

**Santiago Canyon College  
COLLEGE COUNCIL - MINUTES**

**September 10, 2013 2:00 p.m., E-107**

**Administrators: John Hernandez, Aracely Mora, Steve Kawa (absent), Jose Vargas, Juan Vázquez**

**Faculty: Corinna Evett, Michael DeCarbo, Joe Geissler, Rudy Frias, Craig Nance, Craig Rutan, Nooshan Shekarabi, Rick Adams (alt)**

**Classified: Diane Durdella (absent), Zina Edwards (absent), Sheryl Martin, vacant, Cecilia Diaz (absent-alt)**

**Student: Jason Wayne Technology: Curt Childress EMP Rep: Rick Aams Communication: Martin Stringer**

**Approved 9-24-13**

NEW BUSINESS	ACTION	DISCUSSION/COMMENTS	OUTCOME/FOLLOW UP
1. Approval of Minutes, 8-13-13	Approval		Motion to approve minutes as presented (Rutan/Vargas) passed unanimously.
2. Introduction: Juan Vazquez		ASG Supreme Justice, Jason Wayne, was welcomed and introduced to Council members. Jason is serving as the ASG representative on the Council.	
3. Accreditation Committee: Aracely Mora	First Reading	This item was postponed for future discussion.	Aracely Mora will place on the agenda at a later date.
4. Electronic Cigarettes – Smoking Policy: Juan Vázquez	Discussion	Juan Vazquez noted that the subject of e-cigarettes, with and without nicotine, is a topic of discussion in many segments of education, including Student Services, Public Affairs and inside the classroom. John Hernandez referred to details in SAC's "Tobacco-Free Campus Declaration." The definition of tobacco in the declaration includes "or any other tobacco products." Currently the product is not regulated by the FDA. Inside the classroom they can be regulated by teachers with the limitation placed in the class syllabus. Spaces, such as the Library, can post signs regarding use of e-cigs. Question of how to create a policy that is effective and enforceable. Dialog needs to occur with classified, Academic Senate, ASG and administrators.	Constituency dialog needs to occur regarding a no-smoking policy that includes the e-cigarettes. Recommendation for both colleges to have the same policy, for an easy transition for students. Continue discussion at next College Council meeting, 9/24/13.
5. Revised SLO Mapping for Degrees and Certificates: Craig Rutan	First Reading	Taking data that we have and mapping it to the degrees and certificates. Maps individual outcomes to individual awards. Would like to have this in place by the end of the semester. No questions or concerns from Academic Senate.	Item will be considered for second reading at next meeting, 9/24/13.
6. Adoption of Policy for Temporary Suspension of Courses: Craig Rutan	First Reading	Craig Rutan provided additional information: A. If a course is removed from the catalog, it is gone, and must go through formal procedure to be reintroduced. B. Adoption of this policy would define procedures to	Item will be considered for second reading at next meeting, 9/24/13.

		<p>inform students that the course might not be available while they are at the college.</p> <p>C. The policy would answer the question of how long a class is not offered before it is taken out of the catalog.</p> <p>D. The policy should be the same at both colleges.</p> <p>E. Curriculum and Instruction Council has the ultimate decision.</p> <p>F. What about writing for noncredit? Craig noted they will try to include noncredit and will approach SAC to also include.</p>	
7. Educational Master Plan Committee Recommended SCC Mission Statement: Rick Adams	First Reading	Rick Adams presented the revised mission statement. The revised primarily included grammatical modifications made to the statement.	Motion to waive second reading and approve the statement as presented (Nance/Rutan) passed unanimously.
8. Reorganization Request: Admissions & Records Technology Specialist, Admissions & Records: John Hernandez	First Reading	John Hernandez presented the request. The Graduation Specialist job description was re-written and submitted to Hay, with the result of an increase to Grade 15. One Admissions & Records Tech position (Grade 15) will be eliminated to fund the Grad Specialist position. External search will be conducted.	Motion to waive second reading (Evet/Rutan) passed unanimously. Motion to accept and recommend the reorganization (Evet/Rutan) passed unanimously.
9. Reorganization Request: Intermediate Clerk, 12 months, Student Health & Wellness Center: John Hernandez	First Reading	John Hernandez presented the request to increase the part-time Intermediate Clerk position in the Health Center from 10 to 12 months. Restricted funds are available to support this change.	Motion to waive second reading (DeCarbo/Shekarabi) passed unanimously. Motion to accept and recommend reorganization (Geissler/Rutan) passed unanimously.
<b>OLD BUSINESS</b>			
1. Accreditation Update: Aracely Mora	Information	The Steering Committee met last Friday and received updates on Standards progress since spring. A survey is being developed for distribution to faculty/staff/administrators.	
2. Budget Update: Juan Vázquez	Information	Juan Vázquez reviewed the SCC General Fund Budget Report, 8/31/13, received from Steve Kawa. It has been determined that SCC can go forward with hiring the five positions previously approved (2 custodians, 1	

		financial aid/scholarship classified position, 1 faculty for Distance Ed, and 1 Dean of Continuing Education). Question raised regarding meeting 50% law (instructional vs non-instructional). Juan noted that adjustments are made throughout the year that result in the district being in compliance with the law.	
<b>PROGRAM UPDATES</b>			
1. Associated Student Government: Jason Wayne		Jason Wayne reported that ASG retreats are planned for September 13 and 20, from 1-4pm in E-203. Eighty percent of the ASG leadership team is new, and the retreats will focus on training.	Michael DeCarbo and Sheryl Martin were asked to encourage faculty and classified staff to provide input on the new design.
2. Communication: Martin Stringer		No report.	
3. Educational Master Plan Committee: Rick Adams		No additional report.	
4. Continuing Education: Jose Vargas		Jose Vargas distributed the Orange Education Center "Quick Facts 2012-2013" information sheet.	
5. Classified Advisory Group: Zina Edwards		No report.	
6. Technology: Curt Childress		Curt Childress reported: A. The wireless issue in the Library has been resolved. B. The Technology Master Plan is being presented to the Academic Senate. C. The Web Redesign Group is planning student focus groups for feedback on redesigning the web page. Faculty and staff will also have opportunity for input. D. On November 7, three mock-ups will be presented for discussion and solution. E. The new web design will go live in mid-May.	
7. Budget/Facilities/Safety/Admin Services: Steve Kawa		No report.	

8. Curriculum and Instruction Committee: Craig Rutan	No report.	
9. Academic Affairs: Aracely Mora	Aracely Mora reported that 47 sections were added to the fall schedule, an increase of 7% from last fall. The FTES for fall should reach 3,000 FTES, and the plan is to increase spring. Currently, the college is at 97% fill rate of available seats. The 9,000 student headcount for fall is 80% freshmen this year, as compared to 64% last fall.	
10. Student Success Committee/Student Services/ Foundation: John Hernandez	No additional report.	
11. Academic Senate: Corinna Evett	<p>Corinna Evett reported:</p> <ul style="list-style-type: none"> <li>A. Tiffany Gause joined the faculty as Assistant Professor, Sociology.</li> <li>B. Final interviews for the new Counselor position will occur on Thursday.</li> <li>C. Distance Education Coordinator is now a faculty position.</li> <li>D. Extended thanks to the SLOARC and EMPC members.</li> <li>E. Intersession: a straw poll at the last Academic Senate meeting resulted in favor of intersession.</li> <li>F. Corinna is working in conjunction with the SAC Academic Senate President and Trustee Solorio to create an event on digital textbooks, Tuesday, October 29, 1:30-3:30 p.m., at the district.</li> <li>G. Invitation to Faculty Excellence speech, by Craig Rutan, Thursday, November 21, 1:30 p.m., in SC-105.</li> </ul>	
12. President: Juan Vázquez Next meeting: Tuesday, September 24, 2013, 2:00 p.m., E-107	No additional report.	

MISSION STATEMENT: 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, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community. (Approved by College Council 4/12/11)