Agenda
7 March 2017
1:30 – 3:00 p.m.
Academic Senate Room A-211

I Welcome

II Approval of the Minutes
   A 21 February 2017

III Public Comments (2 minute limit per person)

IV AS Executive Board Reports (15 minutes)

V ASG Report (5 minutes)

VI Summary Reports Discussion (5 minutes)

VII Action Items (30 minutes)
   First Reading
   A Resolution S2017.1 – Adoption of the Revised Hiring Process and Request Form
   B Resolution S2017.2 – Creation of the Faculty Tenure and Evaluation Process Task Force
   C Resolution S2017.3 – Creation of the Academic Freedom Task Force

VIII Signature Programs – Student Endeavors – Athletics (10 minutes)
   Professor Cummins will present opportunities for faculty support.

IX Discussion Items
   A Senate Scholarship Awarding Process (10 minutes) President DeCarbo will discuss the method by which the Senate Scholarship is awarded and propose changes.
   B Faculty Association of Rancho Santiago Canyon College District (10 minutes) FARSCCD President Rabii will provide an update on union activities.

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)
The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

The RSCCD Board of Trustees believes that a major trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups. For developing policies regarding the academic and professional matters numbered 1, 2, 3, 5, and 8, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).*

For developing policy regarding the other five academic and professional matters, the Board will consult with the faculty through the mutual agreement process previously agreed upon. At RSCCD, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the District Council. Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

*For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:

1) Curriculum, including establishing prerequisites and placing courses within disciplines;
2) Degree and certificate requirements;
3) Grading policies;
5) Standard or policies regarding student preparation and success;
8) Policies for faculty professional development activities;

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

4) Educational program development;
6) District and college governance structures, as related to faculty roles;
7) Faculty roles and involvement in accreditation processes, including self study and annual reports;
9) Processes for program review;
10) Processes for institutional planning and budget development.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative regulations should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all board policies and administrative regulations shall be readily available to District employees through the District website.

Revised and Retitled: June 15, 2015 (Previously BP9001 and BP9023)
SCC Academic Senate Minutes - DRAFT
February 21, 2017 1:30 – 3:00  A-211

Senators Present
Leonor Aguilera
Denise Bailey
Cari Cannon
Phillip Crabil
Shawn Cummins
Steven Deeley
Lisa Dela Cusack
Scott Howell
Jared Kubicka-Miller
Nancy Parent
Eden Quimzon
Stephen Reed
Randy Scott
Barbara Sproat
Christine Umali Kopp
Jeffrey Wada

Senators Absent
Nena Baldizon-Rios
Shelby Clatterbuck
Alicia Frost
Andy Salcido

Guests
Aaron Voelcker
Corinna Evett
Karen Bustamante
Cindy Partida
Zeke Hernandez

ASG
Josh Moon

Senate Executive Board
I. Approval of the minutes
1. Approval of the minutes from the November 29, 2016 senate meeting (Deeley/Reed). Passed, no dissent.
2. Approval of the minutes from the February 8, 2017 senate retreat (Kubicka-Miller/Aguilera). Passed, no dissent.

II. Public Comments
1. Karen Bustamante mentioned the SCC golf tournament on April 21 at the Tustin Ranch Golf Club. This year, the entire campus is invited to be involved with the fundraising and can dictate where the proceeds go.
2. Cindy Partida, from outreach, introduced the First Year Support Center. The FRSC (on the third floor of the E building) is designed to help students with applications, time management, financial aid applications, navigating the first year in college, and communication skills.
3. Board member Zeke Hernandez introduced himself and gave a brief background of who he is and what he has been doing since being elected.
4. Professor Crabill mentioned that he will be meeting with other STEM faculty and that there is a deadline coming up for summer research opportunities. March 7 and March 12 are the deadlines for the two research opportunities. March 10 is the deadline for students to apply for $500 grants (40 of them).
5. Professor Wada mentioned that Community Science Night is March 24 and volunteers are still needed.

IV. Board reports
President:
1. Hiring: The new counselor position has been flown: 54% money for the counselor position had to be taken from the general fund, while the other 46% comes from SSSP funds. Currently, there will be 5 new faculty positions here at SCC and 14 new positions for SAC.
2. Pathways: 22 faculty and managers have signed up for the workshop so far. May 19 is a meeting to discuss the book “Redesigning America’s Community Colleges” and to see if the pathways could work at SCC.

3. FTES: SCC may need to borrow FTES from summer to remain flat (no growth) but current projections indicate that going into sustainability is unlikely. SAC can no longer offer classes at the Santa Ana Jail (loss of over 200 FTES).

Vice President:
1. Senate elections – the Vice President and Secretary/Treasurer positions are up for re-election first, then the division elections will occur.
2. Committee summary reports need to be submitted. Senators please facilitate the submission of those reports.

Secretary/Treasurer
1. No report

CIC
1. The Enrollment Management Committee met last week to discuss enrollment, marketing, intersession, and the student survey.
2. The CIC will be looking more carefully at the justification for prerequisites. Prerequisites cannot be waived, but they can be challenged.

V. ASG
1. ASG is running many events to increase awareness of Black History Month.
2. ASG 102: discussions on procedures and chain of command
3. Over 100 students participated at the last Town Hall meeting. Survey results were passed out. The next town hall will be on April 5 and 6.

VI. Discussion items
1. IEPI TIETF PRT Prep
   - IEPI (Institutional Effectiveness Partnership Initiative) - Used to reduce the number of accreditation sanctions and audit issues in the system.
   - PRT (Partnership Resource Team) - Colleagues helping colleagues with technical assistance. Our PRT will help with Taskstream, so that we have a system that can manage the institution’s integrated planning processes and resource allocation procedures.
   - TIETF (Technology For Institutional Effectiveness Task Force) - Group that will meet with the PRT.
   - The first visit on March 29 is to gather information. The second visit on May 31 is for the development of an innovation and effectiveness plan. Last visit is for follow up support.
   - We could get $200,000 for this process.

2. Tenure Philosophy
   - Mentoring process and the evaluation process seem to be inconsistent (how to complete the evaluation forms correctly and training on what faculty can and cannot do regarding the evaluations).
   - New faculty may be getting mixed messages about the tenure process (mentoring and nurturing or fear and intimidation).
   - Mentors: outside the division versus within the division/department.
• Does the contract need to be edited or modified regarding the tenure process? Particularly regarding the timeframe.
• Creation of an overarching philosophy statement was suggested.
• Suggestion for a resolution to be prepared for the construction of a task force to go over our tenure process, critique, and make recommendations.

3. Time, Place, and Manner
• AR5420 and an individual’s rights of free expression.
• President DeCarbo asked senators to look over AR 5420 and make suggestions as to revisions.

4. Academic Freedom
• Education Code (78907) states that students cannot electronically record activities in the classroom without the knowledge of the instructor.
• President DeCarbo was directed to request of the administration that classrooms should be posted with signs reading “Recording of any kind prohibited without prior consent”
• Does SCC need an academic freedom statement on our website?

VII. Moved to adjourn (Deeley/Wada). Passed, no dissent.
**Summary Report**

Committee:  **EMPC**

Meeting  February 23, 2017

Discussion items:  [limit to 3-4 bullets maximum]

- Governance Committee Reports

- IEPI Partnership Update: First visit 3/29. Faculty membership confirmed. Classified pending.

- College Council Committee Evaluation Follow-Up Survey: Completed, included review of Resource Request Process


**Summary Report**

Committee:  **EAR**

Meeting  2/22/17

Discussion items:  [limit to 3-4 bullets maximum]

- Two petitions were reviewed - one was approved and one was denied.

- Completed Annual Committee Evaluation Follow-Up Survey

**Summary Report**

Committee:  **Budget**

Meeting  Tuesday, February 21, 2017

Discussion items:  [limit to 3-4 bullets maximum]
State budget update presented to Board of Trustees (2/7/17)

Monthly SCC Budget Update

Status of PIE Awards (Resource Requests)

Actions proposed:

Need quotes by Friday, April 1, 2017, for PIE Awards. See agenda from 2/21/17 for more details (Budget Committee website)

Events Planned:

Next meeting: Tuesday, March 21, 2017, at 3:30 p.m. in E-107

Summary Report for Academic Senate
Honors Program Committee (HPC)
February 15, 2017

Reports
1. Chair
   a. Approval of November 2016 minutes deferred.
   b. PIE report: No report as PIE has not yet met.

Discussion
1. Discussion of multi-year scheduling matrix: prepare updates for March meeting.
2. Spring 2018 Schedule: prepare for approval at March meeting.
3. Coordinators’ update: Research Symposium (4.28.17)
4. HTCC update
5. Committee Requests
   a. Include Graduation Specialist as voting member; Senate rep. will follow up.
   b. Larger room for meetings

Action Items
1. Approved minor changes to Fall 2017 Honors schedule
2. Completed Committee Faculty Survey
Resolution S2017.1

Adoption of the Revised Hiring Process and Request Form

Moved: Professor DeCarbo

Seconded: Professor Mettler

Whereas, California Education Code 87360(b) requires that “hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board”; and

Whereas, the Faculty Hiring Process is an annual occurrence that requires review and improvement; and

Whereas, the Academic Senate deliberated at length about changes to the Faculty Hiring Process and Request Form;

Resolved, That the Academic Senate of Santiago Canyon College adopt the Spring 2017 Academic Senate of Santiago Canyon College Faculty Hiring Process and Faculty Request Form.

Date Presented: March 7, 2017
Date Passed:

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)
**Process for Requesting a Faculty Position**

1. PLAN AHEAD! Ensure that your Department Planning Portfolio has identified the position as necessary.

2. Any member of the department may submit a request; however this is typically done as a group effort.

3. A notification from the Senate President will be sent out during fall Flex Week with the deadlines for that year.

4. Begin creating your request during fall Flex Week. This will allow for discussion during Department Meetings. Anticipate your needs in the spring, so you begin fall semester with the idea that you will be requesting a position.

5. Ensure that you notify your senator of your request.

6. Request data from the Vice President of the Academic Senate by the Wednesday of Week 1 at 5pm. There will be an email reminder about this during fall flex week. You will receive your data by Wednesday of Week 2 or sooner.

7. Complete the Faculty Hiring Request Form in collaboration with your department chair, senator and division dean.

8. Submit the Faculty Hiring Request Form by the deadline, Thursday of Week 3 – by 5pm

9. Remember that this form will become the source of information to advocate your position. The Senate has adopted this Faculty Hiring Request Form to be the only method by which the Senate will consider requests. Following the discussion in Senate, the prioritized list is sent to the college President who makes the final decision on faculty hires.
Timeline for Requesting a Faculty Position

FALL Flex Week:
- The Academic Senate President sends out an email to all full time faculty calling for requests and announcing deadlines; the Process for Requesting a Faculty Position, the Timeline for Requesting a Faculty Position, and the Santiago Canyon College Faculty Hiring Request Form will be included.
- Faculty begin work on completing the Faculty Hiring Request Form.

Week 1 – Wednesday by 5pm – Notice of Intent and Data Request:
- Every department must submit a notice of intent via email to the Academic Senate President (regardless if the position is pursued).
- Email the Academic Senate Vice President with department data requests.
- Deans may request faculty to pursue a position that has yet to be identified by faculty.

Week 1:
- Faculty Hiring Request Forms should be shared with division deans. The deans then have a chance to provide input talk to their faculty, and faculty can make revisions as they so choose.

Week 2 – Wednesday by 5pm - Data Returned:
- The Academic Senate Vice President will return department data.

Week 3 – Thursday by 5pm:
- Faculty must submit their Faculty Hiring Request Form(s) to the Academic Senate President via email.

Weeks 3 – 4:
- The Academic Senate President will prepare a summary of the hiring requests. The Academic Senate Vice President will prepare the Past 5 Year’s Hiring Request Rankings and Past 5 Year’s Hires and Separations.

Week 4 – Wednesday by 5pm:
- The Academic Senate President will electronically distribute the “Rankings Packet” to all faculty by the second Tuesday of October. The Current Year’s Hiring Request Summary, the Past 5 Year’s Hiring Request Rankings, the Past 5 Year’s Hires and Separations, the Instructions for Using the Forced Ranking Sheet, and the Official Forced Ranking Sheet will be included.

Weeks 4 & 5:
- Senators read the documents, solicit feedback from constituents, and rank the positions using the Official Forced Ranking Sheet.

Week 6 – Monday by 5pm:
- Completed Official Forced Ranking Sheets must be submitted by senators only, in accordance with the Instructions for Submitting Position Requests, to the Academic Senate mailbox.
- The results will be tallied by the Academic Senate Executive Board and a table, identifying the vote of each senator, will be prepared and electronically distributed to the faculty.
First Senate Meeting in October/November:
At the Senate meeting immediately after tabulation of rankings:

- The rankings will be recorded in the minutes.
- The Academic Senate President will submit the list to the College President.
Instructions for Submitting Position Requests

1. You must rank every position request from most desirable to least desirable.

2. You may NOT give any two positions the same rank (if there are 12 position requests, then your list must be ranked from #1 [most desirable] to #12 [least desirable]).

3. You must use the *Official Forced Ranking Sheet* to submit your final results, even if you do not use the tool to assist you in your rankings.

4. **Sign the *Official Forced Ranking Sheet***.

5. Place the form into an envelope, print your name on the front, sign the flap of the sealed envelope and submit to the Academic Senate Office.

4. **Sign the *Official Forced Ranking Sheet***, place the signed sheet into an envelope, print your name on the front, sign the flap of the sealed envelope and submit to the Academic Senate Office

   OR

   Email the filled out *Official Forced Ranking Sheet* as an attachment from your SCC faculty address to Academic_Senate@sccollege.edu

Instructions for Using the Forced Ranking Sheet.

(You do NOT need to use this form, except to indicate your final ranking so as to facilitate tabulation of the results. It has been included as a tool that some find helpful.)

1. Ensure that you have ALL of the position requests listed in alphabetical order (due to exigent circumstances, the positions for final consideration may slightly change from the initial listing.)

2. Enter the foremost alphabetically listed position request on line one of the form.

<table>
<thead>
<tr>
<th>Astronomer</th>
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3. This position will automatically receive the #1 ranking, as it is the only one evaluated.

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<tr>
<th>Astronomer</th>
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4 Enter the second alphabetically listed position request on line two of the form.

Astronomer
Gemologist

5 Of the two listed; rank which position deserves #1 and which #2.

Astronomer
Gemologist

6 Enter the third alphabetically listed position request on line three of the form.

Astronomer
Gemologist
Mathematician

7 Of the three listed; rank which position deserves #1 and adjust the rest accordingly.

Astronomer
Gemologist
Mathematician

8 Enter the fourth alphabetically listed position request on line four of the form

Astronomer
Gemologist
Mathematician
Taxidermist
Of the four listed; rank which position deserves #1 and adjust the rest accordingly.

<table>
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<tr>
<th>Position</th>
<th>Rank</th>
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<th>Rank</th>
<th>Rank</th>
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</thead>
<tbody>
<tr>
<td>Astronomer</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Gemologist</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Mathematician</td>
<td>4</td>
<td>1</td>
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<tr>
<td>Taxidermist</td>
<td>4</td>
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Enter the fifth alphabetically listed position request on line five of the form.

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<tr>
<td>Astronomer</td>
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<tr>
<td>Gemologist</td>
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<tr>
<td>Mathematician</td>
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<tr>
<td>Taxidermist</td>
<td>4</td>
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<tr>
<td>Zoologist</td>
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Of the five listed; rank which position deserves #1 and adjust the rest accordingly.

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<td>Gemologist</td>
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<tr>
<td>Zoologist</td>
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Repeat the above recurring two steps until all position requests have been entered and ranked.

Once the form is complete, submit it according to the Instruction for Submitting Position Requests found above.
Resolution S2017.2

Creation of the Faculty Tenure and Evaluation Process Task Force

Moved: Professor Dela Cusack

Seconded:

Whereas, Santiago Canyon College, as per the mission statement, “is an innovative learning community dedicated to intellectual and personal growth,” and SCC is “committed to maintaining standards of excellence,”; and

Whereas, Intellectual growth and innovation is fostered by bringing in new faculty and encouraging standards of excellence; and

Whereas, Institutional growth and betterment relies upon review and improvement of systems, and the tenure and faculty evaluation process has not been revised in many years;

Resolved, That the Santiago Canyon College Senate create a task force to review the tenure and faculty evaluation process and present findings by the May 2, 2017 Academic Senate meeting; said task force shall include a diverse sampling of faculty and at least one executive board member from the Faculty Association of Rancho Santiago Community College District.
Resolution S2017.3

Creation of the Academic Freedom Task Force

Moved:

Seconded:

Whereas, Rancho Santiago Community College District Board Policy 4030 states that Academic Freedom “should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning” and that “academic freedom is not an absolute”; and

Whereas, In today’s political climate, the exercise of academic freedom is of growing concern and coming under close scrutiny, particularly given that it is not an absolute; and

Whereas, The faculty at Santiago Canyon College have not collectively formulated a statement of philosophy regarding academic freedom, nor has a formal discussion about standards of practice taken place;

Resolved, That the Santiago Canyon College Senate create a task force to create a statement of philosophy regarding academic freedom, as well as standards of practice, should such standards be deemed necessary, and determine the appropriate place to house this information by May 2, 2017, and

Resolved, That the Santiago Canyon College Senate charge said task force to investigate the students’ rights regarding academic freedom and make recommendations for making those rights known by May 2, 2017.

Date Presented: March 7, 2017

Date Passed:

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)