

SCC Academic Senate Minutes – Approved June 2, 2015  
Senate Business Meeting May 19, 2015

**Senators Present**

Leonor Aguilera  
Cari Cannon  
Phillip Crabill  
Shawn Cummins  
Steve Deeley  
Lisa Dela-Cusack  
Leah Freidenrich  
Alicia Frost  
Scott Howell  
Evangeline Matthews  
Mary Mettler  
Craig Nance  
Andrew Salcido  
Mike Taylor

**Absent**

Elizabeth Elchlepp  
Melinda Womack

Matthew Finnerty  
Eric Hovanitz  
Jolene Shields  
Christine Umali Kopp

**Senate Executive Board**

President Corinna Evett  
Vice President Craig Rutan  
CIC Chair Joyce Wagner  
Sec/Treas. Michael DeCarbo

**ASG Representative**

Peter Martin

**Guests**

Joseph Alonzo  
Ethel Jordan  
Elizabeth Baez

**I Welcome**

**II Approval of Minutes**

May 5, 2014 (Cannon/Deeley) approved without dissent August

**III Public Comments**

- 1 Student Equity Director Joseph Alonzo invited all Faculty to attend the Tuesday August 18, 8:30 to 3:00 Equity Institute in room E-203.

**IV AS Executive Board Reports**

**A President**

- 1 Thanks to all that helped with the Concert on the Lawn that was canceled due to weather. There may be another concert scheduled in the summer and/or fall.
- 2 Upcoming Events:  
May 21, at 4:30 Student Scholarship Ceremony will be held in Strenger Plaza  
May 21, immediately following the Scholarship Ceremony is the Student Art Show.  
May 28, at 1:00 p.m. Employee Recognition Day in D-121.
- 3 Chairs of committees please set time aside for the committee evaluation survey that will be part of the accreditation follow up report.
- 4 The Learning Management System survey will be closed May 19; please take time to provide your valuable input.
- 5 If the current budget is approved at the State, SCC will no longer be in deficit and may seek to prepare a reserve.  
The prioritized list will be used if any additional monies are spent.  
All departments are encouraged to apply for supplies and equipments as funds may be available per next year's planning process.
- 6 There may be underutilized classrooms in the H building that may free up rooms in the B building to provide for more student space.
- 7 Regarding OEC, there is not local discussion about relocation of the portables.  
As of now, OEC construction investigation has been found to be up to code.

SCC Academic Senate Minutes – Approved June 2, 2015  
Senate Business Meeting May 19, 2015

8 The RSCCD Foundation Board is considering the inclusion of a faculty member from each college on the board.

The Chancellor says that the Saudi contract has yet to be signed.

9 Due to damage done on newly painted walls by unapproved postings, the Faculty were reminded that postings must be approved (Appendix 1)

**B Vice President**

1 Senator election results:

Continuing Education: Eden Quimzon

Counseling: Lenore Aguilera and Nena Baldizon-Rios will replace Mary Mettler

AHSS: Cari Cannon, Stephen Reed, and Lisa Dela-Cusack

MS: Alicia Frost, Mike Taylor, Denise Bailey and Shawn Cummins will replace Craig Nance.

2 The LAO report on the May revise has been released.

**C Secretary/Treasurer**

1 No report

**D CIC**

1 Calendar for the Board of Trustees will go from three times a year to once a month

2 Computer Science Transfer degree has been sent to the RSCCD board for approval.

3 Future SCC transfer degrees being considered include: Nutrition, Education, Biology and Chemistry.

4 Accreditation follow up report asked to strengthen program SLO assessment

Some things will come down the pipeline via program assessment.

Surveys will be sent out to students seeking Liberal Arts degrees.

Department chairs may receive a form from ILEA asking to map course SLO to the Liberal Arts SLO.

Only seeking the top 20 enrolled courses in the degree

There is a study to see how well SLO success is correlated to grades.

6 Chancellor's Office did not approve SCC changes to one of the Liberal Arts Degree; revisions will ensue.

**V ASG Report – Vice President of Senate Peter Martin**

A Kevin Pham has been elected to serve as the 2015-16 ASG President.

B Upcoming events:

1 Open Mic May 20 at 6 p.m. in Strenger Plaza

2 Stress Less week May 25 -29

3 Dodge Ball May 22

4 Paws for Stress May 27

5 The ASG Banquet May 29, 2014

**VI Action**

*First Reading:*

A **Fall 2015 FLEX Calendar** (Womack/Freidenrich)

B **Resolution S2015.7** (Wagner/Howell)

*Support for the Creation of the Distance Education Program Committee* (Appendix 2)

Discussion

1 This would operate similar to the Honors Program as each department is responsible for their respective curriculum but needs to be organized globally.

2 There was much discussion about the need for a Dean of Distance Education and the power of said dean.

3 It was noted that the Dean of Distance Education does not yet exist and should not be considered as part of the program until it does indeed do, so the VP academic Affairs will be replaced.

SCC Academic Senate Minutes – Approved June 2, 2015  
Senate Business Meeting May 19, 2015

4 In response to the question of whether there is a flaw in the current method of approach that necessitates this added layer of bureaucracy, the answer is tied to accreditation; it synthesizes and unites current practice. The accreditation recommendation is to fully integrate Distance Education into the governance process of the college; this would do so.

**B Resolution S2015.8** (DeCarbo/Deeley)

*Approval of Hiring Request Form Changes*

Discussion

1 This resolution will make this last year's successful pilot an ongoing process.

*Second Reading:*

**A Resolution S2015.6** (Cannon/U mali Kopp)

*Support for Recognition of Psi Beta as a Co-Curricular Program*

Discussion

None

The Resolution is approved without dissent

## **VII Summary Reports Discussion**

### **VIII Discussion Items**

**A Institutional Effectiveness Dossier**

AS CIC Chair Wagner will lead the senate in a discussion related to whether or not DPPs, program reviews, assessment reports, and other institutional effectiveness related items should be available to the entire college community.

1 Professor Wagner walked the Senate through the accreditation dossier that may be made public.

2 Assessment reports must be made public so that students have the opportunity to compare.

3 Faculty posited that DPPs and program reviews are made publicly so that there should be no harm in making them public.

4 Faculty saw that making needs public allowed for a larger, more cohesive conversation.

5 Faculty said that there may not be a need for the specificity of DPPs to be made public but were in favor of program reviews.

6 Faculty said making some of the information public may lessen competitive edge.

7 Faculty were concerned that access to too much information may allow for some in the public to take information out of context.

*A straw poll indicated that the Senate would prefer that SLO reports and Program Reviews be available to the Public while DPP's only be available locally.*

**B Syllabus**

A discussion of what Faculty think should be included in class syllabi.

1 President Evett reminded the Faculty of what MUST be included in the syllabus. (Appendix 2)

2 Faculty did not think it entirely necessary for Title IX warnings to be included on syllabi but worked on the construction of a standard statement to be included.

3 Faculty learned that while the policy and link to the video is electronically distributed to students that may not be enough for the message to be remembered.

4 Faculty are concerned that an overly inclusive statement is unnecessarily restrictive.

5 Faculty said there are many services at the college, why cherry pick some and not others.

6 Faculty said if this much attention is given to the notice, it may be used maliciously by some students.

7 ASG representative Peter said an email and one refresher in the classroom would be enough.

8 As the video is shown at student orientations, Faculty think one showing is enough.

9 Faculty suggested that the statement should be in the catalog and/or schedule not on all syllabi.

SCC Academic Senate Minutes – Approved June 2, 2015  
Senate Business Meeting May 19, 2015

*A straw poll of the Senate lead to the following suggestion:*

Title IX Responsibilities: Santiago Canyon College (SCC) faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Therefore, if a student chooses to confide in a member of SCC's faculty regarding an issue of sexual misconduct, that faculty member is obligated to tell SCC's Title IX Coordinator. If a student does not wish to formally report an incident to a faculty member but wishes to speak to someone confidentially about an unwelcome sexual encounter, the student can speak to the College Psychologist who is not legally bound to report the conversation. The College Psychologist is located in the Student Health & Wellness Center in T-102 or call (714) 628-4773.

**IX Moved to adjourn** (Taylor/Womack)

### **Administrative Regulation: SCC Posting Policy**

The following rules and regulations have been established by Santiago Canyon College and the Rancho Santiago Community College District for college and non-college publicity. All posters, flyers, and banners must be approved and stamped by the Facilities office of Administrative Services or Student Life and Leadership with the exception of Outside vendor postings which must be approved by the office of Facilities in the Administrative Services department. All printed advertisements, announcements, and signs must be identified with the name of the person or organization responsible for the publicity. Student organizations currently chartered with the office of Student Life and Leadership, committees, on-campus departments, faculty, staff, and individual students are allowed to publicize on campus providing they comply with the regulations established by the Rancho Santiago Community College District, Santiago Canyon College Administrative Services department and the office of Student Life and Leadership.

#### **Posting Policy for SCC College Materials (On-Campus Departments and Student Organizations):**

1. This policy does not affect posting in the classrooms or inside the building which are under the guidance of faculty or college administrators.
  2. All postings to be posted on the grounds of Santiago Canyon College must be authorized by the office of Administrative Services, Student Life and Leadership and must not conflict with any existing policies of the college.
  3. Publicity materials may NOT be attached to building, trees, shrubs, light poles, and inside any restrooms. Flyers may not be placed on cars.
  4. Any publicity which damages and defaces property is strictly prohibited. Any obscene or indecent publicity is prohibited.
  5. An English translation must be filed in the office of Student Life and Leadership for any publicity that is written in a foreign language.
  6. Publicity per event is limited to **two 4’x6’ banners, or four 24”x36” posters, or four 24”x24” posters, or eight 18”x24” posters, and/or 25 11”x17” posters, and/or twenty 8½ “x 11” flyers.**
  7. All publicity materials must be posted using push pins. **STAPLES ARE STRICTLY PROHIBITED.**
  8. All publicity materials shall be placed on approved bulletin boards and the wall of the B building facing the A/B quad.
- 
9. **Banner spaces** may be reserved through the office of Student Life and Leadership for a **2-week period**. Banners will be placed using push pins and/or strings.
    - a. The designated banner spaces on campus are:
      - the wall of the B building facing bridge that connects the B & D buildings;
      - the wall of the east staircase of the A building;
      - the wall of the A building facing Newport Entrance;
      - the wall of the east staircase of the B building; and
      - the wall of the B building facing the A/B quad.
  10. The following list reflects other approved ways of posting and advertising programs and events for on-campus departments and student organizations:

- a. Chalk: please refer to Chalking Policy on page 2 of this document.
11. It shall be the responsibility of departments, individuals, and student organizations to remove any posted materials within 48 business hours after the end of the event, unless otherwise noted.
12. Administrative Services along with the office of Student Life and Leadership shall oversee all bulletin boards and posting areas.
13. The placement of any unusual or different publicity shall be subject to the discretion of the Administrative Services and the office of Student Life and Leadership.
14. Any illegally posted publicity materials will be removed and discarded.
15. Failure to abide by approved Posting Policy may result in suspension of posting privileges.

### **Posting Policy for Non-College Materials**

1. Non-college materials may only be posted on the bulletin boards located on the A & B buildings across from the public restrooms and outside the D building across from the vending machines. Off-campus organizations are limited to 3 8 ½" X 11" flyers.
  2. Off-campus publicity materials may NOT be posted in classrooms or attached to any buildings, trees, shrubs, light poles, and inside any restrooms. Flyers may not be placed on cars.
- 

### **Chalking**

Chalking on campus is limited to recognized student organizations and SCC departments. Chalking must comply with the following:

1. Chalking may be used to advertise any campus-wide events.
2. Chalk must be biodegradable and water soluble (sidewalk chalk). The use of markers, paints, oil-based products, or **sprayable chalk** is prohibited.
3. Chalking cannot be done under an overhang/eave and must be done on the following approved sidewalks/walkways only:
  - a. west section of the A/B quad (entrance from the parking lot)
  - b. Strenger Plaza by the fountain area
  - c. Between the entrance to the Library and planter by Strenger Plaza
4. Chalking is prohibited on all vertical surfaces, building walls, benches, tables, signs, light poles, tree trunks and bus stops.
5. The chalking must bear the name of the artist and the name of the sponsoring organization, the contain contact information and approval by the office of Student Life and Leadership.
6. All advertisements using chalk may only be placed 48 hours before the event is to take place.
7. Chalking must be cleaned by the responsible party immediately after the event. Failure to remove chalk will result in suspension of posting privileges.

## **Distance Education Program Committee (DEPC)**

### **Mission**

The mission of the Santiago Canyon College Distance Education Program Committee (DEPC) is to steer the Distance Education Program and work with the Distance Education Coordinator to establish standards, procedures, and policies that contribute to the quality and growth of the program.

### **Responsibilities**

- Assist the Coordinator in reviewing, creating, and revising distance education standards, procedures, and policies.
- Assist the Coordinator in reviewing and setting program goals/objectives
- Assist the Coordinator in promoting and publicizing the Distance Education Program
- Evaluate evolving trends in distance education and construct recommendations for integrating effective practices into standards, policies, and/or procedures.
- Review and make recommendations for program pathways (degrees, certificates, course offerings) as compiled by academic divisions
- Review, make recommendations, and approve Distance Education Addendums before submission to the Curriculum and Instruction Council for approval
- Review and revise expected learning outcomes for the online teaching certificate program
- Assist with Distance Education website content and design
- Create and maintain an online teaching community

### **Co-chairs**

The faculty Distance Education Coordinator and Vice President, Academic Affairs or designee will serve as co-chairs.

### **Membership**

DEPC Members will be selected to adequately represent the faculty at large. Members will have one live or online synchronous meeting per semester and asynchronous conversations/meetings throughout the year.

Membership will include the following members:

Distance Education Program Coordinator (Co-Chair)

Distance Education Dean (Co-Chair)

1 Faculty member from each Division (5)

1 At-large Faculty member

1 Student Services Project Manager

1 Classified representative (Student Services)

1 Student representative