Draft Minutes, Special Meeting,  
Harbor College Academic Senate,  
1:30 PM, Thursday, August 7, 2014  

SSA 119

**Officers present:** Susan McMurray [presiding], William Hernandez, Jim Stanbery [recording]

**Senators present:** Delia Renteria, Hale Savard [Communications]; Kate Campbell, Juan Baez [Humanities/Fine Arts]; Jaoquin Arias, Tissa Munasinghe [Science/FCS]; Farah Saddigh [Math/Technology]; Nabeel Barakat [Physical Education]; Brad Young, Ellen Joiner [Social and Behavioral Sciences]

**Members excused:**

**Members absent:** Kent Stoddart [officer]; Joyce Saxton, Jenny Arazaga [Health Sciences]; Tigran Alikhayan [Math/Technology]; Elizabeth Colocho, Daniel Ruiz [Counseling]; Jonathan Lee [Library]

**Guests:** Stephanie Atkinson-Alston, Stephanie Brown, Paul Grady, Otto Lee, Mona Dallas Reddick, Luis Rosas, Bobbi Villalobos, Merci Yanez

**Call to order**

*The meeting was called to order at 1:40 by Ms. McMurray, who welcomed Dr. Otto Lee as the incoming president of the college.*

**Administrative Report**

Dr. Lee expressed his pleasure at being here at Harbor and briefly reminded the Senate of the priorities for the college we all share in the coming year, inviting everyone’s most creative suggestions for strengthening the college all down the line.

The Senators introduced themselves individually, & Dr. Lee fielded several questions.

**Adoption of agenda**

*The agenda was adopted with the adjustments shown below.*

**Treasurer’s Report**

Ms. McMurray reported that our balances remain unchanged.

**Adoption of Minutes**

*Unanimous consent to adopt the minutes of the July 10 meeting as previously e-mailed.*
SLO Report
The MOU formalizing Mr. Arias’ assignment as SLO Coordinator will soon be forwarded to Ms. McMurray for signing on behalf of the Senate.

PUBLIC COMMENT
Steve Hirsh in Intensive Care
Dean Yanez notified the Senate that Mr. Hirsh is at Kaiser.
Dean Sanchez a New Mom
Dean Villalobos notified the Senate it’s a boy.

ITEMS/ACTIONS NOTICED FOR ACTION AUGUST 7
Faculty Handbook [APPC]
Unanimous consent to adopt the document, to be distributed on CD to all faculty, with a limited number of hard copies to be available.

ITEMS FOR DISCUSSION/FUTURE ACTION
Senate Evaluation and Functional Priorities [Ms. McMurray]
Ms. McMurray expressed the hope that we can promptly complete a formal Senate evaluation with ideas on strengthening our functional priorities in the year to come. She also reminded the Senate of the apparent consensus for adjunct representation on the Senate and the need for language to be adopted by APPC accordingly for inclusion in the set of proposed amendments to the Senate Constitution that APPC will soon be bringing to the Senate.

Curriculum Committee Annual Report [Ms. Saddigh]
In the absence of Dr. Keller, Ms. Saddigh drew the attention of the Senate to the principal actions of the committee this year included in a packet of the documents involved, all of which had previously come before the Senate. The coming year’s priorities will include updating of the college catalogue. The report was accepted with appreciation for the committee’s work.

Streamlining Our Committee Structure [Mr. Young]
It was agreed that the Senate Executive Committee or APPC should review our committee structure, on the understanding that the key to minimizing committees is for the Senate, whenever tempted to form a new committee, to look first at the existing list of committees, and wherever possible, assign the functions in question to an existing committee, which, if it wishes to form a subcommittee for the purpose in question, can do so without creating the need for additional representatives from instructional divisions which each new Senate committee does require.

COMMENTS ON DISTRIBUTED REPORTS/NOTICES/COMMITTEE MINUTES
Student Success Committee
Deans Villalobos and Adkinson-Alston briefed the Senate on the opening day workshops highlighting student success approaches. The deployment of faculty mentors for our various programs is also in process.

**Administrative Services Committee**

In the absence of the co-chairs of this committee, Dean Adkinson-Alston proposed that we act on President Lee’s request for suggestions, especially in view of the change in leadership for the cluster responsible, by asking him for a clarification of bookstore policy on numbers of books ordered and price mark-ups. Ms. McMurray agreed to bring this to his attention on the understanding that all Senate members would check bookstore holdings for the texts we’re using to get a sense of the prevailing situation.

**College Website**

The Senate was updated on the improvements now underway.

**FHPC**

Mr. Young pointed out that the committee is preparing for the coming sequence of meetings even though the district has not yet provided us with the relevant parameters.

**PRESIDENT’S REPORT**

Earlier in the meeting Ms. McMurray had drawn the Senate’s attention to the yearly DAS-District Administration Summit announcement, Friday, September 16, included in the meeting packet.

**BOND CONSTRUCTION CONCERNS**

**ADJOURNMENT**

The meeting was adjourned at 2:54.
Executive Summary, Special Meeting,  
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