Call to Order
Meeting called to order at 12:10 PM

Attendees:
Abbott, Amar; Altenhofel, Jennifer; Bandy, Kanoe; Chaidez, Joe’l; Colaw, Rebecca; Devine, Bill; Dyer, Geoffrey; Eveland, Sharyn; Golling, Greg; Jacobi, Victoria; Travis, Lori

Guest:
Oja, Michelle; Rangel-Escobedo, Juana

Public Comment
None

Approval of the Minutes
Approval January 26, 2022, Minutes (ACTION)
The President asked to approve the minutes three times by unanimous consent. Minutes were passing unanimously.

Informational Items/Updates:
Process flow for BP/AP review (UPDATE)
Dr. Eveland stated the process for reviewing Board Policy (BP)/Administered Procedure (AP). The process starts with the president’s office determining which BP/APS will be reviewed. Currently, Geoffrey Dyer is reviewing the flowchart and revising it to reflect proper terminology so the Senate Council can look at it in the future.

Dr. Daniels contacted Dr. he will regarding changing the language to board policies regarding baccalaureate programs that can be housed at the community college level. The suggested revision to the BP 3200 ensures that the district applies with ACCJC and the US Department of Education Baccalaureate programs. The Other BP is regarding our mission statement it should reflect that we are adding language that our institution offers a baccalaureate program, and our mission statement should reflect that we are community college that offers four-year degrees.

Old Business: Assignment of Responsibility for Development and/or Recommendation to Senate of the Whole for Action
Process for Documentation and Revision of Disciplines and Minimum Qualifications (DISCUSSION)
• Issues: There is no documented list of 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 application of locally determined minimum qualification for hiring and/or course assignment; documentation of dates including date when modification was adopted, frequency of review for revision.
• No documented process for review and vetting of proposed local modification/definitions to minimum qualifications (discipline list).
• Associated issue: Consistency in process; public hearing on locally determined additions/modifications to minimum qualifications, particularly in CTE disciplines.

This has been a continuing discussion regarding minimum qualifications brought forth from previous meetings. The Academic Senate president asked for this to continue discussing minimum qualifications.
Dr. Greg Golling asked that if you are assigned to the division, that person should be able to teach all courses within a division, as stated by an Administrator. Dr. Eveland answered that a person is assigned to a discipline, and they should be able to teach all courses within a discipline.

Mr. Bill Divine asked if we develop a CTE area with those courses going through the same process? Dr. Eveland responded, stating that the Local Academic Senate as a whole would review and send it to the State Academic Senate for review to establish a new discipline.

Dr. Lori Travis asked about legacies cases where a person who taught the course previously? Dr. Eveland stated no one would be exempted to teach a course; you must be able to teach the discipline where the course is housed. Therefore, if a person qualifies for equivalency, they must be all teach all the courses in the discipline.

Dr. Eveland stated that the Academic Senate of Community Colleges determines the minimum qualifications, and the body makes recommendations to the Board of Governors. Then the Board of Governors relies primarily on the State Academic Senate to set minimum qualifications. Also, the local academic Senate consent local minimum qualifications that can only be narrowed, not expanded.

The Academic Senate Council had a robust discussion on the topic, and it will be brought back next Academic Senate Council as an action item.

**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. Michelle Oja asked the Academic Senate where do we put experience for the course since it is not directly related to minimum qualifications? She explained, “How to add Experience in crisis intervention work’ to standard discipline minimum qualifications only for a crisis intervention course.” Dr. Amar Abbott suggested that it should be a part of the job application. Dr. Oja stated that institutional knowledge may not be passed down when this comes up in discussion again. She (Dr. Oja) said that she might not be the division chair, and other people in the department may retire, not remember this should be a part of the job description.

The Academic Senate Council agreed that this should be housed in human resources (HR). The question that needs to be answered is where this special request would be added to the minimum qualifications, and where it would be housed.

The Academic Senate president stated this discussion we moved to the next agenda for more consideration.

*SLO Revision/New Course Template (ACTION)*

The President asked to approve the New Course Template three times by unanimous consent. New Course Template were pass unanimously.

**Adjournment**

The meeting was adjourned at 1:01 PM

Minutes submitted by Dr. Amar Abbott