CETYS UNIVERSITY

ACADEMIC SENATE - MINUTES OF MEETINGS - 2009

FIRST MEETING OF ACADEMIC SENATE
DATE: TUESDAY APRIL 3RD 2009 AT 5:00 PM
PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS
PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA, HÉCTOR VARGAS, MARCO CARRILLO, LAURA CARRILLO

AGENDA: (1) Welcome message from Dr. Marco Carrillo; (2) Basic functions of the Academic Senate; (3) Election of the Chair for the Academic Senate; (4) General Aspects.

(1) WELCOME MESSAGE FROM DR. MARCO CARRILLO.

Dr. Marco Carrillo congratulates all the elected Senators and comments that, even though the process was speedy, the elections were done in an environment of transparency with the participation of the Student Affairs Offices, with the Academic Authorities not participating in the process, having the role of observers. He added that the Academic Senate is a transcendental event in the history of the Institution. He declares that the Academic Senate will be integrated by members from the Institution's Administration, which will be the College Directors, the Director of Academic Planning and Effectiveness and the Vice-presidency of Academic Affairs. Finally, he indicates that one of the first decisions for the elected senators, is to name the Chair of the Senate, to comply with the WASC accreditation process.

(2) BASIC FUNCTIONS OF THE ACADEMIC SENATE.

The indication of the naming of the Chair of the Academic generated comments from the elected senators with regards to the speediness of the process and the implications of this. Héctor Vargas commented that this was just a mere formality, and added, in response to the question "What will be the functions and responsibilities of the Academic Senate?, that the Academic Senate is stated as a formal means, by which the Higher Education Faculty, will have more participation in the decision making of academic affairs of CETYS: Curriculum Design and Review, Academic Planning, Organization of the Academy and Academic Work of the Faculty. He adds that the Academic Senate is created due to a recommendation by the WASC Evaluation Team. He finishes his comments indicating that the Academic Senate is also viewed as a group that establishes suggestions and recommendations to the Presidency of CETYS, without limiting these to the academic aspects, but also touching on normative, strategic planning and budgeting aspects. The quality and effectiveness of the Academic Senate is usually evaluated with regards to its influence on the Presidency.

Next, the elected senators commented with regard to their responsibilities to the groups they represent, and that they should be responsible for defining the time in which the Chair should be elected, as well as the credibility or lack thereof that an incipient Senate may have, if things are rushed, the need to give form and structure to the Senate as it starts operating, as well as the creation of knowledge and sensibility in the Council regarding the advantages of having a mechanism of this nature in the Institution. All coincided in the fact that the Senate represents an excellent opportunity for faculty to have a better and larger participation with regards to decision making in the Institution.

Lastly it was agreed to proceed in the naming of the Chair for the Senate, for which various nominations were made. In this manner, the requirement with regards to the WASC Accreditation Process was met.

(3) ELECTION OF THE CHAIR FOR THE ACADEMIC SENATE.

The elected senators nominated to be Chair of the Senate were: Patricia Valdes, Jorge Sosa, Miguel Guzmán and Alfredo Rodríguez. Of these four, two declined the nomination: Patricia Valdés and Alfredo Rodríguez, which left two: Jorge Sosa and Miguel Guzmán. Voting was done and a tie resulted, which was resolved using the criteria of most votes in percentage achieved in the elections for the Academic Senate. Only the 6 elected senators participated in the election of the Chair for the Academic Senate. Applying the criteria mentioned before to resolve the tie, Jorge Sosa López was elected as the Chair for the Academic Senate.

(4) GENERAL ASPECTS.

NONE.

The meeting ended at 6:00 PM.

MEETING OF ACADEMIC SENATE
DATE: TUESDAY APRIL 28TH 2009 AT 4:00 PM
PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS
PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA, MIGUEL SALINAS, CARMEN ECHEVERRÍA, FEDERICO SADA, MARCO CARRILLO

AGENDA: (1) Reading and approval of Minutes of the April 3rd Meeting; (2) Naming of moderator for meeting; (3) Composition/Structure of Academic Senate; (4) Roles, functions and scope of the Academic Senate; (5) General Aspects.

(1) READING AND APPROVAL OF MINUTES OF THE APRIL 3RD MEETING.
The minutes for the April 3rd meeting were read , the corresponding adjustments to it, which were mentioned via e-mail were verified, and the minutes were approved.

(2) NAMING OF MODERATOR FOR MEETING.
Alfredo Rodríguez was named moderator for the meeting.

(3) COMPOSITION/STRUCTURE OF ACADEMIC SENATE.
Dr. Marco Carrillo explains the structure of the Academic Senate, which is comprised by faculty representatives (elected senate), as well as college and administration representatives (designated senate).
Héctor Velarde comments that the original idea that many faculty had of the Academic Senate was that it would be comprised only by faculty.
Jorge Sosa López asks regarding the role of students in the Academic Senate.
Dr. Marco Carrillo explains that the student will be integrated into the Senate gradually, as time goes by an the Senate defines its roles, functions and scope.

(4) ROLES, FUNCTIONS AND SCOPE OF THE ACADEMIC SENATE.
Jorge Sosa López asks about the roles and functions of the Senate.
Dr. Marco Carrillo explains that the Senate will have topics and spaces defined according to the interest of its representatives, and very importantly not to forget the WASC accreditation process as a topic of discussion and analysis, as well as modifications to the curriculum, and in general, academic aspects that are of interest and importance to faculty, students and the Institution as a whole. He emphasizes that the Senate must not be seen as a "union" and that the topics are of an academic nature, to be discussed between its members and the President. Also, the Academic Senate must be permanent and not disappear; it must be consolidated and it must reflect progress as time passes.
Jorge Ortega comments that the general understanding of the members of the Senate is that, even though this is a new process and with many things undefined, a vote of confidence will be given to the Senate and the idea is to move forward, however, it is important to define how the Senate will operate, its functions, and how the proposals it generates will be defined and followed through.
Federico Sada comments that faculty and students must be informed of the plans and projects the Institution is undertaking. The Senate must be a means to communicate these plans and projects to faculty and students and then gather proposals. The plans and strategic lines of CETYS are a guideline, and must be analyzed.
Miguel Guzmán comments that we are at a creative juncture, where there is no defined reference, due to the fact that this is the first time an Academic Senate has existed for CETYS. The Senate should be a permanent group that helps permeate information, so that proposals may be made in a collegiate manner. He comments regarding the fact that the Senate does not have representatives from all Campuses and that this should have been considered in the initial design.

Jorge Sosa López asks if there are any official documents, rules, normative elements etc., that may serve as a guideline to define the normative reference framework for the Academic Senate. Do specific guidelines exist from the Institution or does this definition fall completely in the hands of the Academic Senate? Who of the members has voice and vote, and who just has voice in the Academic Senate?
Dr. Marco Carrillo comments that all have voice and vote, except students, who only have voice, and, although there is some documentation, the Senate is free to define its normative elements.
Patricia Valdés comments that this should not become an elite group that reviews projects and proposals but never communicates the information. The definition of how the information will flow is important.
Alfredo Rodríguez suggest defining a link in the CETYS web page that has information regarding the Senate and that the first order of discussion could be the strategic lines, also the current program review process, and the faculty training projects, such as the "CETYS Faculty Certification" program, of which there is little information.
Carmen Echeverría comments that the functions of the Senate should be relating to defining the order of the various processes in which the information must be permeated and know, and comments also that the preparation for the WASC visit in October must be considered.
Jorge Sosa López comments that there have been many comments and suggestions so far, and suggests that the focus and tasks of the Academic Senate in the short/middle term should be:

1. Analysis of documentation to define the structure and normative reference framework for the Senate.
2. Definition of work dynamic for the Senate, with a focus on: a) knowing and comprehending institutional projects, processes and policies (for example WASC, strategic lines, etc.); b) facilitate discussions regarding these topics in which the Senate as well as faculty and students participate; c) generate proposals regarding these topics, based upon the discussion.

Héctor Velarde comments that it is also a responsibility of the faculty to be informed, and suggest the use of Blackboard as a tool for the work dynamic of the Academic Senate.
Federico Sada comments that also VoCETYS and other means should be used.
Jorge Sosa López comments that Blackboard may be used for document gathering and the internal workings of the Senate and the other means like the webpage and VoCETYS may be used as resources to permeate information regarding the Senate. He asks: what is the purpose of having the Director of Academic Effectiveness as a member of the Senate?
Dr. Marco Carrillo answers that the reason is due to the fact that this area integrates academic elements, projects and proposals to aid the Vice-presidency and the Presidency in decision making, and therefore its input is important and also the input of the Senate to this area is important.
Miguel Salinas comments that the students should be integrated in the future and not at this point.
Jorge Sosa López approves the comment from Miguel Salinas and suggests, as closing remarks, the following three agreements for follow up: 1) begin work on a draft for the normative reference framework, 2) begin work on an annual agenda for the Senate and work dynamic, 3) definition of means for organizing and communicating the work of the Senate (Blackboard, VoCETYS, webpage, etc).

(5) GENERAL ASPECTS.
NONE.

The meeting ended at 6:00 PM.

MEETING OF ACADEMIC SENATE
DATE: TUESDAY JUNE 16TH 2009 AT 9:00 AM
PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS
PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA, CARMEN ECHEVERRÍA, FEDERICO SADA, HÉCTOR VARGAS, MARCO CARRILLO

AGENDA: (1) Reading and approval of Minutes of the April 28th Meeting; (2) Naming of moderator for meeting; (3) Composition/Structure and Normative Reference Framework of Academic Senate; (4) Agenda for the July-December 2009 period for the Academic Senate; (5) Mechanisms for information organization and distribution; (6) General Aspects.

(1) READING AND APPROVAL OF MINUTES OF THE APRIL 28TH MEETING.
The minutes for the April 28th meeting was read and the minutes were approved.

(2) NAMING OF MODERATOR FOR MEETING.
Jorge Sosa López was named moderator for the meeting.

(3) COMPOSITION/STRUCTURE AND NORMATIVE REFERENCE FRAMEWORK OF ACADEMIC SENATE.
Jorge Sosa López comments on the follow up to the agreements made in the previous meeting, citing two documents that were sent to the group for analysis and to discuss in this meeting, which are: a) a draft proposal for the normative reference framework for the Academic Senate, and b) a draft proposal for the agenda and work dynamic for the July-December 2009 period for the Academic Senate. The first topic to discuss relates to the first document, which was drafted using reference documents from CETYS and also other institutions. These references may be found in the Blackboard course for the Academic Senate, which was launched in the previous weeks and is also one of the agreements made in the last meeting. He suggests that the dynamic for the review of the document be the reading of each article, followed by the discussion, comments, observations and modifications relating to the article, and using this methodology articles I, through VIII were reviewed, adjusted and reorganized. The definition of the roles and functions of the Academic Senate was reviewed and defined; the periodicity of the meetings was defined as monthly, with three types of meetings: ordinary (monthly), extraordinary (when required) and general assembly (once a year); the three primary officials of the Senate, were defined, which are the President (Jorge Sosa López), Vice-president (Miguel Guzmán) and Secretary (Vice-president of Academic Affairs, Dr. Marco Carrillo), as well as their primary functions; it was defined that all members will have voice and vote; there will be 6 elected senators from faculty and they will have the Presidency and Vice-Presidency of the Senate, and there will be 5 designated senators which will have the Secretary of the Academic Senate; there will be "Consult Groups" which are groups independent of the Senate that may be called upon or may address the Senate regarding specific topics, and examples of these are Academies, Student Bodies, etc.; the Senate may define Committees to address specific topics and projects, which will include members of the Senate and also may include external experts.
Dr. Marco Carrillo and Carmen Echeverría suggest that the Normative Reference Framework be reviewed by external law experts. Two experts are suggested for this: Alfredo Estrada from Tijuana Campus, and Ma. Luisa Walther from Mexicali Campus.
Federico Sada comments that he may find another expert.
Jorge Sosa López suggests a Committee be formed to continue work on the Normative Reference Framework, and this Committee will be formed by Miguel Guzmán, Jorge Ortega and Jorge Sosa López.

(4) AGENDA FOR THE JULY-DECEMBER 2009 PERIOD FOR THE ACADEMIC SENATE.

Jorge Sosa López suggests that, due to time limitations for the current meeting, this topic will be addressed fully in the next meeting, however, aspects such as the periodicity of the meetings for the senate, as well as the dates and times, and the general work dynamic, be discussed briefly. He explains the general work dynamic, detailed in the draft proposal, and since it has been defined that the Senate will have monthly meetings, asks for suggestions regarding the days and times in which the monthly meetings for the Senate may take place.

Héctor Vargas suggests Friday mornings, due to the fact that the videoconference meeting room has availability in those time slots.

Federico Sada suggests meeting from 11:00 AM to 1:00 PM on the second or third Friday of each month with a detailed and well defined agenda that allows for the efficient use of time.

Jorge Sosa López then asks the group for a vote regarding this suggestion and it is approved that the meetings will be held on the third Friday of every month from 11:00 AM and 1:00 PM, and asks the elected senate to inform their corresponding academic administrators to consider this in their work package and class scheduling for next semester, and also asks the present academic administrators to support this and help with the follow-through.

Miguel Guzmán asks if the meetings will be held in Mexicali.

Jorge Sosa López responds that the meetings will be held via videoconference so that the least amount of mobility need be done, however some meetings could be held in Tijuana and Ensenada and this should be considered further.

(5) MECHANISMS FOR INFORMATION ORGANIZATION AND DISTRIBUTION.

Jorge Sosa López comments that he has been required to provide information regarding the Senate for the Faculty Handbook, and also the webpage with information regarding the Senate is ready to be deployed. He suggests the information that has been defined in this meeting, particularly that of Articles 1 and 2 of Chapter I, and Article 3 of Chapter II, of the current draft proposal for the Normative Reference Framework of the Academic Senate, be used. The agreements for the meeting is that each member will continue review of the available documentation relating to the discussed topics, particularly the Normative Reference Framework, the current version of which will be distributed to each member and available on Blackboard, and that the discussion of these topics will continue in the next meeting of the Academic Senate scheduled for July 24th 2009.

(6) GENERAL ASPECTS.

Jorge Sosa López comments, in closing, of the image the Academic Senate should have and how it may be viewed by the Faculty, and puts into consideration that the Academic Senate should have a presence in the Commencement Ceremonies of the Institution, and that there should be a formal presentation of the Senate to the faculty and community. These topics should be discussed with the President.

The meeting ended at 12:00 PM.

MEETING OF ACADEMIC SENATE
DATE: FRIDAY JULY 24TH 2009 AT 11:00 AM
PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS
PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE SOSA, CARMEN ECHEVERRÍA, FEDERICO SADA, MIGUEL SALINAS, HÉCTOR VARGAS, NANCY TAMAYO.

AGENDA: (1) Reading and approval of Minutes of the June 16th Meeting; (2) Naming of moderator for meeting; (3) Agenda for the July-December 2009 period for the Academic Senate; (4) Mechanisms for information organization and distribution; (5) Updates on Normative Guidelines for the Academic Senate (6) General Aspects.

(1) READING AND APPROVAL OF MINUTES OF THE JUNE 16TH MEETING.
The minutes for the April 28th meeting was read and the minutes were approved.

(2) NAMING OF MODERATOR FOR MEETING.
Jorge Sosa López was named moderator for the meeting . Nancy Tamayo was asked to take notes for the minutes of the meeting.

(3) AGENDA FOR THE ACADEMIC SENATE FOR THE JULY-DECEMBER 2009.
The topics for the Agenda of the July-December 2009 period were reviewed.
With regards to the meetings being made open to the public, the group defined that this was premature at the moment, due to the fact that there are still aspects to be defined.
Four topics were defined: WASC (focused on the October 2009 CPR IA visit), SERP (Faculty Evaluation System), New Academic Structure and competitiveness of academic programs. Other important topics that were put on the table are: budgets, enrollment, 2020 Plan and program review, as well as academic planning and organization, curriculum design, review and competitiveness, academic policies, faculty development and student life as ongoing topics.
A motion was made and approved that the Senators work with Faculty to gather proposals regarding the aforementioned topics.
It is necessary to define the Senate's guidelines, member charter and activities so these can be presented to the new President of CETYS University, Dr. Fernando León, and a proposal was made to establish a meeting with him for this purpose. Beginning in August 2009, Dr. León will be dedicating 25% of his time to CETYS, in November 2009 he will be dedicating 75% of his time and in January 2010 he will be dedicated 100% to CETYS. A proposal is made that the Vice-Presidency of Academic Affairs be in charge of defining the related documentation with the corresponding approval of the current President, Enrique Blancas.
With regards to having meetings in Tijuana and/or Ensenada during the July-December 2009 period, to be inclusive, it was clarified that videoconferencing could still be used, meaning not all Senators have to be present in the Campus where the meeting is held, however the President or Vice-President of the Senate could be the representative of the Senate in the corresponding Campus.

(4) MECHANISMS FOR INFORMATION ORGANIZATION AND DISTRIBUTION.
A proposal is made to generate information capsules to inform faculty of the Senate's activities.

The communication medium could be the electronic VoCETYS magazine on a monthly basis, as well as the printed version, and for this Jessica Ibarra was asked for support. Also, to promote the usage of the PIA portal as a repository for documents.

(5) UPDATES REGARDING NORMATIVE GUIDELINES FOR THE ACADEMIC SENATE.

This documentation is a work in progress. The current draft was analyzed and observations for necessary modifications were made, in particular with regards to re-election and vacancies, and these were considered positive, however the writing of these should be clarified.

All Senators were invited to share documentation that could be of use, such as those sent by Dr. Velarde.

A proposal was made to invite external experts to review the documentations, and that these could be members of the CETYS Community including faculty members, and that the group should be inclusive and representative.

(6) GENERAL ASPECTS.

A meeting is suggested with Ángel Montañez to receive orientation regarding the Senate and the IENAC Board as well as its Committees, as well as the Senate's normative guidelines. Carlos García could provide valuable information regarding these topics.

The meeting ended at 1:00 PM.

MEETING OF ACADEMIC SENATE
DATE: FRIDAY AUGUST 21ST 2009 AT 11:00 AM
PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS
PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE SOSA, MIGUEL SALINAS, HÉCTOR VARGAS, JORGE ORTEGA, NANCY TAMAYO.

AGENDA: (1) Reading and approval of Minutes of the July 24th Meeting; (2) Reports from each Group of Senators regarding faculty meetings; (3) WASC – CPR Report for Initial Accreditation and Visit of the WASC Team (6) General Aspects.

(1) READING AND APPROVAL OF MINUTES OF THE JULY 24TH MEETING.

The minutes for the July 24th meeting was read and the minutes were approved.

(2) REPORTS FROM EACH GROUP OF SENATORS REGARDING FACULTY MEETINGS.

Dr. Valdés and Dr. Guzmán did not have the opportunity to gather information from faculty meetings, and a proposal is made that Jorge Sosa participate in some meetings (on Tuesday) via videoconferencing if possible. Dr. Ortega and Dr. Velarde also support this proposal.

Dr. Orteha gathered some general comments from the faculty of the College of Social Sciences and Humanities:

- It is difficult to comply with the Educational Model due to the compacting of classes that was defined for the August-December 2009 semester (32-33 students per class). Héctor Vargas comments that this was defined only for first semester groups. Jorge Sosa comments that this also occurred for third semester classes.
- A red flag is identified regarding faculty evaluation for courses belonging to the general formation block for 3rd and 5th semesters.
- Equipment malfunctions in classrooms persist.

Héctor Vargas suggests an analysis be made of the programs the institution has versus what should be offered, and this analysis be sent to Francisco Chávez with the objective to make a comparison with public institutions.

Dr. Salinas requests a clarification regarding the offering of online courses (amount) and mentions that this type of course is not adequate for first semester student, due to the fact that proficiency in the use of technology has not yet been assessed for this population. Jorge Sosa mentions that it is necessary to know the profile and background of these students and that students who transfer with equivalencies from other schools may take online courses if they meet the entry requirements. A proposal is made that a course be designed to assess the student profile for these types of online offerings. Dr. Velarde comments that he sees no problem in students taking these types of courses if they are proficient enough in the use of technology.

A report was sent to the Senators with regards to the meetings that were held with the Engineering faculty of the three Campuses.

Comments were made by faculty regarding course workload, particularly in Tijuana, with regards to the request made by the School Deans for faculty to report their workload and that this information would be delivered to the Campus Director. Hector Vargas comments that this is a result of a request made by the Vice-President of Administrative Affairs and has to do with classes taught by CETYS personnel from support areas within their work hours of 8 AM to 1 PM and 3 PM to 6 PM and how these hours would be managed to provide service to all areas.

Dr. Valdés mentions that CETYS faculty provide many hours of support to the institution via various activities such as academic promotional events, etc. Jorge Sosa comments on the fact that engineering Faculty from Tijuana mention that they feel overwhelmed by the request for participation in these activities, and that in the Mexicali Campus their participation as collaborators in the CETYSorteo is not clearly understood. Engineering faculty from the Ensenada Campus mentioned their concern about the representation of the Campus in the Academic Senate, due to the fact that currently no Senate chair is held by an Ensenada faculty member. Also, engineering faculty from Mexicali request that faculty comments and proposals made to the Senate be directly communicated to the Presidency and not be filtered.

Dr. Valdés stresses the importance of the faculty role in academia and that this should be the predominant activity of faculty and not administrative support activities.

Jorge Sosa stresses the fact that the Academic Senate is not a figure that will generate resolutions in this early stage, but is a means to gather impressions, opinions and proposals and channel these to the Presidency. Also a proposal is made to clearly define the lines of authority for faculty, and stress the fact that the School Dean is the direct superior of faculty members and not any other instance (this should be made even clearer through a Memorandum of Commitment from the Deans).

(3) WASC – CPR REPORT FOR INITIAL ACCREDITATION AND VISIT OF THE WASC TEAM.

Jorge Sosa informs that the WASC CPR report for Initial Accreditation has been completed and the Senate should define how it will collaborate in the accreditation process. The WASC Team visits the CETYS Mexicali Campus from the 21st to the 23rd of October. Laura Carrillo, the WASC ALO for CETYS, has requested to address this with the Senate and a proposal is made for it to be done in the September meeting, where by this time all faculty should already have been briefed on the report.

Dr Salinas stresses that the CETYS Academic Senate should define itself and be presented as it is, and not try to forcible adhere to an American educational standard or format. Dr. Valdes suggests a meeting be held where all parties (Presidents, Vice-Presidents, etc. and Senate Members) be put up to date with the Senate's activities.

(4) GENERAL ASPECTS.

An e-mail invitation was sent to a group of experts to request feedback regarding the normative guidelines draft. Dr. Isaac Azuz sent information, and Ángel Montañez mentioned he was going to do the same, as well as Alfredo Estrada.

Jorge Sosa suggests a Mission Statement for faculty should be drafted and Héctor Vargas comments that this should be done in the context of the institution to be congruent.

The meeting ended at 1:00 PM.

MEETING OF ACADEMIC SENATE
DATE: TUESDAY SEPTEMBER 15TH 2009 AT 11:00 AM
PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS
PARTICIPANTS: ENRIQUE BLANCAS, DR. FERNANDO LEÓN, LAURA CARRILLO, PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, JORGE SOSA LÓPEZ, HÉCTOR VARGAS, FEDERICO SADA, MARÍA DEL CARMEN ECHEVERRÍA, NANCY TAMAYO.

AGENDA: (1) Reading and approval of Minutes of the August 21st Meeting; (2) Presentation of the Academic Senate to the Presidents and Vice-Presidents; (3) WASC – CPR Report for Initial Accreditation and Visit of the WASC Team; (4) Reports from each Group of Senators regarding faculty meetings; (5) General Aspects.

(1) READING AND APPROVAL OF MINUTES OF THE AUGUST 21ST MEETING.
The minutes for the August 21st meeting was read and the minutes were approved.

(2) PRESENTATION OF THE ACADEMIC SENATE TO THE PRESIDENTS AND VICE-PRESIDENTS.
The definition and structure of the Academic Senate was presented.
Dr. Valdés, Dr.Guzmán and Dr. Ortega presented the functions of the Academic Senate, and Dr. Velarde read the draft of the normative guidelines. The members of the Senate, both elected and ex-oficio were mentioned.
Dr. León mentions the importance of being "inclusive", and also to analyze the areas the Academic Senate will relate to, for example student life, information centers, student affairs, etc. He also mentions that in the Senate's functions it should be stated that it is a forum to attend and analyze academic initiatives and proposals. He suggests the inclusion of the concepts of Continuous Improvement and Pedagogical Innovation.
Jorge Sosa mentions that the documents generated so far are drafts and are in continuous review to include these types of observations as well as those made by experts who have been requested to provide feedback, and also the comments made by faculty gathered through meetings.
Dr. León emphasizes the need to clearly define the evidence of the initiative that brought forth the creation of the Senate as well as the instance that generated it. Laura Carrillo comments that the Senate was formed as a response to a recommendation generated by the WASC accreditation process.
President Blancas points out that the Senate should be included in the CETYS statute and that the Vice-presidency of Academic Affairs should generate a memorandum to this effect. He also suggests that the Senate have a code of ethics that is congruent with the Honor Code for Students as well as the one for IENAC, and also guidelines for the regular meeting proceedings.
President Blancas and Dr. Carrillo will work with Jorge Sosa on analyzing the statute.
Dr. León suggests that the renovation of Senate members should be one every two years.
Héctor Vargas points out that a measure of the effectiveness of the Senate is in direct relation to how much the Presidency uses it as a figure for consultation and the value this adds to the Presidency.
Jorge Sosa comments that it is important to seek best practices and Dr. León mentions that this will evolve through time via meetings, discussions and information sharing, as well as the gathering of recommendations.
Dr. León mentions that if non full-time faculty play an important role in the Colleges, they should have a representation in the Senate.
Dr. Ortega and Dr. Velarde comment that the Academic Senate should attend and help resolve the development needs of faculty.

(3) WASC – CPR REPORT FOR INITIAL ACCREDITATION AND VISIT OF THE WASC TEAM.

Laura Carrillo explains that an interview with the Academic Senate will be scheduled in Mexicali, with a maximum duration of 45 minutes, in which all elected senators should participate.

The Senate will present itself to the WASC Team as an academic figure in the process of structuring itself and defining its normative guidelines, and be very transparent in presenting what has been achieved so far.

Evidence of how the Senate was created via minutes and the draft of the normative guidelines should be made available to the Team.

It is necessary to make an institutional presentation regarding the CPR for faculty.

(4) REPORTS FROM EACH GROUP OF SENATORS REGARDING FACULTY MEETINGS.

The minutes of faculty meetings will be shared among the members of the Senate via e-mail.

(5) GENERAL ASPECTS.

The next regular meeting will address, among other topics, the preparation of the Academic Senate for the WASC Visit.

The meeting ended at 12:30 PM.

MEETING OF ACADEMIC SENATE
DATE: FRIDAY OCTOBER 16TH 2009 AT 11:00 AM
PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS
PARTICIPANTS: DR. MIGUEL SALINAS, MARIO DIPP, MARÍA DEL CARMEN ECHEVERRÍA, JORGE SOSA LÓPEZ, DR. HÉCTOR VELARDE, FEDERICO SADA, DR. PATRICIA VALDÉS, DR. MIGUEL GUZMAN, ALFREDO RODRÍGUEZ.

AGENDA: (1) Reading and approval of Minutes of the September 15th Meeting; (2) Reports from each Group of Senators regarding faculty meetings; (3) WASC – Preparation for Visit of the WASC Team; (4) "New" Faculty Evaluation System; (5) General Aspects.

(1) READING AND APPROVAL OF MINUTES OF THE SEPTEMBER 15TH MEETING.
The minutes for the September 15th meeting was read and the minutes were approved.

(2) REPORTS FROM EACH GROUP OF SENATORS REGARDING FACULTY MEETINGS.
Carmen Echeverría comments on the fact that faculty ask why there are "ex-oficio" Senators in the Academic Senate, and the response has been that they are also faculty members and their role is to be facilitators and make communication more agile between the Senate and the administration of the institution.
Dr. Valdes comments that faculty perceive the Senate as a channel for faculty development proposals as well as proposals for cost reduction and better use of resources so faculty salaries are not affected. Some proposals made by faculty have to do with the use of cell phones and carpool to move between campuses.
Dr. Salinas comments that some types of proposals should be channeled to administrative instances and that the Senate should only address proposals of an academic nature. Carmen Echeverría stresses the point that proposals should be primarily academic, without discarding administrative aspects that should be addressed.
Federico Sada comments on the importance of both types of proposals, both administrative and academic, due to the fact that some are already being addressed however faculty aren't informed about the fact, and therefore faculty must be informed and be taken into consideration.
The following agreements were established:

- The November session be dedicated to organizing faculty proposals.
- Establish a meeting with the Vice-Presidents to inform them about this dynamic.

(3) WASC – PREPARATION FOR VISIT OF THE WASC TEAM.
The WASC Team interview with the Academic Senate is slated for October 21st at 9:30 AM in the Kenworth Building –A, and will have a 45 minute duration. Jorge Sosa will send the Powerpoint presentation to be used to all Senate members.
The documents that were provided to the WASC TEAM are: Call for Elections, Election Results Communiqué, Academic Senate Information (definitions, functions, members) and Minutes of the First Meeting. If the subject of the ex-oficio Senators comes up in the interview, the response will be congruent with what has been mentioned before in the sense that they are part of the Senate as a means to generate academic and administrative synergies and to help promote proposals.
It is requested that the information to be presented to the WASC Team be very concrete.

The WASC visit is with a focus un Capacity, in which the objective is to ask what does the institution currently have, therefore questions regarding the operation and effectiveness of the Senate will not be addressed until the next WASC visit.

(4) "NEW" FACULTY EVALUATION SYSTEM.

Dr. Guzman mentions that the new system for evaluating faculty is the responsibility of the CDMA, who are currently working on the Higher Education Faculty Evaluation System (or "SEPES"), and receiving opinions regarding complementary elements for faculty evaluation for undergraduate and graduate levels, to make the necessary modifications to the current system for the different levels.

The aspects that should be evaluated are being analyzed, as well as the points distribution to evaluate faculty performance and feedback is being requested on these aspects.

The new system should be in effect during the first or second semester of 2010.

(5) GENERAL ASPECTS.

On Tuesday October 20th in the morning, Dr. Guzmán and Dr. Valdés will be in the Mexicali Campus to meet with the members of the Senate and analyze the presentation that will be made to the WASC Team.

The meeting ended at 12:30 PM

MEETING OF ACADEMIC SENATE
DATE: FRIDAY NOVEMBER 27TH 2009 AT 11:00 AM
PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS
PARTICIPANTS: JORGE SOSA LÓPEZ, DR. HÉCTOR VELARDE, DR. PATRICIA VALDÉS, DR. MIGUEL GUZMAN.

AGENDA: (1) Reading and approval of Minutes of the October 16th Meeting; (2) Impressions regarding the WASC visit; (3) Adjustments to Normative Guidelines based upon feedback received by experts who read the draft; (4) General Aspects.

(1) READING AND APPROVAL OF MINUTES OF THE OCTOBER 16TH MEETING.
The minutes for the October 16th meeting was read and the minutes were approved.

The meeting ended due to lack of quorum and it was agreed that the group would reconvene in 2010, and follow-up would be made then on faculty proposals as well as the modifications to the Normative Guidelines based upon the feedback received by the experts who read the draft.

The meeting ended at 11:20 AM