be negotiated
 - 4.020 – Disruptive Students
 - DCFA - CBA Section 9.7 (Disruptive Student Behavior)
 - 4.055 – Speakers – Guest
 - DCFA - CBA Section 9.14 (Speakers – Guest)
- Section 9.0
 - 9.020 – Senate Standing Committees
 - DCFA - CBA Article 13 (Faculty Structure and Committees); to be negotiated

Dissolve the following policies:

- 9.005 – Constitution of the Senate of Delta College
- 9.010 – Senate By-Laws
- 9.015 – Elected Committees – See below
- 9.025 – Evaluation Procedure for Senate Committee Members and

Committees

The following section is divided into Required by Senate, Senate Elected, and Senate Standing Committees.

- Committees Required by Senate
 - Grade Ombudsmen -> Director of Student and Career Engagement
 - Grade Appeal -> Director of Student and Career Engagement
 - Grievance Committee - dissolved as the role is absorbed into DCFA (CBA Article 5)

- Senate Elected Committees
 - Senate Executive Board - transitions to the Council on CIBE Advisory Board
 - Sabbatical Leaves and Grants - transitions to the DCFA CBA Section 17.1(d)
 - Faculty Executive Committee – transitions to the DCFA Executive Council
 - Faculty Forum - dissolve
 - Teaching related topics fully transitions to the Faculty Center for Teaching Excellence
 - Administrative related topics fully transition to the DCFA and/or Division and Discipline meetings
 - Faculty Concerns transitions to DCFA Executive Council Open Meetings

- Senate Standing Committees
 - Calendar Committee – transitions to the DCFA
 - Human Relations - transitions to the Council on CIBE
 - Special Projects – transitions to the President's office?
 - Student Senate Relations – transitions to the Council on CIBE