

Santiago Canyon College Academic Senate

8045 East Chapman
Orange, CA 92869

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

SENATORS

Business and Career Education

Deeley, Steve 2014
Salcido, Andrew 2015

Continuing Education (OEC)

Shields, Jolene 2015

Counseling & Student Services

Aguilera, Leonor 2015
Carrion, Rudy 2014
Mettler, Mary 2014

Humanities and Social Sciences

Deaver, Doug 2014
Elchlepp, Elizabeth 2015
Cannon, Cari 2015
Dela-Cusack, Lisa 2015
Shekarabi, Nooshan 2014

Fine & Performing Arts and Communication

Freidenrich, Leah 2015

Library

Sproat, Barbara 2015

Mathematics and Sciences

Cummins, Shawn 2015
Hovanitz, Eric 2014
Taylor, Mike 2015
Nance, Craig 2014
Frost, Alicia 2015

Adjunct

Matthews, Evangeline
2014
Shoro, Natasha 2014

OFFICERS

President

Evelt, Corinna 2014

Vice President

DeCarbo, Michael 2014

Secretary/Treasurer

Wagner, Joyce 2014

Curriculum

Rutan, Craig Chair 2016

AGENDA

3 December 2013

1:30 pm – 3:00 p.m.

Room E-306

Call to Order

I. Order of the Agenda

II. Approval of Minutes

A. 19 November 2013

III. Public Comments (2 minute limit per person)

IV. AS Executive Board Reports (15 minutes)

President, Vice President, Secretary/Treasurer, CIC Chair

V. ASG Report (5 minutes)

VI. Action (15 minutes)

First Reading

A. **Resolution F2013.13:** Affirmation of Enrollment Management
Committee Governance Handbook Description

B. **Resolution F2013.14:** Addition of a Standardized Schedule for
Committees and Meetings at SCC

Second Reading

C. **Spring 2013 Faculty Development/Flex Week Calendar**

D. **Resolution F2013.12:** Addition of Content Review to Policy on
Prerequisites, Corequisites, and Advisories

I. Discussion Items

A. **RSCCD Board of Trustees Update:** Trustee Phil Yarbrough (10 minute
discussion)

B. **IE&A Update:** Assistant Dean, Institutional Effectiveness and
Assessment Aaron Voelcker will provide an update regarding activities
in the IE&A Office as well as an update on ACCJC responses from
SCC's Oct. 15th report. (5, 7, & 10) (10 minute presentation and 5
minute discussion)

C. **Senate Rep Faculty Names:** Senators report the distribution of faculty
for Senators in each Senate grouping. (10 minutes)

D. **Future Senate Topics:** Senators share ideas for future discussions in
the senate. (1-10 +1) (10 minutes)

II. Summary Reports Discussion (5 minutes total)

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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

Rancho Santiago Community College District BP2410 (previously BP9001) (Setting Policy)

Adopted 03/17/97

Revised March 28, 2011

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority.

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 District Council. 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.

***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.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the District website.

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e.

Santiago Canyon College

Academic Senate

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Minutes-Tentative

Senate Business Meeting

November 19, 2013

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

Present:

Senators

Aguilera, Leonor
Cannon, Cari
Cummins, Shawn
Dela-Cusack, Lisa
Deaver, Doug
Deeley, Steve
Elchlepp, Elizabeth
Frost, Alicia
Hovanitz, Eric
Matthews, Evangeline
Mettler, Mary

Nance, Craig
Salcido, Andrew
Shekarabi, Nooshan
Shields, Jolene
Sproat, Barbara
Taylor, Michael

Officers

Evelt, Corinna (President)
DeCarbo, Michael (Vice President)
Wagner, Joyce (Sec/Treasurer)
Rutan, Craig (Curriculum Chair)

Guests:

Gause, Tiffany
James, Scott
Vargas, Jose
Voelcker, Aaron
Walker, Mary
Wayne, Jason

Absent:

Carrion, Rudy
Freidenrich, Leah
Shoro, Natasha

- I. Order of the Agenda: Discussion Items A was moved before Public Comments (moved by Prof. DeCarbo and seconded by Prof. Deaver).
- II. Approval of Minutes
 - A. The minutes of November 5, 2013, were approved (moved by Prof. Deeley and seconded by Prof. Shekarabi).
- III. Public Comments
 - A. Prof. Cannon: There have been several problems with online tests. Some students are claiming that they were unable to take a test due to computer problems, but when the instructor checked, there was no indication in the system that the student had even tried to log on. These situations clearly involve academic dishonesty. Should instructors be formally documenting these incidents, as is done with other cheating situations, to determine if students are making these claims in other classes?
- IV. AS Executive Board Reports
 - A. President (Prof. Evelt):
 1. As of last Tuesday, SCC intersession enrollment exceeded the goal of 120 FTES. A request will be made to the Chancellor to commit more stabilization funds to bolster intersession at both colleges in an effort to chase more growth money.
 2. The Continuing Education Dean position will be flown. A faculty member will act as interim dean until the position has been filled.
 3. The Cosmetology program has been revived and is being funded with CTE apprenticeship funds. The program is expected to generate 250-300 FTES, and the money generated will be placed into the general fund.
 4. The faculty contract was approved at the Board of Trustees meeting on November 12. In December, Jose Solorio will become the Board of Trustee President, Larry Labrado will become Vice President, and Claudia Alvarez will become Clerk.
 5. The Senate discipline groupings were asked assign groups of faculty to each of their senators by the December 3rd senate meeting. Senators will be responsible for communicating to and seeking feedback from their group of faculty. The Humanities and Social Science senators have already completed this task.
 6. Some hiring committees at the District have set their meeting schedules without seeking input from faculty members.
 - a. Faculty have scheduling limitations because of classes.
 - b. Some hiring committees are planning to meet in intersession. Faculty do not get paid beyond their teaching load in intersession or summer, and it should not be presumed that faculty are available just because they are not teaching.

7. A representative group, consisting of faculty, classified, and administrators, met to discuss the possible naming of certain areas after people who are retiring.
 - a. The more prominent areas on a campus are typically named after administrators.
 - b. Classified and faculty are often at the college much longer than administrators.
 - i. Perhaps a Foundation brick can be purchased for those employees that were at SCC for a predetermined minimum amount of years (perhaps 25 or 30).
 - ii. There should be clear criteria for determining whether to name something after an employee.
 1. The criteria should include what an employee has accomplished.
 2. Waiting a few years after an employee has left to make a naming decision would allow a better perspective on what the employee has accomplished.
 3. Perhaps the vote on a naming proposal should be campus wide. The people who will be working in the environment should have input.
 - c. The development of an Emeritus program is now a District goal.
 - d. The naming group is meeting again on December 3.

8. Upcoming Events:

- a. The Faculty Excellence Presentation, by Prof. Rutan, will be at 1:30 on November 21 in SC-105.
- b. The Performing Arts Holiday Showcase is being held on November 30, at 7 p.m., in the SCC gymnasium.
- c. The end-of-semester senate sponsored dinner will be Thursday, Dec 5, at 6:30pm, at Jim Isbell's house.

B. Vice President (Prof. DeCarbo):

1. Natasha Shoro is no longer able to serve as an adjunct senator. Three other adjuncts have expressed interest in the position, and a ballot has been sent out to all adjunct faculty.

C. CIC Chair (Prof. Rutan):

1. The Curriculum and Instruction Council met for almost three hours on Monday. The current hope is that all the curriculum will be approved at the next meeting, which will put SCC 100% on schedule for curriculum.
2. Hopefully the upgrade to the new version of CurricUNET will be in place by the beginning of next semester. Faculty can work on curriculum in the meantime, but should wait to launch the curriculum until the new system is up and running. The new system looks more modern and organized, has a different layout of information, and will be built on Dot.Net instead of ColdFusion.

V. ASG Report (Jason Wayne)

- A. ASG representative Matt Blake was unable to attend this meeting because he was at another meeting discussing SB1440, SB440, and AB2302.
- B. The ASG Town Hall meeting was held last week and included discussions on the smoking policy and various pieces of state legislation.
- C. ASG members will be involved in ushering at the Holiday Showcase.
- D. Winter Fest will be held on December 3.

VI. Action

A. **Spring 2013 Faculty Development/Flex Week Calendar**—First reading

1. The Spring Senate Retreat will be a joint meeting with SAC on Wednesday, February 5 at SAC. The main emphasis will be accreditation.
2. EEO Monitor training has been added to Thursday, February 6 at 2:00-4:00. Let Prof. Mettler know if you are interested. It is important to have EEO trained faculty to serve on hiring committees.
3. Moved by Prof. Cannon and seconded by Prof. Shekarabi.

B. **Resolution F2013.12: Addition of Content Review to Policy on Prerequisites, Corequisites, and Advisories**—First reading

1. The CIC has decided to explore changing the existing prerequisite approval policy by allowing, in addition to statistical data evaluation, the use of content review for math, English, and reading prerequisites.
2. An implementation plan needs to be developed, approved at both colleges, approved by the Board of Trustees, and submitted to the Chancellor's Office before the board policy on prerequisites can be revised.
3. The District Curriculum Council will take the lead on developing the implementation plan.
4. Prerequisites should be evaluated to determine if their inclusion improves student success.
 - a. Since many of our current prerequisites were implemented years ago, it will be difficult to get data to evaluate them.
 - b. The revised policy will require that any new prerequisite be evaluated and removed if student success is not significantly improved. The policy will need to include guidelines about what is considered significant improvement.
5. Moved by Prof. Rutan and seconded by Prof. DeCarbo.

C. **Resolution F2013.10: Affirmation of Planning and Institutional Effectiveness Committee Governance Handbook Description**—Second reading

1. **The motion to approve resolution F2013.10 was passed without dissent** (moved by Prof. Deeley. and seconded by Prof. Nance).

D. **Resolution F2013.11:** Support of Dissolution of SLOARC—Second reading

1. **The motion to approve resolution F2013.11 was passed without dissent** (moved by Prof. Rutan and seconded by Prof. Shekarabi).

***Approved resolutions are posted online: <http://sccollege.edu/Departments/AcademicSenate/Pages/resolutions.aspx> ***

VII. Discussion Items

A. Continuing Education Update (VPCE Jose Vargas responding to questions submitted in advance by faculty):

1. *Who is accountable for the mistakes that were made regarding the OEC building on Batavia?*
 - a. The architectural firm had a professional and legal obligation to make sure that all the necessary approvals were secured.
 - b. It will cost at least \$16 million to fix the building--\$7 million will come from the stabilization fund, \$4 million from SCC's redevelopment funds, and \$5 million from Measure E funds. Any additional funds needed would be taken from the stabilization fund. Any funds recouped from legal action against the architectural firm would go back into the Measure E funds.
 - c. The Batavia building is vacated except for the office of VP Vargas and a custodial office. When it becomes necessary to move, VP Vargas will relocate to the Chapman site.
 2. *One of the deans in your program has been on an interim assignment at SAC Continuing Education. Your program seems to be running very well. Given our ongoing budget problems, how can you argue that the dean position at OEC is critical?*
 - a. There are only two academic administrators and one classified manager at OEC. Classes are offered Monday-Friday, 8:00 a.m. to 9:30 p.m. and Saturday 8:30 to 2:30 at 26 different sites.
 - b. Because of staff being overstretched, deadlines have been missed and the program has been in a reactive mode instead of a proactive mode.
 - c. The dean position was ranked #2 in last year's college-wide budget prioritization process.
 3. *How are you responding to AB86, the adult education bill?*
 - a. The bill does not necessarily affect community colleges, but high schools must transition into the new adult education model.
 - b. SCC is interested in joining a consortium and will stay updated. VP Vargas had the opportunity to be on the state-level steering committee, but due to understaffing in his program, he couldn't commit to twice-a-week meetings.
 - c. VP Vargas will be going to Sacramento to lobby for the return to the state budget of \$500 million that had been earmarked for 2015-2016 to aid in the implementation of the guidelines of AB86.
 4. *Can Continuing Education hire faculty from special funds?*
 - a. Prof. Tomlinson salary was from an account different than most faculty, but the money was still part of general funds.
 5. *A high percentage of credit students register for classes online, resulting in greater efficiency, reduction of costs, and important access to credit classes. When will continuing education transition to mostly online registration?*
 - a. Continuing education has a hybrid of online and in-person registration.
 - b. Some students don't have access to computers, and some may not have an ID number.
 - c. Business skills students, after their first semester, can register online.
 6. *Does your Admissions and Records office require students to present a valid photo ID?*
 - a. Current law does not require students to show any kind of ID.
 - b. The only requirements, which are self-proclaimed, are that a student is an adult and resides in California.
 - c. Students could still take classes if they reside outside of California, but SCC would not be able to claim apportionment.
 - d. SCC continuing education does not ask students for documentation.
 7. *Are there plans to keep portions of the continuing education program on the SCC campus after the Batavia site is reopened?*
 - a. Having continuing education classes at SCC does allow high school students to transition smoothly to college credit courses.
 - b. Perhaps some business skills and basic skills support classes could remain at SCC.
- B. Plenary Session Update (Profs. Evett and Rutan):
1. Campus Climate Index—There is a state-wide movement to be more accommodating to LGBTQ students.
 - a. Campus Pride provides a rating for participating colleges on how friendly their campuses are for LGBTQ students. SCC can decide if we want to be included on the website.
 - b. The new version of CCC Apply will include questions about sexual orientation and gender identity. This will allow for more specific collection of data.
 - c. Current studies indicate that 17% of community college students identify as LGBTQ. 70% of these students consider leaving during their freshman year, and these students are four times more likely to commit suicide.
 2. Legislation:
 - a. AB 620 requests that colleges adopt policies on harassment, intimidation, and bullying. It is a request, not a mandate.

- b. AB 955, two-tiered funding, is only being piloted at Long Beach City College. The faculty at LBCC were opposed to participating, but their president went forward. It appears that instead of paying the full amount, students in the pilot may have received some funding and are only paying about \$90 per unit.
 - c. SB 440 includes stricter deadlines on creating transfer degrees and includes the future development of area of emphasis transfer degrees. At this time next year, SCC will have 17 transfer degrees.
- 3. Dr. Martha Kanter, Undersecretary of Higher Education, gave an update on federal education measures.
 - a. President Obama wants a ratings system for colleges that includes value and affordability. Many believe that we are spending a huge amount of money on education and not getting a return on that investment.
 - b. There was fear expressed that this affordability tool would be used to compare colleges that are not similar in any way other than that they provide instruction to students. There is also fear that this tool will cause colleges to increase completion through grade inflation.
- 4. Jack Pond and Norv Wellsfry, from ACCJC, presented the new version of Standard II and Standard IVA.
 - a. There was some concern that the other standards were not presented.
 - b. The new versions have an increased mention of administrators and CEOs, but a decreased mention of faculty.
- 5. Patrick Perry is the Vice Chancellor of Technology Services at the Chancellor's Office (CCCCO).
 - a. The Student Success Scorecard represents less than 5% of students. The Scorecard is being modified to indicate the number of students included in each of the metrics.
 - b. The Salary Surfer is a new tool that allows colleges to see the wage data for students measured 2 years before a student received an award, 2 years after, and 5 years after.
 - c. The California Virtual Campus centralizes all the offerings of distance education across the state.
 - d. In an effort to facilitate enrollment at different campuses and to assist with education plans, the CCCCCO will fully fund and support E-transcripts, CCC Apply, and C-ID with full integration with Assist and the Curriculum Inventory.
 - e. The CCCCCO is looking at developing and operating a Learning Management System (like Blackboard) that will be made available to all colleges free of charge. There will be no requirement to use the system.
 - f. These projects will also include the development of a system-wide student identifier system.
- 6. Resolutions:
 - a. The resolutions regarding the ACCJC and accreditation passed.
 - i. ACCJC is accountable to its members which are represented by the college CEOs, not the faculty.
 - ii. It is not clear if the resolutions will have an impact.
 - iii. The ACCJC asked for a letter of support from the CEOs of the different colleges. SCC is not providing a letter.
 - iv. One of the resolutions urged the ACCJC to include a standard that institutions demonstrate commitment to hiring and maintaining personnel of diverse backgrounds.
 - b. The LEAP GE Outcomes will be further investigated instead of being endorsed.
 - c. There will be exploration of more possible areas where students could mark what groups they belong to and check multiple boxes to describe themselves. The results would be incorporated into the Scorecard.
- 7. Hot Topics:
 - a. Engineering success- Gearing up for the future: SCC needs to deliberately and thoughtfully determine the direction in which we want to grow.
 - b. The Community College mission: The recent legislation seems to limit the concept of access for students. Colleges are also being asked to do more without an increase in funds.
 - c. General Education: The ASCCC Academic Academy in February will be focusing on the significance of general education. Business leaders have acknowledged that students of the liberal arts bring to a workplace creativity, problem solving, flexibility, and teamwork. Furthermore, college graduates need a deep skill in some academic subject, but that the depth needs to be supplemented with other knowledge.
- 8. The Spring Plenary will be April 10-12, 2014 in San Francisco. Please let Prof. Evett know if you are interested in attending.
- 9. Bring to the December 3 senate meeting a list of topics that the senate should discuss in further depth.
- C. Faculty Hiring:
 - 1. The hiring recommendation to meet the FON was 28 new hires at SAC and 1 new hire at SCC.
 - 2. SCC is currently offering to commit to two new hires, with the possibility, but not obligation, of hiring more.
 - 3. The current top positions, which takes into account the senate ranking and input from administration, are Water Utility Science, Math, Sign Language, and English. All four positions will be flown, even though the commitment is only for two.
 - 4. Geography was moved down in the final ranking because Sign Language has higher demand from students.
 - 5. There will be a request for the District to use stabilization fund to help pay for some positions. SCC is exceeding FTES targets and is hoping the District will take advantage of the potential for growth and the resulting increase in money from the state.

VIII. Summary Reports Discussion (see attached summaries)

Meeting Adjourned at 3:00 p.m.
Respectfully submitted,
Joyce Wagner SCC-AS Secretary/Treasurer

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Resolution F2013.13

Affirmation of the Enrollment Management Committee Mission and Responsibilities

Moved:

Seconded:

Whereas, Santiago Canyon College (SCC) created an Enrollment Management Committee (EMC) during spring 2013 by joint agreement between the Academic Senate and college administration;

Whereas, EMC serves as a resource for department chairs and administration to ensure that class offerings are consistent with providing students with the options necessary to achieve their educational goals; and

Whereas, EMC has developed the committee's mission, responsibilities, and membership to support the needs of SCC;

Resolved, That the Academic Senate of Santiago Canyon College support the Enrollment Management description; and

Resolved, That the Academic Senate of Santiago Canyon College urge the College Council to approve the Enrollment Management description.

Date Presented: 3 December 2013

Date Approved:

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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

ENROLLMENT MANAGEMENT

Mission

With a primary focus on sustaining long-term student success and in accordance with Santiago Canyon College's mission and core goals, the Enrollment Management Committee (EMC) will develop a holistic and integrated approach to enrollment management that supports college-wide collaboration, engagement, creative-thinking and consensus building.

The purpose of the EMC is to discuss enrollment strategies and to make recommendations that contribute to student access, recruitment, persistence, completion, and lifelong learning through diverse program offerings.

Responsibilities

- Evaluate on-going enrollment trends, activities, and initiatives
- Initiate research on scheduling and instruction at the department and division levels as well as within and outside the district
- Use high-quality qualitative and quantitative data to inform recommendations
- Collaborate with college constituencies to develop, implement, and evaluate enrollment management goals and strategies that align with SCC's Education Master Plan
- Assess, evaluate, and make recommendations for student support strategies to enhance student access, success, persistence, and goal attainment
- Report and make recommendations to Curriculum and Instruction Council and the Planning & Institutional Effectiveness Committee
- Monitor and evaluate progress toward strategic enrollment planning goals

Chair

Curriculum and Instruction Council Chair and One Administrator will serve as co-chairs

Membership

- All Division Deans (Credit and Noncredit) or Designee
- Associate Dean of Admissions and Records or Designee
- Registrar or Designee
- Academic Senate President or Designee
- Articulation Officer
- Curriculum and Instruction Council Chair or Designee
- 2 Classified Staff
- 1 Student
- 2 Faculty from Arts, Humanities, and Social Sciences and Library Division
- 2 Faculty from Mathematics and Sciences Division
- 2 Faculty from Business and Career Technical Education Division
- 1 Faculty from Continuing Education Division
- 1 Counselor
- 1 Librarian
- 1 Faculty from Disabled Students Programs and Services (DSPS)
- 1 At Large Faculty Member

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Resolution F2013.14

Addition of a Standardized Schedule for Committees and Meetings at SCC

Moved:

Seconded:

Whereas, The need for participants in participatory governance grows as the governance framework and population at SCC increases;

Whereas, There is a need for predictability in scheduling for committees and meetings;

Whereas, There is a need to provide the population at SCC with a matrix for these committees and meetings; and

Whereas, A scheduling task force was created to propose a permanent schedule and that task force has completed its task.

Resolved, That the Academic Senate of Santiago Canyon College recommend to College Council that the proposed scheduling matrix be used every academic year until modified by the College Council.

Date Presented: 3 December 2013

Date Approved:

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DRAFT

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Week	Time	Monday	Tuesday	Wednesday	Thursday	
One	1:30	Curriculum 1:30-3:30	Senate 1:30- 3:00	PRC 1:30-2:30	TAG 2:30	
	2:00					
	2:30					
	3:00		Budget 3:30-5:00	Enrollment 3:30-5:00		PIE 3:30-5:00
	3:30					
	4:00					
	4:30					
5:00						

Two	1:30	CIC TECH 1:30-3:30	Facilities 1:30-2:30	College Council 1:30-3:00	Faculty Dev 1:30-2:30	Division Department Chairs 1:30-3:30	Web 1:30 - 2:30
	2:00						
	2:30	HRC 3:00	EMP 3:00-4:30				
	3:00						
	3:30						
	4:00						
	4:30						
5:00							

Three	1:30	Curriculum 1:30-3:30	Senate 1:30- 3:00	Honors 1:30-3:00	FRC 1:30-3:00	TECH 1:30-3:00
	2:00					
	2:30					
	3:00	Budget 3:30-5:00 (as needed)	POE 3:00-5:00	Sustainability 3:00-4:00		
	3:30					
	4:00					
	4:30					
5:00						

Four	1:30	CIC TECH 1:30-3:30	Student Success 1:30-3:00	College Council 1:30-3:00	Joint Chairs 1:30-3:30	Management Council 1:30-3:00
	2:00					
	2:30	EMP 3:00-4:30				
	3:00					
	3:30					
	4:00					
4:30						



5:00

DRAFT

DRAFT

DRAFT

DRAFT

Friday

BSI 9-11





Monday, February 3, 2014

- 10:00-12:30 p.m. Blackboard Lab I (with Scott James in B-208)** Have you attended more than one Introduction to Blackboard workshop but you're still struggling? If so, this workshop is for you. This leisurely-paced workshop will cover file uploading, creating content areas, and managing Blackboard tools. First time Blackboard users welcome. Have a topic in mind: bring it!
- 12:30-2:30 p.m. The "Eyes & Ears" Threat Assessment orientation and training (with Melissa Campitelli-Smith in E-203)** *Orange County Department of Education (OCDE) Safe Schools & Support Services* will be providing a specialized training on threat assessment protocol and procedures to SCC staff, faculty, administrators, security, crisis response team and SCC's surrounding community. The training will address indications and red flags for potential campus threats, threat assessment, and procedures. Training includes procedures developed and certified by the U.S Secret Service and other best practices recommended by federal agencies involved in threat assessment. Lunch will be provided for attendees.
- 1:00-3:30 p.m. Blackboard Lab II (with Scott James in B-208)** This workshop will begin by covering some rarely used, but very useful, features of Blackboard, such as Turnitin, the Evaluation Center (retention center and course reports), SCORM video packages (videos with embedded and graded quizzes), grade center color coding, and others. After that we'll have plenty of time to play with the new features and ask questions.
- 1:30-2:30 p.m. ParScore Unleashed (with Aaron Voelcker, Kay Powell, Anson Lui, Alex Tabor, Cindy Swift, and Will Lennertz in L-115)** If you have been wondering how to get your SLO assessment results easier, come see a demonstration of this specialized Scantron software system that simplifies SLO assessment reporting. ParScore manages student records, analyzes test outcomes, and creates reports in a matter of minutes, freeing faculty to review the results and make data-driven decisions and changes. Hear from other faculty how they have successfully simplified their assessment reporting using this powerful software.

Tuesday, February 4, 2014

- 9:00-10:30 a.m. TaskStream: The Mystery Unveiled (with Aaron Voelcker, Kay Powell, Rudy Tjiptahadi in E-304)** With the Accrediting Commission for Community and Junior College's ever increasing emphasis on the use of outcomes assessment data to drive institutional planning and resource allocation, college's across the state are abandoning homegrown solutions and replacing them with outcomes assessment data management software. Come learn how TaskStream will improve SCC's outcomes assessment reporting capabilities. This workshop is designed to showcase how outcomes assessment information will be collected, with an emphasis on quality control, and demonstrate how this information can be readily accessed for planning purposes. Additionally, we will have a brief discussion about lessons learned from software implementation, insights from SCC's own 2013-2014 pilot project, and future plans for department planning and program review.

10:00-noon

Gods and Gifts: Vatican Ethnological Collection (with Leah Freidenrich at the Bower's Museum) No-host lunch optional. Join your SCC colleagues to view what promises to be a fascinating exhibit at Bower's Museum combining content from anthropology, archeology and world religions, emphasizing diversity in artistic and cultural traditions. Meet at the ticket counter at 10:00 am. Docent will accompany our group. Ticket price: \$13/\$10 seniors. "From the vast holdings of the Vatican Ethnological Museum comes a presentation of indigenous spiritual pieces that will enable visitors to learn about the global significance of the objects and their journey to the Vatican. These sixty-five sets of remarkable objects have been selected for their artistic and cultural relevance spanning all of earth's populated continents, including the Pacific region" (from the Bower's Museum website).

10:00-12:30 p.m.

Flipping the Classroom, Part I (with Scott James in B-208) Technology has made it possible (and easy) to flip your classroom by assigning your lecture as homework, and what use to be homework becomes dynamic classroom learning activities. Let's discuss it.

10:30-11:30 a.m.

The Honors Classroom: Best Practices—Spontaneous Combustion! (with Elizabeth Elchlepp and Rick Adams in E-204) Calling all Honors Program Instructors *and* those who'd like to be...join us for a roundtable orientation/discussion on the ins and outs of teaching Honors courses. From meeting special curricular requirements, to augmenting assignments, to managing the Honors students' expectations, to engaging their creative potential and inviting *explosive* moments of *brilliance*, we'll discuss it all. Pick up pointers from the best: some of your most esteemed colleagues will share their tips, unveiling some of the mystery associated with teaching Honors.

10:30-11:50 p.m.

PowerPoint Workshop (with Cindy Swift and Lynnette Beers-McCormick in B-104) The objective of this workshop is to increase your skills with PowerPoint. Come prepared to ask questions of what you would like to learn: either formatting basics, inserting graphics, using slide transitions, using animations to make objects move on the screen, SmartArt Graphics, or inserting videos to run in your slides.

11:00 a.m.-noon

The Articulation Process (with Leonor Aguilera in E-304) In this workshop you will learn about the course articulation process and its different cycles, which courses can be submitted for UC transferability, the guidelines for CSU or UC general education approval, and the course-to-course articulation to four-year universities.

Noon-1:30 p.m.

From Flex Activities to Faculty Academies (with Maureen Roe in E-305) Come learn about opportunities to participate in a series of monthly spring workshops with a group of multi-discipline SCC instructors seeking to foster best practices and thereby improve classroom effectiveness and student success. The Basic Skills Task Force and Student Success Committee will invite experts from the California Community College Success Network (3csn) to present valuable information about powerful educational trends. The series of two hour sessions, or Faculty Academies, will emphasize such topics as OnCourse principles, Reading Apprenticeship, Habits of Mind, Contextualized Learning, Acceleration models, and more. Academy participants may receive stipends for their attendance, strategy implementation, and follow-up reporting. This flex activity will gauge faculty members' interests in spring academies and result in a tentative scheduling of workshops.

1:30-3:30 p.m.

Instructor Initiated Regular and Effective Contact (with Scott James in B-208) This workshop is intended for Online/Hybrid instructors or for those who are interested in teaching online. This workshop will present typical ways for instructors to initiate contact and meet our important online accreditation guidelines for online class communication. Participants will be encouraged to share their experiences, assignments, ideas, and lessons learned about communicating online.

2:00-3:00 p.m.	Mathematics and Sciences Division Department Chair Meeting (in Room E-204)
3:15- 4:30 p.m.	Math Department Meeting (in SC-110)
4:00-5:20 p.m.	Library/Arts, Humanities & Social Science Department Chair Meeting (in Room E-107)
6:00-9:00 p.m.	Business and Career Technical Division Meeting for all full-time and part-time faculty members (in Room E-206). Includes breakout sessions by program.
6:00-9:00 p.m.	Division and Department Meetings for Adjunct Faculty: Arts, Humanities & Social Sciences Division (in D-101) Department meetings and locations will be announced at the Division meetings.
6:00-9:00 p.m.	Adjunct Counseling and Education Instructors Meeting (in Room E-107)
6:00-9:00 p.m.	Division and Department Meetings for Adjunct Faculty: Math and Science Division (in Room SC-105) Department meetings and locations will be announced at the Division meeting.

Wednesday, February 5, 2014

9:00-noon	Joint SCC and SAC Academic Senate Retreat (at SAC: TBD): This will be an Accreditation themed retreat for all current senators and any interested faculty.
Noon-1:00 p.m.	Scholarship Committee Process Meeting (with Syed Rizvi & Andrea Garcia in E-107) This meeting will be a follow-up about the scholarship process and is intended for all members of the Scholarship Committee. We will talk about timelines and changes that were made to the scholarship program. Lunch is included!
1:00-2:20	Faculty Focus: Roundtable Discussion of Teaching Strategies for the College Classroom (with Leah Freidenrich in E-204) Join your colleagues for a discussion based on the e-newsletter, <i>Faculty Focus</i> , which publishes articles on effective teaching strategies for the college classroom. In this session we will focus on concrete, in-class strategies to increase engagement in the classroom. Please email your RSVP to Leah Freidenrich. Articles from the e-newsletter on the topics listed will be emailed for you to review before the session.

- 1:00-3:00 p.m.** **Flipping the Classroom, II: Camtasia and Jing (with Scott James in B-208)** You're on board; let's get under the hood. Camtasia and Jing are the programs you'll depend on to record your lectures. Find out how they work and what they offer you. Bring a Prezi or PowerPoint to play with.
- 1:00-2:30 p.m.** **Best Practices in Mathematics or . . . Super Strategems for Teaching Successful Students (with Anne Hauscarriague in U-78)** Come share successful strategies and lesson plans that you use in your math class. What worked well? Let's share ideas with one another on how to be effective educators!
- 3:00-4:30 p.m.** **Data Extravaganza for the Math Department (with Kathy Moore and Joyce Wagner in U-78)** Come for an overview and analysis of Math Department data including achievement data, outcomes data, and whatever else we can find.
- 3:15-5:00 p.m.** **Podcasting - from Start to Finish (with Scott James in B-208)** Podcasting enables instructors to turn their lecture into an Internet radio broadcast. All workshop participants will create an audio Podcast from start to finish. Participants will use Audacity to edit their audio, add music, adjust timing, and add transitions. Also, participants will explore how to use iTunes to archive Podcasts and attach a text transcript to enhance the audio's usability.

Thursday, February 6, 2014

- 8:00-1:00 p.m.** **Department Meetings**
ACE, 9:00 a.m.-11:00 a.m., Room D-208
Anthropology, Psychology & Sociology, 8:00 a.m.-10:00 a.m., Room D-205
Astronomy, 10:00 a.m.-12:00 p.m., Room SC-211
Biology/Life Science, Time TBD, Room SC-132
Business, 10:00 a.m.-12:00 p.m., Room B-103
Chemistry, 10:00 a.m.-12:00 p.m., Room SC-211
Communication, 10 a.m.-12:00 p.m., Room D-129
Counseling, 9:00 a.m.-1:00 p.m., Room E-107
DSPS, Time & Room TBD
English, 9:00 a.m.-12:00 p.m., Room D-116-10
Geology, Time TBD, Room SC-211
Kinesiology, 9:00 a.m., Room G-206-10
History, Political Science, Geography, Economics, 10:00 a.m. -12:00 p.m., D-116-3
Library & Information Studies, 9 a.m.-12 p.m., Room L-108
Modern Languages, 10:00 a.m.-12:00 p.m., Room E-315
Philosophy, 9:00 a.m.-11:00 a.m., Room E-316
Physics, Physical Science and Engineering, Time & Room TBD
- 10:00-12:20 p.m.** **Microsoft Word Formatting (with Scott James in B-208)**
 Formatting documents can be difficult. Come learn how to use proper Headings, breaking, kerning, tabbing and tab stops, and so much more! Bring some of your documents so we can discuss and fix common formatting mistakes.

**12:00-1:30
p.m.**

Senate Faculty Forum (in E-203) This is a Brown Bagger informal gathering to discuss issues of faculty concern. If any faculty member has a topic of discussion, please email **Academic Senate Vice President Michael DeCarbo** (decarbo_michael@sccollege.edu) by January 31st. An agenda will be sent to all faculty members prior to this event.

2:00-4:00 p.m.

EEO Monitor Training (with Judy Chitlik in E-305) As the District recovers from the economic hardship that it has endured during the past five years, we have begun to rebuild and hire/rehire many of the positions that were placed on hold or eliminated during this time. In the spring, the district expects to hire as many as 30 faculty positions as well as other classified and management positions. If you are interested in serving as an EEO monitor on a hiring committee, you will need to be trained with the most current information as to how you perform this important role on a hiring committee. The EEO Monitor Training will enhance your knowledge as to how the screening process works and how you should effectively monitor the screening/selection process for adherence to established procedures, sound personnel practices and equal employment opportunity guidelines. The EEO Monitor serves as liaison between the hiring committee, the Human Resources Department and the Equal Employment Opportunity Officer to address issues and concerns related to the screening process. This training is a requirement of the Title 5 Regulation on Equal Employment Opportunity and the district's Equal Employment Opportunity Plan. Please email Mary Mettler to register to participate: mettler_mary@sccollege.edu. Maximum number per session is 25.

Friday, February 7, 2014 (Common Day)

9:00-10:00 a.m.

Library/Arts, Humanities and Social Sciences Division Meeting (in Room D-101)

10:30 a.m.-noon

Faculty and Staff Convocation (in Room SC-105)

1:00-4:00 p.m.

Faculty Work Groups and Course Development
Arranged individually and by department.

Santiago Canyon College Academic Senate

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Orange, CA 92869

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FAX (714) 532-2055

SENATORS

Business and Career Education

Deeley, Steve 2014
Salcido, Andrew 2015

Continuing Education (OEC)

Shields, Jolene 2015

Counseling & Student Services

Aguilera, Leonor 2015
Carrion, Rudy 2014
Mettler, Mary 2014

Humanities and Social Sciences

Deaver, Doug 2014
Elchlepp, Elizabeth 2015
Cannon, Cari 2015
Dela-Cusack, Lisa 2015
Shekarabi, Nooshan 2014

Fine & Performing Arts and Communication

Freidenrich, Leah 2015

Library

Sproat, Barbara 2015

Mathematics and Sciences

Cummins, Shawn 2015
Hovanitz, Eric 2014
Taylor, Mike 2015
Nance, Craig 2014
Frost, Alicia 2015

Adjunct

Matthews, Evangeline
2014
Shoro, Natasha 2014

OFFICERS

President

Evett, Corinna 2014

Vice President

DeCarbo, Michael 2014

Secretary/Treasurer

Wagner, Joyce 2014

Curriculum

Rutan, Craig Chair 2016

Resolution F2013.12

Addition of Content Review to Policy on Prerequisites, Corequisites, and Advisories

Moved: Rutan

Seconded: DeCarbo

Whereas, Prerequisites provide students with skills and knowledge that they must possess to be successful in the target course;

Whereas, Faculty only add prerequisites to help improve success and strive to not create additional challenges that students must overcome in reaching their educational goals;

Whereas, Statistical data validation is the only allowed method in the Rancho Santiago Community College District for establishing prerequisites in written communication or computation for courses outside of those disciplines; and

Whereas, Section 55003 of the *California Code of Regulations* was amended to permit districts to use content review to establish prerequisites based on the expertise of the discipline faculty;

Resolved, That the Academic Senate of Santiago Canyon College endorse adding content review as an option for establishing prerequisites in written communication and computation; and

Resolved, That the Academic Senate of Santiago Canyon College assign the task of developing a content review implementation plan to the District Curriculum and Instruction Council.

Date Presented: 19 November 2013

Date Approved:

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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

Summary Report

Committee: SAC Senate

Meeting date: November 26, 2013

The following are informal highlights:

Content

1 Discussion items:

- The Don Bookstore hosted lunch and answered questions.
 - This semester, the bookstore sold 73% of its textbook order, up from 67%. It is a fine line to order enough books without losing money on overstock.
 - The bookstore sold to 31% of the enrolled students.
 - Digital books comprised 2% of textbook sales.
 - The biggest reason students buy the book is that the instructor promotes the need for the book in class. Instructors should be careful not to list textbooks as required that are not really needed; in future semesters, students might be hesitant to buy textbooks.
- The senate approved the CIC report that will be sent to the Board.
- The senate approved a reciprocity statement regarding associate degrees for transfer.
- An Institutional Effectiveness Survey was given and the results should be available next week.
- The student evaluation issue was brought to the attention of the Board of Trustees. Aracely and Linda Rose will be collecting information from other colleges and will report back.
- Next semester, the SAC DSPS will be emailing the letters about accommodations, but students are still required to discuss these accommodations with their instructor.

Summary Report for the Senate
Faculty Development
November 26, 2013

Actions Taken:

- Reviewed Flex Calendar
- Second reading for mission statement and responsibilities
- Second reading for resolution to Academic senate
- We will vote on the mission statement and the resolution via email

Events Planned:

Week	Activity
5 (Sep 23 rd)	Send email for repeat sessions (Done)
7 (October 7 th)	First general call for proposals (Done)
9 (October 21 st)	Second general call for proposals (Done)
11 (November 4 th)	All proposals are due and finalized Put calendar together (Done)
13 (November 18 th)	Senate approval (depends on meeting schedule) (Done)
14 (November 25 th)	Send an all faculty email with calendar
	<ul style="list-style-type: none">• We plan to work on the committee website during winter break (Jan 27th 2014)• We plan to send a faculty and staff survey for spring 2014

Items for Recommendation: none

Other Resources needed/acquired/allocated: none

Useful Information:

- None

Summary Report

Committee: Honors Committee

Meeting date: 11/13

Content

1 Discussion items: Rick and Elizabeth hosted a meet and greet for honors students and reported that the gathering went well. There were a good number of students in attendance. Several faculty members were introduced. Rick felt that the question and answer period was the most productive.

2. Rick attended the TAP conference at UCLA. He reported that it was beneficial but questioned whether the time required was proportional to the pay off. He has also been attending the HTCC meetings at various colleges through Southern California.

There is support for adding a Chemistry 209 Honors course. The item was tabled, however, until Denise Bailey could attend the meeting. There might be support for adding honors classes that are available to individual students by contract.

2 Duties met: It was decided that we would not join the NCHS (National College Honors Society) as there was little direct benefit and the cost was \$500

3 Actions proposed:

There are 4 applicants for the Waltmar scholarships. Sharon Wright and Scott Howell will evaluate the applications. Results due in 11/21

4 Events Planned: The HTCC Conference is coming up April 5 2014. We are recruiting students who might want to talented. Entries must be submitted by the end of the semester.

5 Resources needed/acquired/allocated: No resources needed at this time