Call to Order:
The meeting was called to order it 12:12 pm

Attendees:
   Abbott, Amar; Altenhofel, Jennifer; Chaidez, Joe’il; Colaw, Rebecca; Devine, Bill; Dyer, Geoffrey; Eveland, Sharyn; Vicki Jacobi; Travis, Lori.

Absent: Golling, Greg

Guest: Rangel-Escobedo, Juana

Public Comment:
There was no public comment

Approval of the Minutes
Approval October 20, 2021, Minutes (ACTION)

   Mr. Bill Divine made a motion to approve the minute with corrections, Mrs. Kanoe Bandy seconded the motion. The motion was approved with two members’ abstentions.

Informational Items:
No information item was discussed

Update:
ASCCC Fall Plenary Nov 4-6, 2021 (UPDATE):
   Dr. Sharyn Eveland told the committee that Mr. Geoffrey Dyer received an honorary resolution recognizing his exemplary service to the Academic State Senate. Mr. Dyer also commented that he presented at two different breakout sessions. The first one was distance education, which was for only people personally attending the plenary, so it was sparsely attended. The second one on the breakout session was about AB 361 – exceptions to Brown Act teleconferencing which was highly attended. It included a combination of online and face-to-face participants.

Dr. Eveland also talked about the breakout session on the general education pattern and how she will present the information to the curriculum and SLO committees. Also, Dr. Eveland stated that there was a lot of good information at the plenary session.

The Senate President also stated that the resolutions passed at the plenary meeting would be distributed to the Academic Senate committees for discussion. Recommendations would be sent back to the Senate Counsel for further discussion.

Mrs. Juana Rangel-Escobedo asked if the general education pattern would be adopted by May and effective fall 2022. Dr. Eveland stated that no California State University and University of California system had until the end of spring to agree on the pattern. If they did not, the different chancellor’s offices would take matters into their own hands and push the pattern and make it effective summer of 2023 or the fall of 2024.
Old Business: Assignment of Responsibility for Development and/or Recommendation to Senate of the Whole for Action

*Faculty Professional Development Committee Charter (ACTION):*

Dr. Eveland stated the professional development charter was not in the packet because she notified Mrs. Diane Jones about the concerns of the Academic Senate Council. As a result, the professional development committee decided to submit the charter with no changes. This means the committee does not have to review the charter, so no action was taken.

New Business: Assignment of Responsibility for Development and/or Recommendation to Senate of the Whole

*Process for Documentation and Revision of Disciplines and Minimum Qualifications (ACTION)*

Dr. Eveland listed many issues regarding minimal qualifications and how some of our processes are not written down. The institution has grown to where orally shared institutional knowledge is no longer enough. Taft College has followed many of the policies and procedures that other community colleges use around the state. Some identified issues are listed below:

- **Issues:** There is no documented list of disciplines and local modifications to minimum qualifications in use at Taft College, particularly in CTE areas.
- **Associated issue:** Impacts FSA determinations, consistency in verification of qualification for assignment to courses (CTE); consistency in the application of locally determined minimum qualification for hiring and/or course assignment; documentation of dates including the date when the modification was adopted, frequency of review for revision.
- **There is no documented process for reviewing and vetting proposed local modifications to minimum qualifications (discipline list).**
- **Associated issue:** Consistency in the process; public hearing on locally determined additions/modifications to minimum qualifications, particularly in CTE disciplines.

Dr. Eveland proceeded to go through the Academic State Senate procedures step-by-step and informed the Council that we don’t need to do all the steps, but some steps are part of the historical process at Taft College. Creating a written and followed process would mitigate some confusion that hiring committees and faculty service area committees would deal with. They would know exactly what experience and other qualifications would be needed to serve or be hired in the area.

For example, Dr. Eveland used was medical terminology what are the expectations of the field that a Taft College instructor should possess to teach that course such as experience, what type of degrees, etc. This will be added to the addendum when we reencounter this issue for future reference.

Dr. Amar Abbott asked if the minimum qualifications change for any discipline, and a faculty member who was already hired still possesses the qualifications to teach a course. Dr. Eveland stated that faculty member meets the minimum qualifications they are grandfathered in for the duration of their employment. Once the new minimum qualities are established, any new person coming into the institution would have to meet that standard of qualification.

Dr. Vicki Jacobi stated that the CTE committee reviews a handbook and looks at all the CORs and minimum qualifications that apply to the CTE disciplines applicable to Taft College. Also, they’re going through the job description that human resources (HR) have sent out in the past to have a reference point in their data collection process. All these documents will be collected and housed in a digital format to be reviewed in the future.
Mr. Geoffrey Dyer cautioned the committee regarding minimum qualifications and making the minimum qualification more restrictive, especially in this hiring climate. Also, he believes that we should follow the state Academic Senate recommendations regarding minimal qualifications. Mr. Dyer sees the value of making some CTE areas more restrictive locally than the state currently does but is generally against it.

Dr. Eveland addressed some of Mr. Dyer’s concerns regarding minimal qualifications. First, Dr. Eveland reiterated a desire that currently used process(es) for determining local modifications be written down, reviewed by the Senate-of-the-Whole, and consistently followed. Additionally any locally approved modifications are currently assumed to be documented and applied consistently. However, no written records were found to support that assumption. To improve, Dr. Eveland supports creating a written process for determining if a local modification is needed, directing a vetting and approval process for proposed local modifications, and official documentation of all local modifications for use in evaluating whether applicants for positions and/or FSA meet minimum qualifications.

This agenda item will be brought back in future meetings.

**Other Announcements:**
- There were no announcements

**Adjournment:**
- Dr. Abbott made a motion to adjourn, Dr. Eveland seconded the motion. The motion passed unanimously. The meeting was adjourned at 1:15 pm

Submitted by Dr. Amar Abbott