

Santiago Canyon College Academic Senate

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SENATORS

Business and Career Education

Deeley, Steve, 2012
Salcido, Andrew, 2013

Continuing Education (OEC)

Shields, Jolene, 2013

Counseling & Student Services

Baldizon-Rios, Nena, 2013
Mettler, Mary 2012

Humanities and Social Sciences

Deaver, Doug, 2012
Elchlepp, Elizabeth, 2013
Granitto, James, 2013
Isbell, James, 2013
Shekarabi, Nooshan, 2012

Fine & Performing Arts and Communication

Womack, Melinda, 2013

Library

Sproat, Barbara, 2012

Mathematics and Sciences

Cummins, Shawn, 2013
Hovanitz, Eric, 2012
Martino, Danny, 2013
Nance, Craig 2012
Scott, Randy, 2013

Adjunct

Matthews, Evangline, 2012

OFFICERS

President

Barembaum, Morrie, 2012

Vice President

Evet, Corinna, 2012

Secretary/Treasurer

DeCarbo, Michael, 2012

Curriculum

Rutan, Craig - Chair

AGENDA 4 October 2011 1:30 pm – 3:30pm Room SC-104

Call to Order

I. Order of the Agenda

II. Approval of Minutes

A. 20 September 2011

III. Public Comments (5 minute limit per person)

IV. ASG Report

V. Action Items (45 minutes)

- A. Basic Skills Plan
- B. Resolution F2011.1: Transition to Resolution Based Structure
- C. Resolution F2011.2: Formation and Guidelines of Committees and Task Forces

VI. Discussion Items (45 minutes)

- A. Faculty Hire Requests
- B. Senate Communication for representatives and committees
- C. Honor's Program Advisory Committee request to become a committee under the senate.
- D. Setting Committee Meeting Dates and Times
- E. Faculty Vision
- F. Budget Presentation Questions
- G. Board of Trustees Meeting

VII. Reports Discussion (10 minutes total)

- A. Curriculum
- B. SAC Senate Report
- C. Technology
- D. Facilities
- E. College Council
- F. President's Report

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 4/12/2011)

Setting Policy - BP9001

SETTING POLICY - BP9001

Adopted 03/17/97

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 Coordinating Board. 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.

Legal reference: Title 5 sections 51023.5-51023.7 and 53200-53204

*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.

Academic Senate of Santiago Canyon College

Proposed resolution, presented by Danielle “Danny” Martino

F11 1.01 Transition from a Motion Based to Resolution Based Structure

Whereas, The Academic Senate of Santiago Canyon College (AS-SCC) falls under the Brown Act that recommends using a resolution format for action items, that action items are stated on the published agenda, and that no actions, without appearing, on the agenda be voted on except for emergency situations (see Appendix A); and

Whereas, That confusion has often developed over the formation and tasks of ad hoc committees and task forces, clarification is needed on directed tasks of committee, and appropriate information needs to be clearly researched and presented to the AS-SCC in order to fully inform the senators constituents of committee tasks; and

Whereas, Formal resolutions from the AS-SCC would serve as a central and key component of articulating the voice of the faculty, as well as provide historical documentation of positions, formation of ad hoc committees, changes to standing committee tasks and structures could be easily referenced if resolutions were utilized as the primary mode of AS-SCC direction and maintained in hard copy and electronic copy on the AS-SCC website; and

Whereas, The Academic Senate of Community Colleges has historically used the resolution process and has guidelines in resolution writing in place (see Appendix B);

Resolved, That the Academic Senate of Santiago Canyon College adopt a resolution approval process rather than a motions from the floor process of taking action; and

Resolved, That the Academic Senate of Santiago Canyon College use the adopted guidelines set forth from the Academic Senate of California Community Colleges on resolution writing; and

Resolved, That the Academic Senate of Santiago Canyon College set up and maintain a hard copy folder of any adopted resolutions and an electronic version of approved resolutions on the AS-SCC website.

Appendix A: Brown Acts Do’s and Don’ts for Academic Senates

Appendix B: Resolution Writing and General Advice

Academic Senate of Santiago Canyon College

Proposed resolution, presented by Danielle “Danny” Martino

F11 1.02 Formation and Guidelines of Committees and Task Forces

Whereas, The maintaining of an easily accessible and ongoing historical record of the formation, tasks, and timelines of committees and task forces is key in preserving the integrity of the Academic Senate of Santiago Canyon College (AS-SCC); and

Whereas, The formation of a temporary task force is in response to a current issue, would have a specific charge, a clearly defined set of tasks and a target end date for completion have historically been confused without a formal written proposal; and

Whereas, Communication between the AS-SCC and all permanent and temporary committees plays a vital role in informing the faculty of the events, goals, procedures and progression of tasks;

Resolved, the formation of any Academic Senate of Santiago Canyon College committee or task force be formed and organized via a formal resolution outlining the goals, tasks, and the target end date of the committee; and

Resolved, The Academic Senate of Santiago Canyon College require all new and standing committees and task forces to submit formal reports or minutes to inform the Academic Senate of Santiago Canyon College of updates, progress made on tasks and the next planning steps after each formal meeting; and

Resolved, That Academic Senate of Santiago Canyon College work to have minutes and reports of committee meetings be published on the senate committee website.