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Minutes-*Approved*
Senate Business Meeting
March 18, 2014
1:30 pm-3:00 pm   B-212

Present:

Senators

Aguilera, Leonor

Cannon, Cari

Carrion, Rudy

Cummins, Shawn

Deaver, Doug

Deeley, Steve

Elchlepp, Elizabeth

Freidenrich, Leah

Frost, Alicia

Hovanitz, Eric

Matthews, Evangeline

Mettler, Mary

Nance, Craig

Salcido, Andrew

Shields, Jolene

Sproat, Barbara

Taylor, Michael

Officers

Evett, Corinna (President)

DeCarbo, Michael (Vice President)

Wagner, Joyce (Sec/Treasurer)

Rutan, Craig (Curriculum Chair)

Guests:

Babeshoff, Ruth

Gauss, Tiffany

James, Scott

Johnston, Kevin (ASG)

Absent:

Dela-Cusack, Lisa

Shekarabi, Nooshan

Volz, Matt

To comply with recent changes to the Brown Act, the SCC Academic Senate will be recording votes of the Senators as follows:
- *Members recorded as absent are presumed not to have voted.*
- *If only yeas, the minutes will state that: "the motion passed without dissent."*
- *If there are nays and/or abstentions, the names of members voting in the minority and/or abstaining will be recorded, and all other members are presumed to have voted in the majority.*

I.   Order of the Agenda—**A motion to move Resolution SP2014.6, Discussion Item A, and the ASG Report to before the approval of the minutes passed without dissent** (moved by Prof. Nance and seconded by Prof. Cannon).

VI.   Action
  A.   **Resolution SP2014.6**: Adoption of Spring 2014 Professional Development Committee Governance Handbook Description—First reading
       1.   Moved by Prof. DeCarbo and seconded by Prof. Nance.
       2.   The Faculty Development Committee will be renamed the Professional Development Committee.
       3.   Membership will include an additional classified member.
       4.   Proposed State Academic Senate Resolution 12.01 speaks to both the name change and making such a committee more inclusive.
       5.   One of the proposed responsibilities is to "Allocate the resources for the professional development program."
            a.   The District may provide money for professional development.
            b.   The committee would need to develop a process and rubric to determine how funds are equitably distributed.
            c.   Recipients of any conference funds would be required to submit some type of documentation showing and sharing knowledge gained through attendance at the event.
       6.   Comments from Senators
            a.   Should the committee have an administrative co-chair because it is a governance committee with membership from all three constituencies?
            b.   Before the next Senate meeting, could the committee provide a clearer indication of the edits to the proposed governance handbook description?

VII. Discussion Items
  A.   Counseling and Student Support Services Division Update (Dean Babeshoff responding to questions and comments submitted in advance by faculty):
       1.   A faculty member submitted the following commendation: *The Transfer Center weekly e-newsletter is really helpful. I announce workshops and offerings in my classes.*

2. *Regarding electronic education plans, when will they be implemented? How many will there be? Who's responsible for their completion? Will the employment of electronic education plans decrease the need for ongoing counseling?*
    a. In order for electronic education plans to come into existence, there needs to be a comprehensive district degree audit program.
        i. The student education plan software from Datatel will feed off of the degree audit, so the degree audit program needs to be in place first.
    b. LeAnn Unger and Sergio Rodriquez are part of a district-wide team working on developing a degree audit program.
        i.   Students will be able to see what courses they need to complete in order to earn a degree or certificate.
        ii. A consulting firm was hired to help write the programming rules for the degree audit.
        iii. In preparation for a May visit by the consulting firm, on March 24, a district-wide meeting will be held to determine what capabilities the district wants for this program.
        iv. Beta testing of the software is probably a year away.
        v.   Courses from other colleges will need to be reviewed and equated with SCC courses. Admissions and Records will probably need to hire someone at the graduation specialist level to assist with this process. Once a course is assessed for one student, all other duplicate courses will receive the same consideration.
    c. There will still be a need for ongoing counseling.
        i.   The personal touch has been shown to be very important to student success.
        ii. In 2012-2013, 1034 students transferred: 534 to CSUs, 122 to UCs, and 369 out of state. These students needed someone to help them prepare and to answer questions.
        iii. Students are making important decisions and have to deal with many issues. They can benefit greatly by talking to a counselor.
    d. Comments from Senators
        i.   *Have you considered using the academic planning software tool developed by Saddleback College? There were discussions at the state level about offering it for free.*
            1. Several people from our District have viewed the product.
            2. There are still some issues with that product and no decisions have been made.
3. *What are the most important Counseling services you would like faculty to be able to share with their students? What aptitude tests, skills inventories, personality profiles, etc. do you use for career planning purposes?*
    a. The Counseling Department offers Counseling 116, Career/Life Planning and Personal Exploration, as well as weekly Career Exploration Workshops.
    b. There are free online career resources; Career Café, in particular, helps students develop a career action plan. (see attached Career Planning Resources and Employment Preparation document)
    c. Students need to have a course of study on record before completing a comprehensive education plan.
        i.   The MIS data reporting process will negate the funding for having a student complete a comprehensive education plan if that student does not already have a course of study on record.
        ii. The first MIS data reporting using the new data elements in the Student Success Plan will occur in August, 2014.
        iii. Currently, there are 4435 students (excluding apprenticeship) that have completed 15 or more units and have a goal of a degree, certificate, or transfer. Only 536 of these have a course of study on file.
4. Further Comments from Dean Babeshoff
    a. Out of the 11 full-time counselors, 5 have significant release time due to other activities, and several are close to retirement. The Counseling Department could really use more full-time counselors.
    b. There are only 3 offices for 8 part time counselors, so scheduling is very tricky.

V. ASG Report (Kevin Johnston)
    A. A representative from the nonprofit organization, "Because I Said I Would", will be giving a presentation on Thursday, March 20 in H-106.
    B. ASG elections will be in April. The next Town Hall meeting will be held that same week.
    C. There will be an ASG resolution about providing more trash cans in the parking lots.
    D. Another ASG resolution will be asking that each college gets their own student trustee.
      1. SAC and SCC are different from each other and serve different populations.
      2. Other multi-college districts have two student trustees.
    E. ASG is in the process of impeaching the current student trustee, due to his lack of meeting attendance and any attempts to seek input and opinions from SCC. The ASG has been careful to follow the appropriate process and has spoken multiple times to the student trustee.

II. Approval of Minutes
    A. **The minutes of March 4, 2014, were approved without dissent** (moved by Prof. Rutan and seconded by Prof. Hovanitz).

III. Public Comments
   A. Prof. Shields: In 2009, SCC Continuing Education had 12 full-time faculty. Currently there are only 6 full-time faculty, of which two are counselors, three are coordinators, and only one is teaching full-time. Continuing Education serves a large number of students and the amount of required reports has increased, so faculty are under a lot of stress.   It is important that Continuing Education has a presence on shared governance committees, but it is difficult for the few full-time faculty to take on all the necessary responsibilities. It is really important that they be allowed to hire more full-time faculty.
   B. Prof. Deaver: Earthfest will be held near the end of April. Students have taken the responsibility to contact all the vendors. Prof. Deaver and VP Vargas meet with the student leaders every two weeks. There is a possibility of having a Tesla on campus. Prof Freidenrich has joined the District Sustainability Committee.

IV. AS Executive Board Reports
   A. President (Prof. Evett):
      1. Prof. Evett has been advocating for a permanent Senate meeting room. There is currently a Senate office in the Science Building, but it has moved several times.
         a. It would be advantageous to have a Senate presence in the A-building where the SCC President is housed.
         b. Instead of an office, which Senate presidents don't always use, we could have a permanent Senate room.
         c. A- 211 could be configured in a U-shape with tables. VP Kawa will look for available tables, as well as a desk, computer, and printer.
         d. The Senate will consider the possibility of funding the chairs.
      2. PIE committee
         a. The prioritization rubric for next year was created. A more specific rubric for this year still needs to be finalized.
         b. Resource request (RR) forms will need to be completed.   The questions on the form relate directly to the rubric and provide evidence and support for the request. Some of the questions can be completed by cutting and pasting from other documents.
         c. A brief overview of the process:
            i. Academic Departments complete RR forms and submit them to their academic division office, which then sends them to any appropriate committee.
               1. The Safety, Technology, and Facilities Committees will prioritize the requests they each receive.
               2. Academic requests will be prioritized by the divisions and then the joint chairs.
               3. The prioritized lists get sent to the Vice Presidents of Academic Affairs or Continuing Education.
            ii. Other units, such as financial aid, also complete RR forms and disseminate them to the appropriate committee.
            iii. The Vice Presidents bring the requests to the PIE Committee. The Budget Committee does an analysis and looks for funds and sends their information back to the PIE Committee.
            iv. The final, prioritized RR list goes to College Council, and the President makes the final determination.
            v. Comments
               1. The Senate has a role in the development and evaluation of the process, but not in the actual prioritization and allocation.   The Senate will be aware of the process throughout.
               2. Satisfying accreditation standards is important, but the main goal for developing this formal process is to guarantee transparency. It should be clear why some requests get funded and some do not.
               3. The process also provides a well-defined way for any need on the campus to be met; last year, none of the items associated with the technology plan were considered in any of the prioritizations.
               4. This process includes input from more employees and could help us move more consciously toward determining the path for the college.
               5. There is consideration about putting in budget line items for safety or legally mandated items, so that these items would not have to go through the process every year. However, money put in these budgets will have to come out of some other budget.
      3. The Board approved $28,000 to go to Judy Iannaccone, Director of Communication for the District, to create a marketing strategy that will include some sort of brand for each college. Various college Branding Focus Groups will be created.
         a. These focus groups will be asked about what makes SCC exemplary, the ambiance and the college community, and what SCC should promote.
         b. There will be faculty, administrative, student, community, and classified focus groups.
         c. The faculty group will consist of 8-10 faculty chosen by the Academic Senate President.
            i. These faculty will probably be interviewed by phone.
            ii. A faculty member could be chosen from each of the Senate groupings.
            iii. Relying just on volunteers could result in a non-representative group.

        iv. Ideally, these faculty will be involved in various aspects of the college. However, restricting the group might limit creative views. It might be good to have some faculty who think outside of the box.
        v. The group could be chosen from past faculty excellence awardees.
        vi. Senators should determine if their constituents are interested in participating and then submit names to Prof. Evett by March 21.
    d. A consulting group has been hired to collect information and compile a report to send to the District.
  4. A Board member asked for statistical information to support the position the Senate took against offering an accelerated one-year degree.
    a. Pres. Evett was able to find information from other academic senate presidents and Golden West College.
    b. Our Senate follows a resolution-based structure and wanted to formalize the position that was taken last semester.
    c. There had been concern expressed that the offering of intersession made this type of accelerated degree more likely.
    d. Some senators wanted to know if the Board had any statistical information supporting such a degree.
    e. There is nothing preventing motivated students from taking an overload of courses.
B. Vice President (Prof. DeCarbo): no report
C. Secretary/Treasurer (Prof. Wagner): no report
D. CIC Chair (Prof. Rutan): no report

V. Discussion Items
  B. Upcoming Academic Senate of California Community Colleges Resolutions
    1. These resolutions can be found on the ASCCC website http://asccc.org/ and will be voted on at the Spring Plenary on April 10-12.
    2. Some of the resolutions to consider:
      a. 2.01: Allows colleges to specify any federally recognized accrediting agency.
      b. 2.02: Encourage local senates to submit suggested revisions to the new accreditation standards which can be found at the ACCJC website http://www.accjc.org/. A further discussion of the standards will be on a future SCC Senate agenda.
      c. 2.03: Researches the use of mock accreditation site visits.
        i. This would only be valuable before the final self-evaluation document is complete.
        ii. It may be hard to find people willing to serve on mock evaluation teams.
      d. 9.01: Encourages Academic Senate involvement in the AB86 adult education regional planning consortia.
      e. 12.01: Advocates for consistent and sustainable funding for professional development.
      f. 13.01: Researches the feasibility of the California Community College bachelor's degrees.
      g. 14.01: Adopts a paper related to credit by exam. The state Legislature seems unhappy that community colleges are not offering more credit by exam, especially in regards to military credit.
      h. 14.02: Encourages local use of noncredit performance indicators. SCC has already begun the use of the indicator Satisfactory Progress (SP).
      i. 18.01: Adopts a paper regarding multiple measures in assessment.

  C. Institutional Standards and Goals:
    1. Last year, we were asked to set an institutional set of minimum standards and decided on:
      a. course completion rate—63%
      b. fall to fall persistence—45%
      c. students transferring each year—650
      d. students earning degrees—600 (students, not the actual number of degrees)
      e. students earning certificates—550
    2. The District annually collects 12 measures of success and presents them to the Board. The measures include:
      a. Successful course completion rate (This can put pressure on faculty to give better grades.)
      b. Course retention rate (This can also lead to grade inflation.)
      c. Successful completion of college level coursework in four years (This is an interesting one to track. Note that Math 080 is considered college-level math.)
      d. Total number of degrees and certificates in the credit program
      e. Total number of noncredit high school diplomas and certificates
      f. Transfers to 4 year institutions
      g. Number of students matriculating from noncredit to credit
      h. CTE core indicators
    3. One of the District goals is "RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas."
      a. Neither college has established a similar goal. We have set minimum standards, but not goals.
      b. Do we want to establish goals for improvement in the areas we have an institutional standard?
      c. Do we want to explore other measurements of success to create a more complete picture of SCC?

  d. The draft accreditation standards require colleges to have goals for improvement above the minimum threshold.

 4. Comments from Senators

  a. Historically, the California Community Colleges are committed to access. It is difficult to ensure student success when there are no minimum preparation levels for students.

  b. Prerequisites are one way to improve the quality of students in a course.

  c. Colleges are being asked to improve success without being given additional funds to address student skill deficiencies.

  d. The accrediting commission seems to views goals not just as aspirations, but as mandates.

  e. Deans are using some of these measures to make decisions about course offerings.

  f. The Enrollment Management Committee will set the data that is used in enrollment decisions.

VI. Summary Reports Discussion (see attached)

Meeting Adjourned at 3:15 p.m.
Respectfully submitted,
Joyce Wagner SCC-AS Secretary/Treasurer

SANTIAGO CANYON COLLEGE
Counseling & Student Support Services

Career Planning Resources and Employment Preparation

CAREER PLANNING

1. Counseling 116, Career/Life Planning & Personal Exploration; 3 Units; UC/CSU Transferable; Meets CSU Plan B General Education, Area E1 & and Associate Degree General Education, Area F1

2. Career Exploration Weekly Workshops: M/W 10:30-11:30 am & T/Th 3:30-4:30 pm Sign up by calling Career Services at 714-628-4805 or stop by D-106

3. Career Assessment and Interpretation offered in Counseling 116 but also available upon request for a cost of $18.50. Assessments: Myers-Briggs Type Indicator and Strong Interest Inventory

4. Free Online Career Resources:
   a. EUREKA   www.eureka.org   Site Code: OJL3DHQ
   b. BRIDGES   www.bridges.com   Site ID: 0005032; Go into Choices Explorer
   c. CAREER CAFÉ (Develop a Career Action Plan)   www.cacareercafe.com
   d. INTEREST PROFILE   http://www.cacareerzone.org/ip/questions
   e. PERSONALITY   (Jung Typology Test)
      http://www.humanmetrics.com/cgi-win/JTypes2.asp
   f. California Occupational Projections www.labormarketinfo.edd.ca.gov/
   g. O*Net (Research Occupations) http://online.onetcenter.org/find/

EMPLOYMENT PREPARATION

1. College Central Network Online Job Board (Employers post jobs and internships opportunities for students)   www.collegecentral.com/sccollege

2. Job Search & Resume Development Weekly Workshops: M/W 9-10 am & T/Th 2-3 pm Sign up by calling Career Services at 714-628-4805 or stop by D-106

3. Perfect Interview (Online employment preparation tool to enhance job interviewing and resume writing skills): www.perfectinterview.com/sccollege

Santiago Canyon College
Academic Senate

Resolution SP2014.6

Adoption of Spring 2014 Professional Development Committee Governance Handbook Description

Moved:

Seconded:

Whereas, The Faculty Development Committee (FDC) is part of the participatory governance structure at Santiago Canyon College;

Whereas, The California Community College Chancellor's Student Success Task Force recommendation #6 is to revitalize and re-envision professional development;

Whereas, The Chancellor's Student Success Initiative's Professional Development Committee recommends all personnel have ongoing opportunities to develop and expand their skills and practices that influence student learning and support students in achieving their educational goals; and

Whereas, A collaborative effort among the members of FDC has resulted in a revised committee name, mission statement, description of responsibilities, and membership;

Resolved, That the Academic Senate of Santiago Canyon College reaffirms the importance of ongoing professional development opportunities for faculty and staff; and

Resolved, That the Academic Senate of Santiago Canyon College adopt the Spring 2014 Professional Development Committee Governance Handbook Description.

Attachment: Spring 2014 Professional Development Committee Governance Handbook Description

Date Presented: 18 March 2014

Date Approved:

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

PROFESSIONAL DEVELOPMENT COMMITTEE

Mission

The Professional Development Committee will provide professional growth opportunities to faculty and staff to support instruction, support services and enhance student success.

Responsibilities

- Create a process for professional development resource requests and reports
- Request the allocation of professional development resources
- Allocate the resources for the professional development program
- Assist in the planning of professional development activities
- Recommend, review, and evaluate professional development activities
- Maintain records and data of the professional development activities

Chair

One faculty will serve as chair

Membership

6 Faculty
3 Classified
1 Administrator

Summary Report
Committee: SAC Senate
Meeting date: March 11, 2014

The following are informal highlights:
Content
1   Discussion items:

- SACTAC (tech committee)
  - o TAG discussed the purchase of site improving software which would find broken links, spelling problems, and accessibility issues.
  - o There was a discussion of which group SACTAC reports to, especially in terms of requesting funding.
- SAC Nursing is very much in favor of offering a bachelor degree. They are having difficulty now getting clinical placement sites for their students who have only AAs.
- There was a discussion about student cheating.
  - o It is felt that the staff member in charge of the complaints is an advocate for the student.
  - o Some faculty felt put on trial when they filed a dishonesty complaint.
  - o There is no one to advocate for the faculty in many situations.
- The SAC Senate approved funds to buy special nameplates and graduation stoles for all the past, present, and future Distinguished Faculty members.
- The resolutions for the upcoming Spring Plenary were briefly looked at and faculty were asked to provide feedback at the next Senate meeting.

Summary Report for the Senate
Faculty Development
March 11, 2014

Actions Taken:

- Changed committee's responsibilities, Anita will send the vote in email and the resolution will be ready for Senate's approval

Events Planned:

1- The website will go live this week
2-

Week	Activity
5 (March 10th)	Send email for repeat sessions (Done)
7 (March 24th)	First general call for proposals
9 (April 14th)	Second general call for proposals
11(April 28th)	All proposals are due and finalized

Put calendar together

13 (May 12th)	Senate approval (depends on meeting schedule)
14 (May 19th)	Send an all faculty email with calendar

Items for Recommendation: none

Other Resources needed/acquired/allocated: none

Useful Information:
- None

Summary Report for Senate
Planning & Institutional Effectiveness
5 March 2014

Actions Taken:
- Approval of 2015/2016 Prioritization Rubric
- Approval of Resource Request Process Flowchart for PIE
- Approval of SCC Resource Request Forms

Discussion:
- Joint Chairs recommendations and the current planning process

Items for Recommendation: None

Other Resources needed/acquired/allocated: None

Useful Information:
- Will compile a 2014/2015 Prioritization Rubric at the next meeting