Santiago Canyon College
Academic Senate

Minutes-*Approved*
Senate Business Meeting
December 4, 2012
1:30 pm-3:00 pm   E-306

Present:

Senators

Aguilera, Leonor

Breeden, Emma

Carrion, Rudy

Cummins, Shawn

DeCarbo, Michael

Deeley, Steve

Elchlepp, Elizabeth

Evett, Corinna

Hovanitz, Eric

Isbell, James

Martino, Danny

Mettler, Mary

Nance, Craig

Salcido, Andrew

Scott, Randy

Shekarabi, Nooshan

Shields, Jolene

Sproat, Barbara

Wagner, Joyce

Womack, Melinda

Non-Voting Members

CIC: Rutan, Craig

ASG: Foreman, Jeff

Guests:

Jones, Vanessa

Tragarz, Roberta

Voelcker, Aaron

Absent:

Deaver, Doug

Granitto, James

Matthews, Evangeline

I. Order of the Agenda (no changes).

II. Approval of Minutes
   A. The minutes of November 20, 2012, were approved (moved by Prof. Womack and seconded by Prof. Martino).

III. Public Comments
   A. Prof. Martino: A student was smoking an electronic cigarette during class. Does our current smoking policy address this issue?

IV. ASG Report (Jeff Foreman):
   A. An ASG resolution proposed changing the current smoking policy without specifying what this change would be. The vote was so close that the resolution was put on hold. An informal survey resulted in 85 students favoring a smoke-free campus and 87 students wanting to keep the current smoking policy.
   B. The ASG budget has been reduced by about one-third.
   C. ASG is planning to advocate against performance-based funding and two-tiered pricing.
   D. Most ASG Senate representatives will continue to attend the same meetings in Spring. A representative to the Technology Committee is still being sought.
   E. The Paws for Stress Relief Event, featuring therapy dogs, will be held on December 11.
   F. In the past, the main ASG Spring activity has been the Battle of the Bands. The Vice President of Activities for ASG is considering a change that would benefit SCC more directly.

V. Action
   A. Educational Master Plan Document:

1. Though the Senate should honor our resolution process whenever possible, there is room for flexibility. The Educational Master Plan (EMP) has been available for review throughout the semester, which is why it is an action item, without going through the resolution process.
2. The Senate wants to thank the people involved, including the EMP Committee, other committees and groups, and Prof. Elchlepp and others for editing.
3. Information and History: (Aaron Voelcker, Dean of Institutional Planning and Assessment and Prof. Tragarz, chair of Educational Master Plan Committee (EMPC)):
   a. The last two EMP documents spanned periods of five years. This EMP is a four year plan, and future EMPs will be on a 6-year cycle so as to align with accreditation. In the future, a site visit will occur during a fall semester, recommendations from the ACCJC will be received in spring, and SCC will have a full year to implement these recommendations into the next scheduled EMP.
   b. The process:
      - Spring 2011: The EMPC developed a process and framework, which was brought forward to the Senate and other campus groups.
      - Summer 2011: An environmental scan began.
      - Fall 2011: Focus groups met.
      - February 2012: Open forums were held.
      - March 2012: Subgroups reviewed findings and developed goals and action items.
      - Summer 2012: A draft of the plan was finished.
      - Fall 2012: The draft was disseminated, revised, and edited.
   c. The goals:
      - The goals were developed by subgroups consisting of faculty, staff and administrators; each concentrated on one of the following areas: curriculum and programs, faculty/staff and campus, students, and community partners and resources.
      - Each goal is mapped to at least one district goal and has at least one action item. There are twenty-nine action items total, each with a specified responsible party.
      - The goals provide a roadmap for institutional actions that will increase student success, enhance effectiveness, demonstrate accountability, and improve efficiency.
      - Special effort was made to ensure that each of the goals is consistent with recommendations from the California Community College Student Task Force and the ACCJC standards. Dean Voelcker read through each of the goals.
4. **The motion to approve the 2012-2016 Educational Master Plan passed without dissent (Moved by Prof. Isbell and seconded by Prof. Womack).**

B. SCC Faculty Development/Flex Week Calendar for Spring 2013:
   1. There have been only minor changes made to the Flex Calendar since the last Senate meeting.
   2. The *Getting Ready for the Self Evaluation* session on the Thursday of Flex week will introduce the process that will happen over the next year as SCC prepares for our accreditation visit in Fall 2014. This process will be revised to include more input from various committees, groups, and individuals.
   3. The Flex Week schedule is more condensed than usual because of the Monday holiday.
   4. If you have ideas for fun and creative flex activities, let the Faculty Development Committee know.
   5. **The motion to approve the Flex Calendar passed without dissent (Moved by Prof. DeCarbo and seconded by Prof. Martino).**

VI. Discussion Items
   A. Request for Authorization to Apply for a Grant Process (Prof. Evett):
      1. The current Grant Authorization Form was revised by a Senate task force, but there has been limited discussion on how to obtain and use the document.
      2. The process:
         a. If interested in seeking a grant, get a copy of the Authorization Form. The plan was to have the form, along with instructions and a list all grants currently underway, on a website. Until the site is up, forms can be requested from the Vice President of Academic Affairs.

b. Send an email to each of the people listed in areas 8 and 9 of the Authorization Form to let them know of your interest in the grant.

c. Fill out the Authorization Form, email it to the required parties, and get signatures in the order listed. (If you decided against pursuing the grant, let the people you first contacted know).

d. Ask the Vice President of Academic Affairs to have the grant put on the agenda for College Council. Allow enough time for two readings. College Council meets on the second and fourth Tuesdays of the month.

3. The Authorization Form was revised to request sufficient detail so that faculty at College Council can make an informed decision.

4. The grant only has to be presented at Senate if the Senate President, Curriculum Chair, or other involved faculty member asks that it be presented. Reasons for being presented at the Senate include curriculum changes and other issues involving 10+1. However, if timing allows, it is best for faculty to at least inform the Senate of requested grants.

5. Possible future actions for the Senate:

a. Push to have a Grants Web Site.

b. Develop instructions to include with the Authorization Form.

B. Budget Discussion (Prof. Evett):

1. The Legislative Analyst Office's latest budget report was fairly positive. However, SCC can expect at least another year of budget difficulties before a possible turnaround.

2. SCC needs to develop a process to determine how to contract or grow in response to our budget. A chart has been developed that could be used for prioritization. The Senate will hold a budget workshop during the Senate Spring Retreat.

3. Comments from Faculty:

a. Prof. Aguilera: The Counseling Department asks that legislative mandates be included in any criteria for prioritizing courses. Their Department feels that several of the Counseling courses are in line with the Student Success Act.

b. Prof. Rutan: The original chart was written before some of the new legislation, and it can be modified.

c. Prof. DeCarbo: Legislative mandates need to be included in the chart because there are also implications for BSI and other areas.

4. Senators need to continue to ask for feedback from faculty, so that the budget workshop at the Spring Retreat can be productive and representative.

C. Faculty Hires (Prof. Evett):

1. The District Human Resources Committee recommended two faculty hires for SCC and eight for SAC, as replacement positions. This will help maintain the Faculty Obligation Number.

2. Administration was pleased with our original list: Math, Water Utilities, Distance Education, Sociology, Counseling, etc. They were not as happy with the revised list: Math, Water Utilities, Sociology, Counseling, Distance Education, etc. After collegial discussion, there was agreement to hire the following 4 positions: Math, Water Utilities, Counseling, and Distance Education.

3. Counseling was deemed important because of the recent legislative mandates. Sociology was deemed less important because, even after an upcoming retirement of a full-time faculty member, there is another full-time faculty member that teaches at least a partial load in Sociology. This second faculty member can represent the Sociology Department.

4. Comments from Faculty:

a. Prof. Evett: If the Senate feels that it is vital that all Departments have at least one dedicated full-time faculty member, then this feeling should be reflected in the next faculty ranking.

b. Various Faculty: Geography, American Sign Language, and many of the CTE Departments do not have a full-time faculty member. CTE departments will rarely have full-time faculty because most of their faculty have jobs in industry.

c. Prof. Elchlepp: It is sad that all the on-campus Sociology courses will be taught by adjuncts, since the other faculty member teaching Sociology only teaches the online courses.

d. Prof. Rutan: Sociology differs from Geography and American Sign Language in that it has an approved transfer degree. It is important that the integrity of the transfer degree be maintained.

D. Constitution and Bylaws Task Force Update (Prof. Shekarabi):
1. Task Force:
    a. The members were Prof. Shekarabi, Prof. Granitto, and Prof. DeCarbo. In addition, Prof. Elchlepp and Prof. Adams helped with the revisions.
    b. Each member read the SCC Senate Constitution and Bylaws, as well as those at other Community Colleges.
    c. The members classified elements of the SCC documents as inconsistent, unnecessary, ideological versus operational, needing addition, and/or needing clarification.
    d. Ideological elements were captured in the revised Constitution, and operational elements were put in the revised Bylaws.
2. Responsibilities of Senators before the Senate Retreat:
    a. Read the existing Constitution and Bylaws.
    b. Read the most recently revised Constitution and Bylaws.
    c. Identify whether all the necessary elements in the original documents are still in the revised versions.
    d. Identity any elements that are still in need of attention (confusing, underdeveloped, contradictory, etc).
    e. Identity any items that are missing and should be included. Please note that the duties of the Executive Committee will be part of the next set of revisions.
3. The plan is to put forward the revised Constitution to the faculty-at-large before the February 5 Senate meeting.
4. The Task Force members are to be commended for their excellent work.

E. AA-T and AS-T State Goals (Prof. Rutan):
1. The purpose of the AA-T and AS-T transfer degrees, initiated by SB 1440, is to give certain guarantees to students wanting to transfer to the CSU system. Currently, the Chancellor's Office has approved 22 Transfer Model Curriculum (TMC). Colleges are supposed to develop transfer degrees for any program they offer that currently offers a degree and corresponds to a TMC. By Fall 2013, colleges should be 80% done, and by Fall 2014, 100% done.
2. SCC is currently responsible for 14 TMCs (15 including Kinesiology). So far, seven transfer degrees have already been approved by the Chancellor's Office, and five more should be ready to submit to the Chancellor's Office in December 2012. Two more, Anthropology and Geology, should be ready in Spring 2013. The Computer Science transfer degree was nearly completed, but the required units are above the 60 unit cap. There is hope that the Computer Science TMC will be revised.
3. SB 1415 mandated the creation of the Common Course Numbering System, CID. Ideally, CID is directly tied to these transfer degrees. Because of limited funding, the CID project was not far along when the transfer degree legislation was passed. Colleges were allowed to submit transfer degrees without all the courses being submitted for CID approval. However, if a transfer degree is being submitted after January 1, all courses which have approved CID descriptors must have been submitted for CID approval. By June 2014, all courses on any of the already approved degrees that have a CID descriptor must have been submitted for CID approval.
4. It is possible that rewriting a course to meet the CID descriptor might hurt UC articulation. However, if the course is a required course on a transfer degree, the course must meet the descriptor.
5. There could be as many as four more TMCs by 2014: Spanish, Biology, Chemistry and Philosophy.
6. Prof. Aguilera will be sending out emails regarding CID descriptors. Review the descriptor and the corresponding course, and decide if you want to submit the course for CID approval.
7. The UC system has not currently articulated to any of the descriptors. Individual UC faculty have participated in the vetting process and in discipline input groups.
8. Commendations to the CIC and its Chair for working so hard this semester.

VII. Reports Discussion (Summary reports are sent out to Senators before each Senate meeting).
A. Curriculum (Prof. Rutan):

1. The last meeting of the CIC occurred Monday, December 3. The 2013-2014 Catalog will begin production in January.
2. The quadrennial list will be coming out soon. There are 200 courses due for quadrennial review. The deadline for launching these courses in CurricUNET will be May 20, 2013.
3. An upgrade of CurricUNET will begin in June 2013. This upgrade will be more user-friendly and will not impact the use of the current system.
4. For the first time in recent history, a student representative attended every meeting of CIC.

B. Student Learning Outcomes Assessment and Review Committee
C. SAC Senate Report (see summary report)
D. Technology
E. Facilities
   1. Sprinklers will be put into the U-buildings.
F. College Council (combined with President's Report)
G. President's Report
   1. The next Board of Trustees meeting will be on December 10.
      a. Four new Board Members will be sworn in.
      b. Send information to Prof. Evett about faculty activities that can be included in her next Board Report.
   2. Orange Education Center: No one is losing their job because of the move. Some business administration classes may be relocating to SCC. There are two other sites near OEC that can be used for offices and classes. Continuing Education is looking into joining in a partnership with Pacific Clinics.
   3. The Spring Academic Senate Retreat will include a workshop on the Constitution and Bylaws, a budget workshop, and, if time permits, an enrollment management workshop.

Meeting adjourned at 3: 00 pm (Moved by Prof. DeCarbo and seconded by Prof. Isbell).

Respectfully submitted,
Joyce Wagner
SCC-AS Secretary/Treasurer

Summary Reports

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

Committee: SAC Academic Senate

Meeting date: 11/27/12

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.

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:

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

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

<u>Content</u>

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.