



ATTENDEES: John Bromma, Kathy Campbell, Sean Caruana, Rosa Castillo, Elissa Claar, Laurie Cozzolino, Olivia Flores, Marne Foster, Marisa Gonzalez, Ingrid Greenberg, Antoinette Griffin, Beth Hayes, David Holden, Ann Marie Holznecht, Ted Kagan, Corinne Layton, Caron Lieber, John Louie, Joan McKenna, Donna Namdar, Timothy Pawlak, Cat Prindle, Maria Reyes, Bernie Rodriguez, Rachel Rose, Kim Salerno, Char Schade, Stacy Surwilo, Richard Weinroth, Ellen Zelniker

1. Approval of May 16, 2017 [Minutes](#): Motion to approve minutes (M/S/P).
2. Revised Faculty [Evaluation](#) Instruments Second Reading: I. Greenberg presented the revised and edited evaluation instrument, now a fillable PDF. Discussion included recommendations: 1) Include discipline/position at top of page, 2) Include percentage of release time (removal by mistake), 3) Grant Writers #6: change to grant activities to be more inclusive of all grant related activities, 4) Place to capture participation on community advisory committees
3. Senate [Election](#) Ad Hoc [Committee](#) : O. Flores, K. Salerno, S. Surwilo presentation to the Senate reviewing concerns related to the Academic Senate Election. Motion to create a Constitution Committee to review and amend the current Senate [Constitution](#) (M/S/P).
4. Planning and Institutional Effectiveness (PIE) Committee, M. Fischthal presented an overview of the PIE committee which she and R. Weinroth co-chair. Scope of work includes implantation of the CE Strategic Plan and tracking progress made across CE.
5. Soft Skills: K. Alder presented a [soft skills list](#) generated at SDCE May 11, Community Lunch. K. Campbell suggested the Health Workforce Initiative: [The Critical Six Soft Skills](#). T. Pawlak noted the Business Information Worker Program Certificate Program currently being reviewed at the state level has a soft skills component: Business Communication 1 & 2.
6. SLO Task Force: M. Foster reported the committee reestablishment. Proposed meeting once a semester during the Senate Program Chair Meeting. A Dropbox will be established by M. Foster to be a repository of CE & statewide SLO materials.
7. Part-time Faculty Leadership Institute Aug 3-5, 2017 Anaheim, CA: C. Lieber stated there are 100 scholarships and 200 spaces [invitation](#) and [registration](#). Two emails have been sent out to adjunct faculty. R. Weinroth will resend to contract to encourage adjunct participation.
8. Senator Attendance Sign-in and absentee [Policy](#): B. Hayes reviewed the policy as stated in the senate constitution: When a discipline delegate misses two meetings per academic year without sending the declared alternate, the Academic Senate Executive Committee shall remove the non-attending discipline delegate's name from the Academic Senate roster and recommend that the discipline elect a new delegate and declared alternate.
9. Post PD Travel [Activities](#): B. Hayes reminded the senate when receiving Senate Travel/Conference funds of the obligation to perform 1 of the 4 report-back activities.
10. Professional Advancement Committee (PAC) [Proposal](#): Second Reading I. Greenberg reviewed the proposed PAC restructuring. Discussion included a statement by current PAC member C. Fitzmaurice read by C. Layton in opposition to the proposal. Motion to refer the proposal to the existing CE PAC for their review (M/S/P).



11. Remaining agenda items were postponed until September 19, 2017 Senate meeting: ICar Meeting Update.
12. Important Dates Calendar [here](#)

**Next Meeting**

September 19, 2017 | 3:00 p.m. – 5:00 p.m. | Room 186 | ECC

Please submit future agenda items to both [Richard Weinroth](#) and [Beth Hayes](#)