

Barstow Community College

## **ACADEMIC SENATE MINUTES**

**DATE:** August 15, 2014

**TIME:** 12:10 p.m.

**PLACE:** Room S9

### **CALL TO ORDER**

The meeting was called to order at 12:10 p.m. by President Rich Johnston.

Members in attendance included Dawn Howey, Nancy Nunes-Gill and Sona Vartarian.

### **APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Nancy Nunes-Gill, and seconded by Dawn Howey. The motion carried unanimously.

### **APPROVAL OF THE MINUTES**

No minutes to approve at this time.

### **OFFICER'S REPORTS**

President Johnston welcomed the faculty back and discussed the 2013-14 year. The Academic Senate will follow the Brown Act in regards to posting of agendas, etc. There is now an Academic Senate Office located at B-13, extension 7208.

### **DISCUSSION ITEMS**

#### **Curriculum Institute**

Kyri Freeman discussed her attendance at the recent Curriculum Institute. She discussed some possible upcoming action items. Items such as Distance Education and Regular and Effective Contact policy, course offerings, and approved courses being sent (or not being sent) to the Chancellor's Office. The Curriculum Committee needs new members and their first meeting will be held the first Friday in September.

#### **Election of new officers**

New officers need to be elected to fill the positions of President Elect and Senator at Large. Both of these are two-year terms.

### **ACTION AGENDA**

No items at this time.

### **COMMUNICATION**

Meetings will be held the first Thursday of each month. Possible meeting the third Thursday as well.

### **FROM THE FLOOR**

Issues discussed included the lack of a final exam schedule, approvals needed for the SLOAC and Curriculum Committee membership.

### **ADJOURNMENT**

A motion to adjourn the meeting was made by Nancy Nunes-Gill and seconded by Dawn Howey. The meeting was adjourned at 12:54 p.m.

Barstow Community College

**ACADEMIC SENATE MINUTES**

**DATE:** September 18, 2014

**TIME:** 12:00 – 12:50 p.m.

**PLACE:** Room S9

**CALL TO ORDER**

The meeting was called to order at 12:05 p.m. by President Rich Johnston.

Members in attendance included Rich Johnston, Dawn Howey, Nancy Nunes-Gill, Rodolfo Duque, Gene Low, and Sona Vartarian.

Guests: Gustavo Bento, Susan Nylander, Alec Bawden, Abe Aboud, Penny Shreve-Smith, and Stephen Eaton.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Gene Low and seconded by Sona Vartarian. The motion carried unanimously.

**APPROVAL OF THE MINUTES**

A motion to approve the 8.15.14 minutes was made by Dawn Howey and seconded by Gene Low. The motion carried unanimously.

**OFFICER'S REPORTS**

President Johnston reported the balance in the Academic Senate Account. Gene Low, treasurer also discussed the report.

**ACTION ITEMS**

1. Set time and dates for 14-15 Academic Senate Meeting

The President suggested that we continue meeting in S9. Sona Vartarian suggested finding another room as many students interrupt, especially as it gets closer to class time. Rich Johnston will look into an alternate room.

Meetings will now take place from 11:30 – 12:50 the first Thursday of each month, with the third Thursday set aside if necessary.

A motion was made to change the meeting time as stated above by Dawn Howey and seconded by Gene Low. The motion carried unanimously

2. Move SLOAC from AS to IEC

A motion was made by Gene Low and seconded by Sona Vartarian. A lengthy discussion took place with information presented by the SLOAC Coordinator, Nancy Nunes-Gill. The motion was voted on as follows: 4 Yes, 1 No, and 1 Abstention. The motion carried.

### **3. Attendance at:**

#### *a. Fall Plenary Nov 13, 14, 15 Irvine*

The President will be attending this session at an estimated cost of \$1200. A motion to send Rich Johnston to the Fall Plenary was made by Dawn Howey and seconded by Gene Low. The motion passed unanimously.

#### *b. Basic Skills Sept 20 Anaheim*

A motion was made to send the Basic Skills Coordinator Abe Aboud to the event at a cost of approximately \$150. President will determine if there is any money in the Basic Skills budget first. The motion was made by Dawn Howey and seconded by Gene Low. The motion passed unanimously.

#### *c. Student Equity Sept 27 Mt SAC*

The President has yet to find someone to attend this event. A motion was made by Gene Low and seconded by Nancy Nunes-Gil to send someone and to look into other sources to pay for the event. If there are no resources, then Academic Senate could fund at an approximate cost of \$150. The motion passes unanimously.

### **DISCUSSION ITEMS**

Online Education Initiative

Textbook Policy

Common Assessment Instrument

All discussion items were tabled.

### **ADJOURNMENT**

The meeting was adjourned at 12:52 p.m. by President Johnston.

Barstow Community College

## **ACADEMIC SENATE MINUTES**

**DATE:** October 2, 2014

**TIME:** 11:30 a.m. – 1:00 p.m.

**PLACE:** Room S9

### **CALL TO ORDER**

The meeting was called to order at 11:38 a.m. by President Rich Johnston. Members in attendance included Rich Johnston, Dawn Howey, Nancy Nunes-Gill, Rodolfo Duque, Gene Low, and Sona Vartarian. Members absent: Susan Nylander.

Guests: Gustavo Bento, Apineru Lealoffi, Penny Shreve-Smith, Kim Young, and President DiThomas.

### **APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Gene Low and seconded by Nancy Nunes-Gill. The motion carried unanimously.

### **OFFICER'S REPORTS**

President Johnston noted that the recent action item from last meeting's agenda (moving SLOAC) was initiated by him.

Secretary reported that minutes from last meeting were ready for approval.

### **APPROVAL OF THE MINUTES**

A motion to approve the 9/18/14 minutes was made by Nancy Nunes-Gill and seconded by Gene Low. The motion carried unanimously.

### **PUBLIC COMMENTS**

Dean Shreve discussed articulation agreements with UC and paperwork that was submitted and/or returned from the Chancellor's Office. Most were returned due to out of date COR, especially in regards to current textbooks being used. The Academic Senate President will send out an email to all faculty reminding them to update their COR—once this issue has been discussed at the upcoming Curriculum Committee meeting.

### **ACTION ITEMS**

#### **Review and recommend forwarding of the Student Equity report**

A motion to review and recommend the Study Equity report was made by Gene Low and seconded by Nancy Nunes-Gill. The document was presented by Kim Young and was discussed by all members. The recommendation was to approve with changes made in the data of area 3. The motion carried unanimously.

## **DISCUSSION ITEMS**

### **Online Education Initiative**

There were 24 schools collected for this pilot program, and BCC was selected as part of the tutoring area. Five courses have been submitted by BCC and the State will choose three.

### **Textbook Policy**

The textbook policy was discussed. The members are asked to review the policy and it will be on the action agenda for approval at the next meeting.

### **Common Assessment Instrument**

This item was discussed as it relates to student success.

### **Enrollment Management Committee**

The Committee recently had their first meeting. Further information to be discussed as it becomes available.

## **ADJOURNMENT**

The meeting was adjourned at 12:52 p.m. by President Johnston.

## **SPECIAL MEETING**

Barstow Community College

### **ACADEMIC SENATE AGENDA**

**DATE:** October 23, 2014

**TIME:** 11:30 a.m. – 12:50 p.m.

**PLACE:** Room S9

#### **CALL TO ORDER**

The meeting was called to order at 11:36 a.m. by President Rich Johnston.

Members in attendance included Rich Johnston, Dawn Howey, Nancy Nunes-Gill, Rodolfo Duque, Gene Low, and Susan Nylander. Members absent: Sona Vartarian.

Guests: Carl Yuan

#### **APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Nancy Nunes-Gill and seconded by Gene Low.

The motion carried unanimously.

#### **ACTION ITEMS**

Review and recommend forwarding of the Institution Set Standards Report (Carl Yuan presenting)

The Academic Senate reviewed the Institution Set Standards Report and recommended that it be forwarded to PAC and BOT.

#### **ADJOURNMENT**

The meeting was adjourned at 12:17 p.m. by President Johnston.

Barstow Community College

**ACADEMIC SENATE MINUTES**

**DATE:** 06 November 2014

**TIME:** 1130 to 12:50 p.m.

**PLACE:** Room S9

**CALL TO ORDER**

The meeting was called to order at 11:39 a.m. by President Rich Johnston.

Members in attendance included Rich Johnston, Dawn Howey, Sona Vartarian, Nancy Nunes-Gill, Gene Low, and Susan Nylander.

Members Absent: Rodolfo Duque

Guests: Penny Shreve-Smith, Kim Young, Jim Gorth (Bookstore), College President DiThomas, Stephen Eaton, Kyri Freeman.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Gene Low and seconded by Nancy Nunes-Gill. The motion carried unanimously.

**OFFICER'S REPORTS**

President Johnston will be attending the State Academic Senate Fall Plenary session next week. He has sent out the list of Resolutions for faculty to review.

**APPROVAL OF THE MINUTES**

A motion to approve the 10/23/14 and 10/2/14 minutes was made by Gene Low and seconded by Susan Nylander. The motion carried unanimously.

**PUBLIC COMMENTS**

Ms. Shreve-Smith faculty meeting on 11.20.14 this month only.

Online Academy at VVC and faculty are invited. Asks for RSVP as soon as possible.

Silent Auction for Desert Heritage Writing Contest taking place in the Instruction Office.

**ACTION ITEMS**

***1. Review and approval of Textbook Policy (Howey)***

Changes were made as discussed at last meeting. Motion carries



## **2. Discipline review in preparation for Program Reviews (Shreve)**

Specific departments were getting lost in the larger Program Reviews. Asking that each discipline submit their own individual reviews. President inquired about how many disciplines would be involved. Ms. Shreve believes it is about 16-18. Ms. Shreve is asking that disciplines take ownership over their programs.

A motion was made by Gene Low and seconded by Nancy Nunes-Gill that Academic Senate recommends that the disciplines take responsibility for submitting information for Program Review and Program Review updates. Motion carries unanimously.

## **3. Support for Bachelor's Degree Pilot Program (Johnston)**

A motion was made by Gene Low and seconded by Nancy Nunes-Gil for discussion. President Johnston received a copy of a memo from the State Academic Senate regarding the Pilot Program. If the District has submitted a request, the Academic Senate needs to approve. The district is not interested at this time in pursuing the Pilot Program, therefore Academic Senate does not need to take any action. Although the College supports the concept, we are not currently in a position to pursue at this time.

## **DISCUSSION ITEMS**

### **1. Enrollment Management Committee (Johnston)**

Eaton provided a summary of why the committee was established and its current functions.

### **2. Curriculum changes/transfer degree programs update (Freeman)**

No major issues in Curriculum Committee.

Still an on-going issue of communication after the programs leave the College and the Chancellor's Office.

Some transfer degrees were returned, however faculty/counselors were not made aware.

Wondering if there is a way that Academic Senate could get some type of updates from Chancellor's Office.

Will be added to the list of Curriculum Committee Chair duties. Curriculum Committee Chair will work with Vice president of Instruction for passwords to Chancellor's Office.

### **3. Proctor Qualifications Guideline (Vartanian)**

Distance Education Committee reviewed the changes made to the Proctor Guidelines. This is still under discussion within the Distance Education Committee and Sona will bring the final draft to Academic Senate for approval.

### **4. Qualifications to teach Distance Education Courses (Vartanian)**

Discussed additional trainings as a requirement for teaching distance education courses. This is still under discussion within the Distance Education Committee and Sona will bring any final draft to Academic Senate for approval.

## **ADJOURNMENT**

The meeting was adjourned at 12:50 p.m. by President Johnston.

Next meeting, December 4<sup>th</sup> will be held in the LRC Conference room at 11:30.

Barstow Community College  
**ACADEMIC SENATE MINUTES**

**DATE:** December 4, 2014

**TIME:** 11:30 to 12:50 p.m.

**PLACE:** Room LRC Conference Room

**CALL TO ORDER**

The meeting was called to order at 11:39 a.m. by President Rich Johnston.

Members in attendance included Rich Johnston, Dawn Howey, Sona Vartarian, Nancy Nunes-Gill, Rodolfo Duque

Members Absent: Gene Low, and Susan Nylander.

Guests: Penny Shreve-Smith, Kim Young, and Stephen Eaton.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Nancy Nunes-Gill and seconded by Dawn Howey. The motion carried unanimously.

**OFFICER'S REPORTS**

President Johnston will create written report regarding the State Academic Senate Fall Plenary session. In the meantime, presentation slides can be viewed on the State Academic Senate website.

<http://www.asccc.org/events/2014/11/2014-fall-plenary-session>

**APPROVAL OF THE MINUTES**

A motion to approve the 11.6.14 minutes was made by Nancy Nunes-Gill and seconded by Rodolfo Duque. The motion carried unanimously.

**PUBLIC COMMENTS**

None.

**ACTION ITEMS**

**Rank and Forward new Faculty requests (Johnston)**

A motion to discuss the BAPs for Faculty Requests was made by Nancy Nunes-Gill and seconded by Dawn Howey. The Academic Senate voted on the following ranking of new Faculty requests:

1. READ
2. BADM
3. ADJU
4. COUN
5. HUMA

### **Review and recommend approval of Student Equity Report (Young)**

A motion to review the Student Equity Report was made by Dawn Howey and seconded by Nancy Nunes-Gill. The Student Equity Report was made available and presented by Kim Young. BCC has set target areas as: access, distance education, poverty, and foster youth. The Committee has set goals for each area and established planning and budget allocation.

A motion to accept the report was made by Sona Vartarian and seconded by Nancy Nunes-Gill. The motion carried unanimously.

### **Approve recommendation for Equivalency (Johnston)**

A motion to discuss the Equivalency request was made by Dawn Howey and seconded by Sona Vartarian. The request for Equivalency in English was reviewed. After discussion a vote was taken. There were four members who voted to accept the equivalency request and one member that abstained.

The motion carried.

## **DISCUSSION ITEMS**

### **Proctor Qualifications Guideline (Vartarian)**

Proctor Guidelines will be finalized by the Distance Education Committee to become valid beginning the Spring 2015 term.

### **Qualifications to teach Distance Education Courses (Vartarian)**

This item continues to be revised by the Distance Education Committee.

### **Senate By-Laws (Johnston)**

This item need to be updated and will be discussed at the February 2015 meeting

## **ADJOURNMENT**

The meeting was adjourned at 12:50 p.m. by President Johnston.

Next meeting will be held in the LRC Conference room at 11:30 on February 5, 2015

Barstow Community College

**ACADEMIC SENATE MINUTES**

**DATE:** February 2, 2015

**TIME:** 11:30 to 12:50 p.m.

**PLACE:** L4 LRC Conference Rm

**CALL TO ORDER**

The meeting was called to order at 11:35 p.m. by President Rich Johnston. Members in attendance included Dawn Howey, Gene Low, Nancy Nunes-Gill, Rodolfo Duque, and Sue Nylander.

Guests: Stephen Eaton, Penny Shreve, and Ibrahim Aboud.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda with corrected date was made by Gene Low and seconded by Dawn Howey. The motion carried unanimously.

**OFFICER'S REPORT**

None.

**APPROVAL OF MINUTES**

A motion to approve the minutes of 12.4.14 was made by Gene Low and seconded by Nancy Nunes-Gill. The motion carried unanimously.

**PUBLIC COMMENTS**

None.

**ACTION ITEMS**

***1. Review and recommend approval of Midterm Report***

- A motion to recommend approval of the Midterm Report was made by Gene Low and seconded by Nancy Nunes-Gill. The motion carried unanimously.

**2. Review and forward Equivalency request**

- There were three requests reviewed by the Academic Senate in the Humanities discipline. The Academic Senate denied one request with the encouragement for the Instructor to apply in the Ethnic Studies area. There were two additional requests in the Humanities discipline, one was approved and one was denied.

**3. Confirm Committee to review and recommend changes to AS Bylaws**

- A motion to recommend approval of a committee to approve the changes to Academic Senate Bylaws was made by Gene Low and seconded by Nancy Nunes-Gill. The motion carried unanimously.

**4. Review and recommend approval of DE policy revision (Regular and Effective Contact)**

- A checklist has been developed to “survey” various online courses regarding Regular and Effective Contact.

**5. Proctor Qualifications Guideline**

- A motion to approve the Proctor Qualifications Guidelines was made by Dawn Howey and seconded by Gene Low. The motion carried unanimously. The new Proctor Guidelines will begin with 3/23 Distance Ed courses.

**DISCUSSION ITEMS**

**1. Curriculum Committee Update**

- No update.
- Api L. is working on the CID recommendations from the Chancellor’s Office

**2. Proctor Qualifications Guideline (Vartanian)**

- Moved to action item.

**3. Qualifications to teach Distance Education Courses (Vartanian)**

- Not completed yet.

**4. AGS Bylaws**

- Regarding ASG Consitution.
- No updates were discussed

**5. Faculty Evaluations Spring 15**

- Evaluation Teams have been determined.

**6. Enrollment Management and role of Senate**

- Add deadlines needs to be discussed.

**ADJOURNMENT**

The meeting was adjourned at 12:36 p.m.

Minutes approved 4.2.15

Barstow Community College

**ACADEMIC SENATE MINUTES**

**DATE:** March 5, 2015

**TIME:** 11:30 to 12:50 p.m.

**PLACE:** L4 LRC Conference Rm

**CALL TO ORDER**

The meeting was called to order at 11:39 p.m. by President Rich Johnston. Members in attendance included Rich Johnston, Dawn Howey, Nancy Nunes-Gill, Sona Vartanian, Rodolfo Duque, and Susan Nylander.

Guests: Jill Murphy and Penny Shreve.

Members absent: Gene Low

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Nancy Nunes-Gill and seconded by Susan Nylander. The motion carried unanimously.

**OFFICER'S REPORT**

None.

**APPROVAL OF MINUTES**

Tabled. No minutes available for approval.

**PUBLIC COMMENTS**

None.

**ACTION ITEMS**

***1. Review and recommend approval Distance Education forms: Discussion Board Grading Rubric, Online Attendance Policy (Vartanian)***

- A lengthy discussion took place regarding the Policy for Discussion Board Grading.
- It was agreed that the Policy should state: *All instructors must include a grading rubric for discussion board postings in their syllabus. It is recommended that all instructors use the BCC Discussion Board Grading Rubric.*
- Only the pages that contain the actual rubric will be included for students viewing.
- The motion to accept the policy was made by Nancy Nunes-Gill and seconded by Dawn Howey and carries unanimously.

**2. Review and Act on Equivalency request (Johnston)**

- The Academic Senate agreed to accept the committee decision to deny the equivalency for Organic Chemistry. A motion was made by Sona Vartanian and seconded by Rudy Duque. The motion passed unanimously.

**3. Review and recommend action on revision of AS Bylaws (Nunes-Gill)**

- Item table. A special meeting will be called to address this item.

**4. Approval of funds for workshop travel (Johnston)**

- A motion was made by Dawn Howey and seconded by Susan Nylander to approve funds for Curriculum Regional Meeting, Vocational Ed Institute, Curriculum Institute, and Spring Plenary.
  - Estimated costs: \$250 for Regional Meeting and Nancy Nunes-Gill and Eric Blaine will attend.
  - \$800 for Vocational Ed Institute and Jacob Batarseh will attend.
  - \$1000 for Curriculum Institute and Kyre Freeman will attend.
  - \$1200 for Spring Plenary.

**5. Review and recommend approval of Resolution supporting shorter enrollment periods (Johnston)**

- A motion to accept a Resolution supporting shorter enrollment periods was made by Dawn Howey and seconded by Nancy Nunes-Gill. The Resolution would call for 14 days for 18-week session, and 7 days for 9-week sessions.
- Resolution is on file.
- The motion carried unanimously.

**DISCUSSION ITEMS**

1. Curriculum Committee Update
2. AB 288 Concurrent Enrollment
3. Enrollment Management and role of Senate

Discussion items were tabled and the meeting was adjourned.

**ADJOURNMENT**

The meeting was adjourned at 12:52 p.m.





Barstow Community College

**ACADEMIC SENATE MINUTES**

**DATE:** April 2, 2015

**TIME:** 11:30 to 12:50 p.m.

**PLACE:** L4 LRC Conference Rm

**CALL TO ORDER**

The meeting was called to order at 11:39 p.m. by President Rich Johnston. Members in attendance included Rich Johnston, Susan Nylander, Dawn Howey, Rodolfo Duque, and Sona Vartanian.

Guests: Carl Yuan.

Members absent: Nancy Nunes-Gill and Gene Low

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Dawn Howey and seconded by Susan Nylander. The motion carried unanimously.

**OFFICER'S REPORT**

President: reported that our budget has been spent.

**APPROVAL OF MINUTES**

A motion to approve the minutes of 2.2.15 and 3.5.15 was made by Susan Nylander and seconded by Rodolfo Duque. With some minor changes suggested, the motion carried.

**PUBLIC COMMENTS**

None.

**ACTION ITEMS**

***Review and recommend adoption of Program Review form. (Shreve)***

A motion to adopt the Program Review form was made by Sona Vartanian and seconded by Susan Nylander. The motion carried.

***Make recommendation for filling of vacancies created by retirement. (Johnston)***

With upcoming retirements, there will be vacancies in: Chemistry, and Counseling (2). It was discussed that students need Chemistry and that the Counseling is already short-staffed. A motion was made by Susan Nylander and seconded by Rodolfo Duque. The motion was to recommend that the College fill the vacant positions immediately. The motion carried unanimously.

### ***Set dates for Academic Senate election. (Johnston)***

There will be an upcoming election and President Johnston suggested a nominating committee. After the new by-laws are in place, there will be additional Academic Senate Reps in the area of CTE and Adjunct Faculty. Ratification of Academic Senate Constitution and By-Laws will take place. The motion to proceed with election was made by Rudolfo Duque and seconded by Dawn Howey. The motion carried unanimously.

### **DISCUSSION/INFORMATION ITEMS**

#### ***Curriculum Committee Update***

There was no representative from the Curriculum Committee present to discuss this item.

#### ***Barstow College Staffing Plan***

Barstow College is still short in terms of faculty following budget crisis of the past few years. The goal is to have 75% full time and 25% part time faculty. The Academic Senate discussed the need for at least four full-time faculty and to push for full-time faculty in all disciplines.

#### ***Enrollment Management and role of Senate (Cap of online enrollments)***

The current cap of 50 online students is an issue. The Distance Education Committee has been told that it is a BCFA (Union) issue. The issue will be brought up to Distance Education and BCFA, with a goal of 35 students maximum.

### **ADJOURNMENT**

The meeting was adjourned at 12:44 p.m. Next meeting will take place on May 7<sup>th</sup>, 2015 in the LRC.

Barstow Community College  
**ACADEMIC SENATE MINUTES**

**DATE:** May 7, 2015

**TIME:** 11:30 to 12:50 p.m.

**PLACE:** L4 LRC Conference Rm

**CALL TO ORDER**

The meeting was called to order at 11:36 p.m. by President Rich Johnston. Members in attendance included Rich Johnston, Susan Nylander, Dawn Howey, Rodolfo Duque, Nancy Nunes-Gil, and Gene Low

Guests: Vice President Stephen Eaton

Members absent: Sona Vartanian.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Nancy Nunes-Gill and seconded by Susan Nylander. The motion carried unanimously.

**OFFICER'S REPORT**

President: reported that our budget has been spent. President Johnston has requested more money for the 2015-16 AY Senate Budget. This is the last meeting for President Johnston. He has served us well!

**APPROVAL OF MINUTES**

A motion to approve the minutes of 4.2.15 was made by Gene Low and seconded by Susan Nylander. With some minor changes suggested, the motion carried.

**PUBLIC COMMENTS**

None.

**ACTION ITEMS**

***1. Review and Act on Equivalency request (Johnston)***

Equivalency in the area of Business was reviewed. The Equivalency Committee recommended to not approve this request and the Academic Senate agrees with this recommendation. A motion to agree with the committee's decision was made by Susan Nylander and seconded by Dawn Howey. The motion carried unanimously.

***2. Recommend adoption of revised AS Bylaws***

There were nineteen faculty that voted to ratify the Academic Senate Constitution and Bylaws. The final vote was 18-1 in favor of ratification. A motion to ratify the Academic Senate Constitution and Bylaws was made by Gene Low and seconded by Susan Nylander. The motion carried unanimously.

**3. Review and recommend approval of the Non-Instructional Program Review format.**

A motion to approved the Non-Instructional Program Review was made by Nancy Nunes-Gil and was seconded by Susan Nylander. The motion carried unanimously.

**4. Set election procedures**

There will be no need for an election. Of the full-time faculty, eight are ineligible due to tenure-status. There were only one candidate interested in the available positions.

The 2015-16 Academic Senate will be as follows:

President: Scott Bulkley

President-Elect: Sona Vartanian

Math/Science/PE Rep: Rodolfo Duque

Humanities Rep: Susan Nylander

Social Science Rep: Dawn Howey

CTE Rep 1: Nancy Nunes-Gil

CTE Rep 2: Claire Benson

**DISCUSSION/INFORMATION ITEMS**

**1. Discuss AP 5530**

AP5530 and AP5520 were presented and discussed. Vice President Eaton would like to see this item on the Action Agenda at the first Fall 2015 Academic Senate Meeting.

**2. Enrollment Management and role of Senate (online cap)**

The need to lower the cap of students in online classes to less than 50 was discussed. The item will be discussed with BCFA as well as the Distance Education Committee.

***Other***

The 16-week calendar was discusses. The process to change from an 18 to a 16 week calendar is a lengthy process. The soonest this could be implemented would be Fall 2017, as per VP Eaton.

**ADJOURNMENT**

The meeting was adjourned at 12:37 with a closing speech by our retired AS President Rich Johnston.