

Santiago Canyon College

Academic Senate

8045 E Chapman Ave
Orange, CA 92869-4512

(714) 628-4831
FAX (714) 532-2055

Minutes-Approved

Senate Business Meeting

February 19, 2013

1:30 pm-3:00 pm D-221

Present:

Senators

Aguilera, Leonor
Carrion, Rudy
Cummins, Shawn
Deaver, Doug
DeCarbo, Michael
Deeley, Steve
Elchlepp, Elizabeth
Evelt, Corinna
Granitto, James
Hovanitz, Eric
Isbell, James

Martino, Danny
Matthews, Evangeline
Mettler, Mary
Nance, Craig
Salcido, Andrew
Scott, Randy
Shekarabi, Nooshan
Shields, Jolene
Sproat, Barbara
Wagner, Joyce

Non-Voting Members

CIC: Rutan, Craig

Guests:

Dela Cusack, Lisa
Jordan Ethel
Ruiz, Rebecca
Walker, Mary
Zysman, Flo

Absent: Breeden, Emma

- I. Order of the Agenda
 - A. The discussion of Basic Skills Courses was moved ahead of the discussion of the PIE Committee.
- II. Approval of Minutes
 - A. The minutes of February 5, 2013, were approved (moved by Prof. Mettler and seconded by Prof. Nance).
- III. Public Comments
 - A. Prof. Martino: Community Science Night is scheduled for Friday, March 15. Let Prof. Martino know if you are interested in volunteering.
 - B. Prof. Nance: It is good that the Senate is addressing enrollment management. Budget seems to be driving planning as evidenced by which classes were added to the Spring schedule. The focus seemed to be adding lower LHE classes that had high student counts. It had nothing to do with student needs.
 - C. Prof. DeCarbo: A thank-you letter to the Senate had been received from Prof. Evelt regarding her faculty excellence award. Prof. DeCarbo read it aloud.
- IV. ASG Report (none)
- V. Action Items
 - A. Accreditation Steering Committee Membership (see attached)
 1. The structure, as presented, was approved without dissent (moved by Prof. Granitto and seconded by Prof. Sproat).
 - B. Bylaws
 1. At the last Senate meeting, there was a recommendation that the chair of the curriculum council become an elected Senate official. The needed changes were added to the Bylaws.
 2. There will be a second reading on the Bylaws at the March 5 Senate meeting.
 - C. Constitution
 1. The vote on the Constitution was postponed to March 5 to coincide with the vote on the Bylaws (moved by Prof. DeCarbo and seconded by Prof. Martino).
 - D. Faculty Enrollment Management Task Force (see attached)

1. A resolution to create a Faculty EM Task Force was presented.
 - a. Tasks: Compile an EM philosophy, create a draft of mission, responsibilities and membership for an EM committee, and recommend whether the Senate should adopt the ASCCC EM paper of 2009.
 - b. Completion date: The Senate meeting on April 2, 2013.
2. Some concern was expressed that the task force would have to work fast. The reason for the April date is to allow for two readings of the proposed philosophy and committee structure in both the Senate and College Council so that it may come into existence prior to next Fall.
3. Task force membership will include Profs. Elchlepp, Evett, Mettler, Rutan, Salcido, Wagner, and perhaps some additional English Department Faculty. Other interested faculty are encouraged to contact Prof. Evett.
4. The resolution to establish the task force was approved without dissent (moved by Prof. Nance and seconded by Prof. Martino).

VI. Discussion Items

A. National College Health Assessment (NCHA) (Rebecca Ruiz)

1. The American College Health Association organizes a survey (NCHA) to determine which health related issues have the largest impact on the quality of student and academic life.
2. Money from Proposition 63 (2004), the Mental Health Services Act, will fund SCC's participation in the NCHA. Proposition 63 will allow more community colleges to participate.
3. The last NCHA done at SCC was in 2006. The data gathered identified the factors that most affect individual academic performance as stress, lack of sleep, cold/flu/sore throat, and concern for a troubled friend or family member. The executive summary report can be found at http://sccollege.edu/StudentServices/HealthWellnessCenter/Documents/NCHA_SPRING_2006_SCC.pdf.
4. The process for this year's NCHA:
 - a. A randomized sample of classes was generated with the goal of surveying about 600 students.
 - b. Due to the limited staffing at Psychological Services office, only classes between 7am and 3pm were chosen.
 - c. Noncredit courses and lab courses were not selected.
 - d. The survey has 65 questions, will take about 45 minutes, and will be administered the first or second week in March.
 - e. Students will be entered into a raffle for an Ipad.
 - f. Students will only be allowed to take the survey once.
5. The data generated can be used for future grant requests.
6. Senators were asked to be advocates with faculty to promote involvement in the survey.
7. Concerns:
 - a. It can be difficult for faculty to give up 45 minutes of class time.
 - b. The data will be skewed if only day students are surveyed. Maybe faculty can help with collecting the surveys for evening courses.

B. Basic Skills Courses (Prof. Rutan)

1. Background material (Power Point presentation):
 - a. Criteria for basic skills courses:
 - i. Must be ESL/ACE, English, Mathematics, or Reading.
 - ii. Must not be applicable to the associate degree.
 - iii. Must be coded at least one level below college level.
 - b. Courses that are officially basic skills courses at SCC:
 - i. English N50, N60, ACE N42, N43, Math N05, N06, N48, Reading N96.
 - c. Coding: In 2009, faculty were asked to sequence and code below college level courses so that students could be tracked as they progress toward college level coursework.
 - i. English, Math, and Reading credit courses could be up to 4 levels below college level.
 - ii. ESL could be up to 6 levels.
 - iii. Up to one level below can be offered in both credit and noncredit.
 - d. Offering the courses as credit courses:
 - i. Advantages:
 1. Students would be at SCC and can take other college level courses.

2. The pay is higher (\$4560/FTES for credit compared to \$3230/FTES for enhanced noncredit).
 - ii. Disadvantages:
 1. Student must complete the class in a single semester.
 2. Students are limited to three transcribed attempts.
 3. Students pay \$46 per unit every time they attempt the course.
 - e. Offering the courses as noncredit courses:
 - i. Advantages:
 1. The courses are often self-paced and open entry/open exit.
 2. There is no limit to the number of times attempted.
 3. The courses are free to students.
 4. The cost of instruction is often lower.
 - ii. Disadvantages:
 1. There may be a stigma to taking a noncredit course.
 2. SCC gets paid less per FTES.
 3. Courses may be offered offsite.
 - f. ARCC Scorecard:
 - i. The Scorecard will contain three separate basic skills metrics (ESL, English Composition and Mathematics).
 - ii. Students are considered successful if they start with a basic skills course at any level and complete a college level course in the same area within 6 years.
 - iii. Moving to the next level in basic skills is no longer being tracked as part of ARCC.
 - g. In one of the initial Student Success Task Force recommendations, credit programs would be restricted to only offering courses at 1 or 2 levels below college level coursework. This recommendation was removed but the concept is still under discussion.
 - h. Questions to consider:
 - i. How many levels below should be offered in the credit program?
 - ii. Should there be equivalent courses in the credit and noncredit programs?
 - iii. Should noncredit basic skills courses be offered on the credit campus? Would this harm enrollment at OEC?
 - iv. Who needs to be involved in these discussions?
2. Comments and questions from senators and guests:
- a. Some programs like EOPS, CAMP, and CalWORKs, as well as financial aid, require that student maintain 12 units in the credit program to be eligible. If some basic skills courses are only offered as noncredit, students who take those courses will have to increase their credit classes and overall take more than 12 units. Are we setting students up to fail by forcing them to take additional units?
 - b. If N-level courses are removed, then the most disadvantaged students will have limited access, which results in a student equity issue.
 - c. Mode of instruction:
 - i. Some students struggle with self-paced, independent learning.
 - ii. The courses in High School Subjects are mostly self-paced, but many of the other noncredit courses are instructor directed.
 - iii. At the March 5 Senate meeting, noncredit faculty are invited to give a presentation of various modes of instruction at the noncredit level.
 - d. The Student Success Task Force Recommendations give incentives for innovative approaches to basic skills instruction. Should the credit side keep enough basic skills courses to take advantage of these incentives?
 - e. At SAC, it appeared that some decisions regarding basic skills were made without shared governance or appropriate faculty input. It is extremely important that at SCC we participate in a thoughtful, participatory process.
 - f. Enrollment in the ACE program has decreased. The courses available 4 levels below college level are currently not being offered. Some courses have been offered dual credit/noncredit. ACE 102 and ACE 116 are below college level, but because of fairly intensive work, students can get elective transfer level credit.
 - g. Our Success Center is fairly unique. We have the capability of offering mini courses, review courses, and modularized courses. We need to be flexible and think outside the box.

- h. The Math department has been approached about offering some N-level courses as only noncredit. If Math N05 is offered as noncredit, students could also take N06 as credit if they need the additional instruction.
 - i. How much should budgetary issues impact this discussion? Shouldn't faculty concentrate on deciding what is best for students?
 - j. The Governor's proposal may impact the noncredit program.
 - k. Having noncredit courses on the SCC campus can be beneficial to students. Students may be more likely to move into the credit program. In addition, it strengthens the culture of camaraderie amongst noncredit and credit faculty.
 - l. Duplicating classes in credit, noncredit, and CTE is inefficient.
 - m. OEC needs to maintain a certain enrollment to continue as a center and receive the additional funding.
 - n. Careful planning needs to be done to make sure OEC is not overwhelmed if more students take noncredit courses.
 - o. Students are limited to 30 basic skills units for financial aid purposes. The State also limits the apportionment of credit basic skills course (not counting ESL courses) to 30 units. There is an appeals process for students.
 - p. Are we planning to enter into discussions with SAC?
- C. Planning Instructional Effectiveness (PIE) Committee (see attached)
- 1. Prof. Rutan, Prof. Evett and VP Mora were part of a College Council task force.
 - 2. The PIE Committee will make recommendations to College Council.
 - 3. There are links to the Senate through the membership of the Senate president, the CIC chair, and other faculty participation.
 - 4. Comments and questions from senators and guests:
 - a. The Student Success Committee Chair should be added to the membership.
 - b. Are learning centers like MaSH, writing center, tutoring center, and success center represented?
 - 5. The task force will continue to work on the structure of the PIE Committee.

VII. Reports Discussion

A. Curriculum

- 1. SCC has a total of 11 approved transfer degrees.
 - a. Political science and elementary education were recently approved.
 - b. Spanish, philosophy, geography, geology, and anthropology still need to be submitted.
 - c. Kinesiology will take longer because of the change in the courses, and articulation agreements must be in place before it can be submitted.
 - d. Computer science is still an issue because of the number of units exceeds 60.
- 2. New Model United Nations courses have been submitted to CIC which address the repeatability concerns. Competition courses can be repeated.

B. Student Learning Outcomes Assessment and Review Committee

C. SAC Senate Report (see attached summary)

D. Technology

- 1. SCC is updating our website server.
- 2. The Web Task Force will be forming into a committee with more faculty participation.

E. Facilities

- 1. The Humanities Building has been delayed a week.

F. College Council

G. President's Report

- 1. The Associate degree in one year:
 - a. Prof. Evett communicated with administration about the concerns of faculty.
 - b. Prof. Evett and Prof. Rutan will work with administration to address some of the questions raised.
 - c. The Senate will have a formal discussion when the issue becomes more of a priority.

Meeting Adjourned at 3:00 pm. (Moved by Prof. Nance and seconded by Prof. Shekarabi)

Respectfully submitted,

Joyce Wagner

SCC-AS Secretary/Treasurer

**Santiago Canyon College
2014 Self-Evaluation Steering Committee**

Accreditation Chairs			
Aracely Mora	Corinna Evett	Craig Rutan	Aaron Voelcker

Accreditation Steering Committee			
Members at Large			
District Representative (District Assigned)		Student Representative (ASG Assigned)	
Accreditation Standard Committees			
Standard	Administrator	Faculty	Classified
I.A Mission	Jose Vargas	Roberta Tragarz	Debbie Hjorth
I.B Improving Institutional Effectiveness	Aaron Voelcker	Alex Taber	Leigh Ann Unger
II.A Instructional Programs	Corine Doughty & Lori Fasbinder	Diana Babayan & Mary Walker	Tiffany Garbis
II.B Student Support Services	Ruth Babeshoff	Jennifer Coto	Robert Waldren
II.C Library and Learning Support Services	Melinda Womack	Joe Geissler	Chris Martinez
III.A Human Resources	Martin Stringer	Joyce Wagner	Esther Odegard
III.B Physical Resources	Steve Kawa	Rick Adams	Victoria Williams
III.C Technology Resources	Curtis Childress	Lana Wong	Scott James
III.D Financial Resources	Steve Kawa	Randy Scott	Raul Gonzalez
IV.A Decision-Making Roles and Processes	Juan Vazquez & John Hernandez	Morrie Barembaum	Lynn Manzano
IV.B Board and Administrative Organization	Juan Vazquez & John Hernandez	Morrie Barembaum	Lynn Manzano

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SENATORS

Business and Career Education

Deeley, Steve 2014
Salcido, Andrew 2013

Continuing Education (OEC)

Shields, Jolene 2013

Counseling & Student Services

Aguilera, Leonor 2013
Carrion, Rudy 2014
Mettler, Mary 2014

Humanities and Social Sciences

Deaver, Doug 2014
Elchlepp, Elizabeth 2013
Granitto, James 2013
Isbell, James 2013
Shekarabi, Nooshan 2014

Fine & Performing Arts and Communication 2013

Library

Sproat, Barbara 2013

Mathematics and Sciences

Cummins, Shawn 2013
Hovanitz, Eric 2014
Martino, Danny 2013
Nance, Craig 2014
Scott, Randy 2013

Adjunct

Matthews, Evangeline 2013
Breedon, Emma 2013

OFFICERS

President

Evelt, Corinna 2014

Vice President

DeCarbo, Michael 2013

Secretary/Treasurer

Wagner, Joyce 2013

Curriculum

Rutan, Craig Chair

Resolution SP2013.3

Resolution for Creation of a Faculty Enrollment Management Task Force

Moved: Craig Nance

Seconded: Danielle Martino

Whereas, Title 5 §53200 establishes the academic senate's roles, including responsibility for recommendations about academic and professional matters, curriculum, educational program development, standards and policies regarding student preparation and success as well as processes for planning and budget; and

Whereas, scheduling includes clarifying what students need, and faculty understand why students need a "general education"; and

Whereas, faculty should determine the pedagogically appropriate class size, the course sequencing, and the pre-requisite courses;

Resolved, The Academic Senate of Santiago Canyon College create a Faculty Enrollment Management Task Force; and

Resolved, The Academic Senate of Santiago Canyon College charge the Faculty Enrollment Management Task Force to compile a faculty enrollment management philosophy, create an Enrollment Management Committee membership draft/concept, and recommend whether or not the faculty should adopt the ASCCC Enrollment Management Revisited paper; and

Resolved, The Academic Senate of Santiago Canyon College request that the Faculty Enrollment Management Task Force members complete their tasks and make their recommendations by the 2 April 2013 Academic Senate of Santiago Canyon College meeting.

Date Presented: 19 February 2013

Date Approved: 19 February 2013

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)

DRAFT

CONCEPT

President



College Council



Academic Senate

Planning Institutional Effectiveness (PIE)
Committee

Composition:

College Vice Presidents (4)

Faculty

Academic Senate President or designee

CIC Chair or designee

EMPC Chair or designee

Technology Committee Chair or designee

Budget Committee Chair or designee

Facility Committee Chair or designee

Honors Committee Chair or designee

Non-Credit Member

At Large Member

Classified Representative(s)

Student Representative

Student Services/Support Services Reps

Budget Committee

Educational Master Plan
Committee (EMPC)

CONCEPT

DRAFT

Summary Report

Committee: Santa Ana College Academic Senate

Meeting date: 2/12/13

Disclaimer: The following are extremely unofficial highlights of what was perceived to have happened.

- Some senators expressed unhappiness with the restrictions on sending global emails. They feel this diminishes faculty communication, and that it is unfair to punish everyone for the misuses of a few.
- Friends of the Theater memberships are now available.
- Planning and Budget Committee report:
 - The committee modified the basic priorities for planning.
 - They are working on a budget calendar.
 - SAC apparently has budget development software.
 - They want to define “review” to make it clear what is expected when a group is to review something in the planning process.
 - They need to determine if the open faculty positions have been defunded (SAC needs to find the money in next year’s budget) or if the positions remained funded (the money is already budgeted).
- Curriculum: Two more AAT degrees have been submitted. Five more are in the works.
- The Teaching and Learning Committee is sponsoring a SLO conference on March 1 at SCC.
- SAC is looking for their next Book of the Year. It was “The Help” this year.
- Ray Hicks is planning to hold a meeting with various SAC groups to clarify issues about the Student Success Taskforce recommendations.
- The SAC Math department is still unhappy about the removal of Math N05 and N47 without any discussion. Three Math N48 sections were also cut even though 165 students were on the waitlist. Their Success Center is being underutilized because of these cuts.

Summary Report for the Senate

Faculty Development

February 12, 2013

Actions Taken:

- Discussed the need to recruit new members
- Reviewed attendance sheets for Flex week
- Established timeline for this semester

Events Planned:

5 (Feb 25 th)	Send email for repeat sessions
7 (March 11 th)	First general call for proposals
9 (April 1 st)	Second general call for proposals
11 (April 15 th)	All proposals are due and finalized
	Put calendar together
13 (April 29 th)	Senate approval (depends on meeting schedule)
14 (May 6 th)	Send and all faculty email with calendar

Items for Recommendation: none

Other Resources needed/acquired/allocated: None

Useful Information:

Faculty who do an online training for how to help stressed students can receive flex credit for it.
Scott James will hold a BB workshop on February 21 @ 2 pm

Summary Report

Committee: Student Success

Meeting date: Monday, February 4, 2013

Content

1 Discussion items:

- Joint College Priority Registration Recommendations
- Connection by Design – Connecting Careers
- BSI Task Force Update – CROSSroads Program
- Governor Brown’s Proposed Budget
- On Course National Conference and SCC’s sponsorship commitment
- Core Principles for Transforming Remedial Education: A Joint Statement

2 Duties met:

- Evaluated priority registration pilot for Fall, 2013 and informing students of their priority status.

3 Actions proposed:

- Lisa Dela Cusack will provide information from the English department that discusses career options for English majors. We plan to use this guide to expand this information to other fields, so students can better understand career options in their desired fields.

4 Events Planned:

- Crossroads Training Program - January 25-March 15
- On Course National Conference – April 26 & 27th in Anaheim

5 Resources needed/acquired/allocated: n/a