

# Santiago Canyon College

## Academic Senate

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### ***Minutes-Approved***

Senate Business Meeting

November 20, 2012

1:30 pm-3:00 pm E-306

#### **Present:**

##### **Senators**

Aguilera, Leonor  
Carrion, Rudy  
Cummins, Shawn  
Deaver, Doug  
DeCarbo, Michael  
Deeley, Steve  
Evelt, Corinna  
Isbell, James  
Martino, Danny

Matthews, Evangeline  
Nance, Craig  
Salcido, Andrew  
Scott, Randy  
Shekarabi, Nooshan  
Sproat, Barbara  
Wagner, Joyce  
Womack, Melinda

##### **Non-Voting Members**

CIC: Rutan, Craig

##### **Guests:**

Barembaum, Morrie  
Jones, Vanessa  
Rabii, Narges  
Smith, John

#### **Absent:**

Breeden, Emma  
Elchlepp, Elizabeth

Granitto, James  
Hovanitz, Eric

Mettler, Mary  
Shields, Jolene

- I. Order of the Agenda
  - A. Discussion Item D was discussed before Discussion Item C.
- II. Approval of Minutes
  - A. The minutes of November 6, 2012, were approved (moved by Prof. Womack and seconded by Prof. Sproat).
- III. Public Comments
  - A. Prof. Carrion: A colleague expressed disappointment that the November 14 budget meeting didn't address specifics such as what cuts would be made and the timeline for those cuts. (Prof. Evelt commented that the purpose of that meeting was more to update and to allow an opportunity to raise questions and concerns).
  - B. Prof. Smith: The opinion of the FACCC Board of Governors is that community colleges should request that the money from Proposition 30 be used to restore cuts to the system instead of paying off deferrals. (Prof. Evelt asked if legislators will listen. Prof. Smith replied that due to the turnover in the election many legislators are new and uneducated about issues. It is important to present our case right away).
  - C. Prof. Smith: The upcoming move out of the Orange Education Center (OEC) will probably affect our student head count. Representatives on the SCC and District Budget Committees should push for a one year "hold harmless clause" because a reduction in SCC's FTES compared to SAC's FTES would reduce SCC's budget portion for the following year.
  - D. Prof. Evelt: Continuing Education will have to move from the Orange Education Center immediately. A possible site for relocation has been found. It will take 6 months to 2 years to retrofit the building depending on the severity of the problems. Corners might have been cut during the building process because of the desire to show something tangible to the public. It is possible that SCC might be held responsible for the cost of retrofitting. However, it was argued that the District reserve is there to be used for such emergencies, as well as that any remaining Measure E money should be used.

- E. Prof. Rabii: The step and year increases that the District agreed to pay if Proposition 30 passed should be showing up retroactively in the January paycheck. The FARSCCD negotiation team will go back to negotiate in January. FARSCCD wants to reevaluate Department Chair reassign time and is asking chairs to document their duties. The current union agreement is posted on Blackboard.

#### IV. ASG Report (none)

#### V. Discussion Items

##### A. Spring 2013 Flex Calendar (Prof. Shekarabi):

1. The Monday of Spring Flex Week is the Martin Luther King holiday. Room details for Flex workshops still need to be worked out.
2. Senate approval of the Flex Calendar will be an action item at the December 4 Senate meeting. The Faculty Development Committee is hoping to post a finalized version of the Flex Calendar during finals week.
3. The Academic Senate retreat is a half hour longer on the Wednesday of Flex. There will not be a faculty potluck.
4. The Accreditation workshop on that Thursday is a kickoff for SCC's 2014 Self Evaluation. The requirements for Accreditation have increased since our last self-evaluation.

##### B. Budget Discussion (Prof. Evett):

1. The November 14 Budget Meeting was more of a rallying meeting instead of a plan of how to move forward.
2. There is an unrestricted contingency fund (basically leftovers) of \$946,599. Some of the money may be used to chase FTES for growth. Faculty should make sure that processes are being followed as decisions on how to spend the money are being made.
3. Remember to include budget requests in DPPs and Program Reviews.
4. Student Services is working hard to minimize the effect of budget cuts on students. Their staff members are often doing multiple jobs, but it is unrealistic to expect them to continue doing so indefinitely. This situation needs to be considered during the planning and budgeting process.
5. Linking budgeting with planning is an Accreditation requirement and therefore will be a priority in this next year. Faculty need to ensure that SCC develops well-crafted policies.
6. Suggestions from Senators of ways to approach budgeting:
  - a. Have Departments construct concentric circles and/or create criteria for "prioritizing" courses within their discipline. Some of these criteria might work well for the College as a whole.
  - b. Consider N-level courses.
    - Students who start in those levels are often unsuccessful in completing their pathways.
    - Continuing Education can teach some of these courses in a more flexible format.
    - Basic Skills is a big part of the Community College mission, and so SCC needs to be careful about cutting too many lower level courses.
  - c. Analyze each course to see how it fits into the big picture and how it benefits students.
    - Courses can be categorized as degree/certificate required, major preparation, General Education applicable, and/or elective.
    - Priority could be given to classes that are degree/certificate required, though the number of sections offered of each course could be flexible.
    - The new AAT and AST degrees need to be protected.
    - Faculty need be aware of and protect courses in one discipline that are required for a degree/certificate in another discipline.
    - Departments need to make sure that enough major preparation courses are offered to allow students timely progression toward transfer.
    - When multiple courses meet the same GE requirement, not all the courses need to be offered. However, the different disciplines need to work together to make sure enough courses remain.
  - d. Create a type of enrollment management committee. Perhaps a resolution from the Senate could expedite the process.
  - e. Use the Senate as a forum for conversations about budget and planning.

- The Senate has representatives from each division that can solicit feedback from their constituents.
  - A workgroup could be held during the Senate Retreat in January.
- f. Hold an all campus meeting.
- The Senate could take the lead after the faculty has had sufficient discussion of the various issues.
  - The Senate leadership should set the possible agenda(s).
  - The meeting should be well organized and money should be found to offer food.
- g. Deal with faculty perceptions.
- Proposition 30 gives us a reprieve, but doesn't fix the budget problems. SCC will still have to make some cuts. Now is a good time for planning.
  - Faculty often feel that no matter how much time they spend on planning, others will make the final decisions. Administration needs to do a better job of explaining their rationale for making certain choices.
7. Senate Representatives will continue to collect feedback from their constituents about budget issues. This input will further drive Senate discussions.
- C. Fall Plenary Session Update (Prof. Evett, Prof. DeCarbo, and Prof. Wagner):
1. The Academic Senate of California Community Colleges held a Plenary Session on November 8-10. The Plenary consisted of workshops and discussions. The last day was devoted to debating and voting on resolutions. Multiple faculty from SCC were in attendance.
  2. Prof. Evett will send out a link to all the resolutions as well as summary reports from the Executive Board.
  3. Some highlights:
    - a. The resolutions written by Prof. Martino and Prof. Rutan passed, though one resolution was modified.
    - b. A resolution passed concerning the review and possible revision of the 1960 Master Plan for Higher Education.
    - c. The resolutions concerning alternative pathways in Mathematics were pulled from consideration until Math Faculty reach a consensus.
    - d. The importance of an Enrollment Management Committee was emphasized in multiple sessions.
    - e. There are multiple changes to Title 5; some that must be communicated to students.
    - f. There was discussion about creating "faculty advisors" who could help counselors with the extra workload required by the Student Success Act.
- D. AS Faculty Hire Priority Process Task Force (Prof. Evett):
1. Motion: The Academic Senate shall create a Task Force to review the Academic Senate hiring process and present recommendations for improvement by the third Senate meeting of Spring 2013. The Task Force shall include at least two faculty members from the task force that created the current process and at least one faculty member from Counseling and one faculty member from Library.
    - a. **A vote to suspend the rules and vote on the motion passed with 2 nays. (Moved by Prof. Nance and seconded by Prof. Deeley).**
    - b. **The motion to create the Task Force passed with 2 abstentions. (Moved by Prof. DeCarbo and seconded by Prof. Womack).**
  2. Discussion:
    - a. Initial membership would include Prof. DeCarbo (chair), Prof. Wagner, Prof. Deeley, Prof. Carrion, and Prof. Sproat or Prof. Geissler.
      - An additional member would be solicited from Continuing Education.
      - Other members are welcome.
    - b. The revised process would include a narrative detailing the past history of the hiring process and including a rationale for change.
    - c. The Task Force will address vacancies and why they are not automatically replaced.
  3. Prof. Martino expressed concern that suspending the rules in a situation that was not an emergency was bad practice. She felt it was important to stick to the process of writing resolutions and allowing for a second reading to give time to solicit feedback from constituents.

VI. Reports Discussion

- A. Curriculum (no report)
- B. Student Learning Outcomes Assessment and Review Committee (no report)
- C. SAC Senate Report (Prof. Wagner):
  - 1. A motion regarding Trustee Yarbrough was drafted and passed.
  - 2. There are still problems with CurricUNET.
  - 3. The SAC faculty now has a dedicated lounge.
- D. Technology
  - 1. Prof. DeCarbo reminded Senators to read the summary reports.
- E. Facilities (Prof. Nance):
  - 1. The Math Department is expecting to move into the D-building, which may need some renovations.
  - 2. Edison is working on maintaining pressure flow in the Science Building, while reducing energy costs.
- F. College Council (no report)
- G. President's Report (Prof. Evett): At the Board of Trustees meeting on November 13, Prof. Evett presented the SCC Senate views regarding the article written by Trustee Yarbrough. The SAC Senate created and passed a motion asking the Board of Trustees to investigate if action is necessary regarding this situation. Trustee Hanna stated that the faculty should not tell the Board how to choose its President. The SCC Senate will wait to see how the Board responds before pursuing additional action.

**Meeting Adjourned at 3:07 pm (Moved by Prof. Scott and seconded by Prof. Martino).**

Respectfully submitted,  
Joyce Wagner  
SCC-AS Secretary/Treasurer

## **Summary Report**

**Committee: RISC**

**Meeting date: 11/7/12**

### **Content**

- 1 Discussion items:** This meeting featured a special presentation by the AQI (Air Quality Institute) of the AQMD. General discussion was made of the work of the AQMD as well as the AQI, how individuals and institutions can help with air quality issues and how the AQI directs its outreach in an attempt to better educate the public.
  
- 2 Duties met:** Subcommittees made brief reports after the presentation.
  
- 3 Actions proposed:** Chancellor Rodriguez was going to follow up on the bus pass discount for students.
  
- 4 Events Planned:** It was decided that we will partner with the AQI to have an event on the SCC campus next semester and the Jose Vargas and Doug Deaver will head up planning.
  
- 5 Resources needed/acquired/allocated:** None

## Summary Report

The following are extremely unofficial highlights of what was perceived to have happened at the SAC Academic Senate Meeting of November 27, 2012:

- The SAC ESL Department has been cut dramatically and will be down to only 5 classes this Fall. There is concern that this will give SAC a bad image in their community where 80% of residents are foreign born. There was also frustration expressed because faculty felt left out of the decision making process.
- The SAC Senate Executive Board is drafting a resolution to address how budget-related decisions should be made. In particular, the resolution will detail the required communication.
- It was mentioned that N-level courses will not be offered beginning in Fall. Apparently, the State limits apportionment of basic skills courses to 30 units per student. (*Note: Repeating course to replace sub-standard grades does not count against this apportionment limit, though it does count toward the 30 unit Financial Aid limit*). The N-level courses are several steps below transfer, and many students starting at that level will end up having more than 30 units of basic skills. Students can take any necessary low level courses with Continuing Education.
- Facilities: Dunlap Hall is being closed for the summer. The perimeter of the campus will be updated, so entrances will be closed on a rotating schedule. Their sustainability committee is looking into installing vehicle charging stations.
- Human Resources: The latest hiring information is 9 for SAC and 3 for SCC.
- Curriculum: Their committee looked at 500 pieces of curriculum last week. Transfer degrees are being accepted at the State without all courses having CID descriptors. That will probably change soon, so their faculty are being encouraged to submit the degrees as soon as possible.
- Accreditation: The Institutional Effectiveness and Assessment Committee will be acting as the oversight group. Each Standard will have Administrative, Faculty and, probably, Classified co-chairs. The oversight committee and the Teaching and Learning Committee (TLC) will have a meeting on Dec. 7. There will be a training session in early February.
- SLOS: There are plans for a campus-wide SLO meeting. SLOs might be the focus of convocation, but that hasn't been finalized. The TLC is working with ITS to have a site for Program Reviews and other forms. It sounds like they are hoping not just to post the information but also to have the ability to generate reports.
- Their Faculty Lounge had to be renamed Faculty Workroom after a meeting of their College Council. They are working to have it accessible only by swiping ID cards.

## **Summary Report**

**Committee: Student Success**

**Meeting date: Monday, November 19, 2012**

### **Content**

**1 Discussion items:**

- BSI Task Force Update – Crossroads Program Orientation for high school students
- Connection by Design
- Early Alert Update

**2 Duties met:**

- Provided incoming high school students with information to foster success.
- Evaluated SCC services and classes that meet student's needs as outlined in the Connection by Design research.
- Evaluated use of Early Alert program for Fall, 2012

**3 Actions proposed:**

- Evaluate a possible advisory program for different majors. This may include faculty members, online information and/or a brown bag lunch series.

**4 Events Planned:**

- Crossroads Training Program - January 25-March 15

**5 Resources needed/acquired/allocated:**

## **Summary Report**

**Committee: EMPC**

**Meeting date: November 29, 2012**

### **Content**

**1 Discussion items:**

- Communication Program Review: Questions and Comments for Jared Kubicka-Miller, Department Chair
- DPP Discussion regarding completion deadlines and reminders
- Committee Membership
- College Council Report

**2 Duties met:**

- Collect DPP Plans and manage their integration into the EMP of the college
- Administer the Program Review Process

**3 Actions proposed:**

- EMPC will send mass emails to department chairs/responsible parties to remind them of DPP deadlines.
- Revised Committee Membership

**4 Events Planned:**

N/A

**5 Resources needed/acquired/allocated:**

N/A

## **Senate Summary Report**

### **Committee: Basic Skills Task Force**

**Members:** Flo Zysman, Alison Williams, Jennifer Coto, Mary McMullin, Eden Quinzon, Maureen Roe

**Meeting date: Friday, November 9, 2012 9AM-11AM, E107**

### **Content**

#### **1 Discussion items:**

Preparation for “Discovering SCC: Family Night” on Wednesday, November 14 @ 6-8PM

We discussed the agenda for the evening, the finalization of the orientation PowerPoint, the food/balloon pickup and setup, the raffle, and the cleanup.

#### **2 Duties met:**

We stuffed 60 SCC Folders with all of the orientation material for guests (one per family). Folders included:

- A Schedule of the Evening’s Events
- A Note-taking page
- A Guide on How to be Successful in College: “The Great Divide Between High School and College”
- Plan A, B, and C Advisement Sheets
- Math Test-Taking Tips
- SCC Programs & Services
- Academic Foundations Course Sequence
- STEM Brochure
- CROSSroads Brochure
- ASC and 2-for-1 Bookmarks
- A Degree with a Guarantee.com bookmark
- CROSSroads Registration Form
- Discovering SCC Survey
- Student Academic Planner

We visited D121 and determined how we would like the room to be laid out.

#### **3 Actions proposed:**

Flo will compile all of the remaining PPT slides and send the finished PPT to Maureen.

Maureen will prepare a series of introductory slides to show while parents and students are entering 121.

Maureen will prepare a drawing for Victoria to show how we would like the chairs, tables, presentation system, and podium laid out in D121.

Mary will have two Registration tables set up outside D121 to greet guests as they arrive—have them sign in, give them folders, raffle tickets, planners, and pens.

Jennifer will place “SCC Family Night” signs around campus to direct families toward D121. A sign will also be placed on E203 in case guests did not read the “Change of Room” email.

#### **4 Events Planned:**

English CROSSroads will begin January 25, 2013. Maureen will prepare the curriculum and materials/handouts for the four workshops. Room E206 has been reserved. 52 students are already registered.

The Math CROSSroads online curriculum will become available for students on February 4, and they will have a month to complete the modules. Alison and the math department (along with the Academic Success Center staff) will construct the modules and a placement exam similar to the already existing placement test. D209 will be used for the Math CROSSroads, and those registered may use the ASC during regular hours of operation. 55 students are already registered.

Next BSI Meeting (last of the semester) is Friday, December 7 @ 9:30 in E107. The meeting will begin 30 minutes late because Maureen and Jennifer will be attending the high school counselors’ breakfast that morning to present the CROSSroads program.

Alison and Maureen will attend Early Welcome Student Orientations in the summer 2013 to promote SCC support services and math/English success strategies.

#### **5 Resources needed/acquired/allocated:**

Electronic parking permits must be acquired for all CROSSroads participants. Maureen has requested these permits from SCC Security.