

# 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  
Volz, Matt 2014

## OFFICERS

### **President**

Evelt, Corinna 2014

### **Vice President**

DeCarbo, Michael 2014

### **Secretary/Treasurer**

Wagner, Joyce 2014

### **Curriculum**

Rutan, Craig Chair 2016

## AGENDA

4 March 2014

1:30 pm – 3:00 p.m.

Room B-212

### **Call to Order**

#### **I. Order of the Agenda**

#### **II. Approval of Minutes**

A. 18 February 2014

#### **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 (30 minutes)**

First Reading

A. **Resolution SP2014.5:** Approve Spring 2014 Website Redesign

Second Reading

B. **Resolution SP2014.1:** To Dissolve the Academic Senate/Castle Foundation OSHER Scholarship and to Discontinue Annual Contributions to a Scholarship Fund

C. **Resolution SP2014.2:** Adoption of the Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Reciprocity, Course Substitution, External Exams, and Credit by Exam Policy

D. **Resolution SP2014.3:** Adoption of Strategic Enrollment Management Plan

E. **Resolution SP2014.4:** Accelerated One-Year Degree

#### **VII. Discussion Items**

A. **Student Discipline Issues:** Policies, Processes, and Feedback to Instructors. (3 & 5) (10 minute discussion)

B. **Intersession & 2015-2016 Calendar:** Discussion of the 2015-2016 calendar and the possibility of offering intersession in the future. (4, 5, & 10) (10 minutes)

#### **VIII. 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

February 18, 2014

1:30 pm-3:00 pm B-212

#### **Present:**

##### **Senators**

Aguilera, Leonor  
Cannon, Cari  
Carrion, Rudy  
Dela-Cusack, Lisa  
Deeley, Steve  
Elchlepp, Elizabeth  
Frost, Alicia  
Hovanitz, Eric  
Matthews, Evangeline  
Mettler, Mary

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

##### **Officers**

Evett, Corinna (President)  
DeCarbo, Michael (Vice President)  
Wagner, Joyce (Sec/Treasurer)

Rutan, Craig (Curriculum Chair)

##### **Guests:**

James, Scott  
Johnston, Kevin (ASG)  
Smith, John

##### **Absent:**

Cummins, Shawn  
Deaver, Doug  
Freidenrich, Leah

- I. Order of the Agenda: (no changes)
- II. Approval of Minutes
  - A. The minutes of December 3, 2013, were approved (moved by Prof. Deeley and seconded by Prof. Carrion).
- III. Public Comments
  - A. Prof. Smith: The FACCC Advocacy and Policy Conference will be held in Sacramento, on March 2-3, in conjunction with the March in March for students. There will be various speakers and a chance to lobby legislators. If you are interested, let Prof. Smith know; your travel expenses will be covered. Prof. Barembaum is also planning to attend.
  - B. Prof. Cannon: A significant number of students buy books online. Instructors are being asked an increasing number of questions about whether a book is acceptable and whether it is the right edition. Is there a way the bookstore could have a role in helping students find the best deal for books? (This issue will be placed on a future agenda for further discussion).
  - C. Prof. Evett: Questions have been brought forward about the ethics and legalities of faculty selling books to textbook buyers. The issue will be placed on a future agenda for further discussion.
  - D. Prof. Taylor: Do faculty have to provide printed syllabi for each student at the first class meeting or can faculty refer to a copy on screen and allow students to print out their own copies as desired? (Yes. Faculty aren't even required to go over the syllabus in class if a copy is available. DSPS does appreciate faculty verbally pointing out the DSPS announcement that is required in syllabi).
- IV. AS Executive Board Reports
  - A. President (Prof. Evett):
    1. Thanks to Prof. DeCarbo for stepping in for Prof. Evett who was unable to attend various meetings at the end of last semester due to the injury of her foot.
    2. Thanks to the Executive Board for helping with the end-of-semester Senate dinner. Thanks also to Prof. Gause for helping and to Prof. Isbell for hosting.
    3. Professional development:
      - a. Business and Career Technical Education Dean Doughty was able to find funds for seven faculty to attend the Online Teaching Conference 2014 in June at San Diego.
      - b. Pres. Vazquez was able to advocate for funds from the Chancellor to send five faculty to the Teaching Professor Technology Conference which will be held in Denver in October 2014. Prof. Frost, Prof. Diaz, and Prof. Lamourelle are planning to attend and present at that conference.
      - c. The Faculty Development Committee (FDC) wants to expand and become the Professional Development Committee.
      - d. Faculty who receive college funds to attend conferences should be required to submit a report of what they learned for the edification of the rest of the faculty. The FDC working out the details.

- e. The FDC will need to create a policy on determining which faculty receive professional development funds.
  - f. The District has stated in the past its support for professional development. It is nice to see funding demonstrating this support.
  - g. Prof. Smith mentioned an annual T<sup>3</sup> International Conference regarding technology that could be put on a list of possible conferences to fund in the future.
4. Faculty hires:
    - a. SCC is currently planning to hire two positions: Water Utility Science and Mathematics.
    - b. Two other positions, English and Sign Language, are being flown. Applicants are being informed that these two positions are pending funding.
  5. Naming of facilities:
    - a. A request was made to name the SCC Library after the late Lorenzo Ramirez, who worked for desegregation in Orange County education.
    - b. A task force was created to discuss this request.
      - i. The task force includes 2 librarians, a faculty and classified member of the facilities committee, the dean from that area, a student, and the SCC foundation president or designee.
      - ii. The task force will bring forward a recommendation on this request to College Council.
      - iii. The District policies on naming buildings need to be updated and revised.
  6. Future meetings:
    - a. The division deans will be visiting the Senate this semester. The first visit will be from Dean Babeshoff at the March 18 Senate meeting. Forward questions for any of the deans to Prof. Evett.
    - b. There are two "as necessary" Senate meetings, one on April 29 and one on June 3. Prof. Evett will provide advance notice if these meeting need to be held.
  7. Encourage faculty to send updates and success stories to Prof. Evett to include in her Board reports.
  8. The K-12 system is transitioning to the Common Core State Standards (CCSS). Even though the K-12 system will be responsible for the implementation, community colleges can offer input and support. Community colleges also need to be aware of how incoming high school students will have been affected.

B. Vice President (Prof. DeCarbo):

1. Prof. DeCarbo is not planning to run for Senate Vice President next year, but may run for Secretary/Treasurer.

C. Secretary/Treasurer (Prof. Wagner):

1. Prof. Wagner is not planning to run for Senate Secretary/Treasurer next year.

D. CIC Chair (Prof. Rutan):

1. The Kinesiology and Geography transfer degrees were approved effective for Fall 2014. SCC has a total of 17 transfer degrees. SCC is the only college in Orange County which has met its target (and beyond) for transfer degrees.
2. Business Administration is the most popular transfer degree at SCC with over 50 issued last year. The Psychology transfer degree is the second most popular.
3. Governet is behind on the CurricUNET upgrade. Our District pays Governet \$20,000 each year to maintain our CurricUNET systems. The upgrade will hopefully be in place for Fall 2014.
4. The next CIC meeting will be on Monday, February 24, at 2:00 in B-208.
5. If faculty miss the June deadline to submit curriculum, they run the risk that their course may not be offered next year.
6. Prof. Rutan may run for Senate Vice President next year.

V. ASG Report (none)

VI. Action

A. **Resolution SP2014.1:** To Dissolve the Academic Senate/Castle Foundation OSHER Scholarship and to Discontinue Annual Contributions to a Scholarship—First reading

1. Moved by Prof. Nance and seconded by Prof. Shekarabi.
2. The Senate broke into groups and discussed pros and cons.
3. Information:
  - a. In the past, the SCC Academic Senate contributed \$500 each year to a scholarship.
  - b. A few years ago, the OSHER Foundation offered the possibility of a perpetually funded scholarship if the Senate was able to raise \$13,000.
    - i. The possibility went to the faculty for a vote and was overwhelmingly passed.
    - ii. Through donations and a contribution of \$4000 of Senate funds, the money was raised.
    - iii. The new scholarship is \$1000 each year and requires no further Senate funds.
  - c. The Senate later learned that the scholarship needed to have a BOG waiver requirement.
  - d. Of the 68 applicants last year, 34 had at least a 3.5 GPA, and only 15 of those received BOG waivers and were eligible for the Senate scholarship.
  - e. About 4.2% of the \$165,000 available in SCC scholarships comes with a BOG waiver requirement.
  - f. The SCC Foundation is willing to buy back our scholarship.

4. Pros:
    - a. If the Senate is not contributing to a scholarship, Senate money will be available for other activities.
    - b. Individuals can decide which scholarships, if any, they wish to contribute to.
    - c. If the Senate does decide to offer a different scholarship, we can determine whatever criteria we want.
    - d. Because the Foundation is willing to buy the scholarship, the scholarship would still be available to students, just under a different name.
  5. Cons:
    - a. Logistical difficulties:
      - i. Since a vote of the entire faculty was taken to purchase this scholarship, a vote of the entire faculty would be needed to discontinue it.
      - ii. Money would need to be returned to all those individuals who made additional contributions to purchase this scholarship.
    - b. The current scholarship is funded in perpetuity. The Senate would either have to contribute annually, as in the past, or not participate in a scholarship.
    - c. The Senate would be unlike many of our sister colleges and no longer have a scholarship for students.
- B. Resolution SP2014.2: Adoption of the Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Reciprocity, Course Substitution, External Exams, and Credit by Exam Policy—First reading**
1. Moved by Prof. Nance and seconded by Prof. Rutan.
  2. The policy details how a student may be able to use coursework from other colleges toward an SCC transfer degree.
    - a. A transfer degree can vary between colleges in regards to the specific courses required. The policy would allow students to get credit even if SCC doesn't offer the specific course in question.
    - b. If the course from another college has an appropriate CID number, SCC must accept it.
    - c. If there is no CID number for a course, students would need to petition the appropriate discipline at SCC.
    - d. Students would still need to take at least 12 units at SCC in order to be eligible for an SCC transfer degree, but these 12 units need not be in the major.
  3. How do the CSUs view reciprocity agreements?
    - a. Once a community college grants a transfer degree, the CSUs must accept it.
    - b. If a student has more than 60 units, the CSUs can determine which 60 units to accept.
  4. Prof. Aguilera wrote the policy; it is similar to other reciprocity agreements across the state.
  5. Accepting military credits is still an ongoing discussion.
- C. Resolution SP2014.3: Adoption of Strategic Enrollment Management Implementation Plan—First reading**
1. Moved by Prof. Nance and seconded by Prof. Shekarabi.
  2. The plan details four phases on the way to implementing an enrollment management plan at SCC.
    - a. SCC is currently between phase I and phase II.
    - b. The Enrollment Management Committee (EMC) has been looking at data elements and reports that would help department chairs to analyze enrollment information.
    - c. The EMC is also working to determine what SCC is as an institution and to establish a baseline regarding our student population and the courses we offer. This information is necessary to determine our intentions for expansion or contraction of the college.
    - d. The information will be presented to the campus community for discussion and feedback.
    - e. A possible goal is to have multiyear scheduling.
  3. Comments:
    - a. It feels like scheduling decisions have been based on FTES. Hopefully the new plan will encourage us to also look at other factors when determining how our college will grow or contract.
    - b. There is discussion about eliminating the current board policy about the twenty student minimum number for most sections to be offered. Instead, programs could be told the number of FTES they are expected to generate and given a certain amount of funding. Each program can then determine how they wish to allocate their money.
  4. Some typos were corrected.
- D. Resolution SP2014.4: Accelerated One-Year Degree—First reading**
1. Moved by Prof. Shekarabi and seconded by Prof. Elchlepp.
  2. Background:
    - a. The accelerated one-year degree was discussed in some depth in the Senate in previous semesters, but no formal position was ever documented.
    - b. The issue was also discussed at the recent Faculty Forum.
    - c. Comments/questions:
      - i. The number of units needed at any one time will be difficult for many students to satisfactorily complete.

- ii. Will students in an accelerated one-year degree be guaranteed to get into classes? Will the summer and intersession be expanded enough to guarantee class availability?
- 3. Comments on the resolution:
  - a. The second resolve supports the possibility of other alternate program/degrees offerings to meet the needs of students.
  - b. The CTE possibility mentioned at the Faculty Forum was not really an accelerated one-year degree and would fit within the second resolve.
  - c. The first resolve could be changed to read “Resolved, That the Academic Senate of Santiago Canyon College rejects the offering of an accelerated *one-year program* or degree at this time;”
- E. **Resolution F2013.13:** Affirmation of Enrollment Management Committee Governance Handbook Description—Second reading
 

**The motion to approve resolution F2013.13 was passed without dissent** (moved by Prof. Rutan and seconded by Prof. Freidenrich).
- F. **Resolution F2013.14:** Addition of a Standardized Schedule for Committees and Meetings at SCC—Second reading
  - 1. Not all committees are on the schedule. Some committees don’t meet as regularly and can work around other meetings.
  - 2. A block schedule was utilized to make it easier for student representatives to attend committee meetings.
  - 3. The schedule will allow for predictability so that faculty can plan their class schedules around meeting times.
  - 4. The Enrollment Management Committee was moved to Thursday from Tuesday.
  - 5. The Budget Committee is still first and third Tuesdays, but the “as needed” will be the first Tuesday.
  - 6. College Council is scheduled to start thirty minutes earlier.
  - 7. The schedule is just a recommendation which needs to be brought to College Council and would not go into effect until Fall 2014.
  - 8. **The motion to approve resolution F2013.14 was passed without dissent** (moved by Prof. Nance and seconded by Prof. Taylor).

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

#### VII. Discussion Items

- A. Request to Apply for a California Career Pathways Trust Grant:
  - 1. The request was presented at College Council last week.
  - 2. It is a new opportunity in teacher preparation.
    - a. The new state standards in science will require interconnections across multiple disciplines.
    - b. Technology and engineering concepts would also be linked into the education of science.
    - c. Many K-12 science teachers would need to be trained differently in order to implement these standards.
    - d. A group of colleges would work together to improve the science education in the future teacher pathway.
  - 3. There are significant personnel and facilities requirements, as well as the need to institutionalize in the fifth year of the grant.
    - a. Hopefully, after the program is running for four years, it will pay for itself in the fifth year.
    - b. It is possible to have a non-tenured full-time faculty position, which doesn’t interfere with our current hiring process.
    - c. There is some overlap with the current Bio-Tech program. Money is available for curriculum development.
    - d. The grant/project group would like to have a dedicated space.
  - 4. Comments/questions:
    - a. Will mathematics classes be impacted because of additional science students needing prerequisites?
    - b. Prof. Perry did a lot of work and a great job in positioning SCC to go for this grant. The money is available and if SCC doesn’t jump on board, someone else will.
    - c. When we agree to grants, we are not just accepting free money for the duration of the grant, but we are making some level of commitment to continue in a particular direction in the future.
  - 5. Ideally, grants will run through both the Planning and the Enrollment Management Committees.
  - 6. Faculty should let the College Council representatives know how you would like them to vote.
- B. Senate Representative Faculty Groups:
  - 1. Senators were reminded about their responsibility to contact their faculty groups, give them a brief update of this meeting, and ask for input for future votes.

#### VIII. Summary Reports Discussion (no reports)

Meeting Adjourned at 3:00 p.m.

Respectfully submitted,

Joyce Wagner SCC-AS Secretary/Treasurer

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Rutan, Craig Chair 2016

## **Resolution SP2014.5 Approve Spring 2014 Website Redesign**

Moved:

Seconded:

Whereas, The Santiago Canyon College website is the portal that most of the community uses to inquire about academic matters, and our current site does not offer all that it could;

Whereas, It was noted that the website must be modified prior to our accreditation visit, and a Website Redesign Task Force was created to improve the aesthetics, accessibility and usability of the SCC website, and that Task Force has completed its charge;

Whereas, All constituent groups have been provided access to the timetable of completion for creation of the new website, and all constituent groups have been invited to all meetings, and their input has been welcome; and

Whereas, The design being offered is the structure upon which departments and programs will be able build and modify content unique to their area;

Resolved, That the Academic Senate of Santiago Canyon College approve the spring 2014 website redesign.

Date Presented: 4 March 2014

Date Approved:

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Rutan, Craig Chair 2016

## Resolution SP2014.1

### **To Dissolve the Academic Senate/Castle Foundation OSHER Scholarship and to Discontinue Annual Contributions to a Scholarship Fund**

Moved: Professor Nance

Seconded: Professor Shekarabi

Whereas, Eligibility for an OSHER scholarship is exclusive to Board of Governors (BOG) waiver recipients and, therefore, are restrictive to the general student population, and this was not clarified at the time of the Academic Senate of Santiago Canyon College's initial funding of the OSHER scholarship;

Whereas, The decision to contribute to a scholarship fund is a matter of individual choice; and

Whereas, Membership dues should be reserved for Academic Senate of Santiago Canyon College business requiring funding, such as attendance at plenary functions, leadership institutes, and conferences;

Resolved, That the Academic Senate of Santiago Canyon College discontinues its association with the OSHER scholarship by allowing the Santiago Canyon College Foundation to purchase the Academic Senate of Santiago Canyon College/Castle Foundation OSHER scholarship; and

Resolved, That the Academic Senate of Santiago Canyon College discontinues annual contributions to a scholarship fund.

Date Presented: 18 February 2014

Date Approved:

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Rutan, Craig Chair 2016

## **Resolution SP2014.2: Adoption of the Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Reciprocity, Course Substitution, External Exams, and Credit by Exam Policy**

Moved: Professor Nance

Seconded: Professor Rutan

Whereas, Senate Bill (SB) 1440 (Padilla, 2010) prompted Santiago Canyon College (SCC) to develop Associate Degrees for Transfer (ADT), and currently, SCC has 7 approved ADTs and is in the process of developing one additional ADT degree;

Whereas, Many students take courses at multiple community colleges and may begin an ADT at one community college and finish at another, and in the process, they find out that a course taken in good faith may not apply at other colleges, which is an issue given the 60-unit limitation for AA-T and AS-T degrees;

Whereas, Students who attended a non-California Community College that is regionally accredited may use credits to meet an AA-T/AS-T general education and/or major requirement, providing that the courses meet the CSU/IGETC GE and/or C-ID descriptor standards; and

Whereas, Students with External Exams (Advance Placement, College Level Exam Program and International Baccalaureate Exam) and Credit by Exam may be granted credits to meet AA-T/AS-T general education and/or major requirements;

Whereas, A reciprocity policy regarding general education and major requirements for the AA-T and AS-T degrees would eliminate unnecessary repetition of classes and reduce college cost, would allow students broader educational opportunities given that different colleges possess differing course offerings, would reduce the amount of local workload created by the circulation of student petitions, and would help students complete their degrees in a more expeditious and effective manner; and

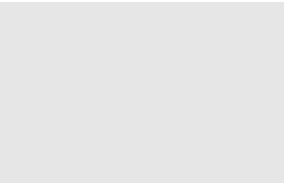
Whereas, The Academic Senate for California Community Colleges urged local senates and curriculum committees to adopt a reciprocity policy for courses contained in the Transfer Model Curriculum for the Associate Degrees for Transfer;

Resolved, That the Academic Senate of Santiago Canyon College accepts the recommended AA-T and AS-T Reciprocity, Course Substitution, External Exams, and Credit by Exam Policy (see attached), which the Santiago Canyon College Curriculum & Instruction Council approved on November 4, 2013; and

Resolved, If the Academic Senate of Santiago Canyon College adopts the policy that it will be published in the Santiago Canyon College 2014-2015 Catalog.

Date Presented: 18 February 2014

Date Approved:



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# DRAFT

## **Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Reciprocity, Course Substitution, External Exams, and Credit by Exam Policy and Procedures.**

Students who have taken courses from a California Community College, a regionally accredited institution, completed an external exam such as AP, CLEP, or IB or Credit by Exam may be granted credit towards an AA-T/AS-T general education and/or major requirement. Courses will be reviewed by one of the following methods.

### **General Education Courses**

- General education courses taken at other California Community Colleges are granted course-to-course reciprocity providing the course in question appears on the CSU-Plan B or IGETC-Plan C at the time the student completed the course.
- Non-California Community College general education courses are reviewed by the Articulation Officer via the pass along process in accordance with the CSU-Plan B or IGETC-Plan C standards.
- Students who completed an external examination such as AP, CLEP or IB are granted credit towards general education consistent with CSU GE and IGETC policies.
- Santiago Canyon College Credit by Exam may be granted for general education only if a course is eligible and listed in the Credit by Exam section of the SCC Catalog.

### **Major Requirement Courses**

- A major requirement with a C-ID number taken at another California Community College (CCC) is granted course-to-course reciprocity and meets the same designated C-ID major requirement found in the SCC's AA-T/AS-T.
- A major requirement completed at another California Community College that is approved as part of their AA-T or AS-T, will be applied to the corresponding Santiago Canyon College AA-T/AS-T area. Courses completed at other CCCs must be part of their AA-T/AS-T at the time the student completed the course, if a course is not part of the AA-T/AS-T then the course must be reviewed by the SCC discipline faculty in accordance with the C-ID descriptor. Courses completed at other CCCs prior to the AA-T/AS-T approval, will be "grandfathered".
- A major requirement without a C-ID number taken at another California Community College, where an AA-T/AS-T does not exist, is reviewed by the SCC discipline faculty in accordance with the C-ID descriptor.
- A non-California Community College major requirement taken at a regionally accredited institution is reviewed by the SCC discipline faculty in accordance with the C-ID descriptor and if comparable, course-to-course substitution is granted.
- Students who completed an external examination such as AP, CLEP or IB are granted credit towards major requirements where exam-to-course comparability exists; if exam-to-course comparability does not exist the discipline faculty reviews the external exam and determines course comparability if a course is offered (Students should be aware that external exam credit may be awarded/counted differently by the transfer institution).
- Santiago Canyon College Credit by Exam may be granted for major requirement only if a course is eligible and listed in the Credit by Exam section of the SCC Catalog.

It is strongly recommended students make an appointment with a Santiago Canyon College counselor to discuss appropriate credit placement.

# 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  
Volz, Matt 2014

## OFFICERS

### **President**

Evelt, Corinna 2014

### **Vice President**

DeCarbo, Michael 2014

### **Secretary/Treasurer**

Wagner, Joyce 2014

### **Curriculum**

Rutan, Craig Chair 2016

## Resolution SP2014.3

### Adoption of Strategic Enrollment Management Plan

Moved: Professor Nance

Seconded: Professor Shekarabi

Whereas, The Academic Senate of Santiago Canyon College identified the importance of establishing a new enrollment management structure with the creation of the Enrollment Management Committee and the adoption of Resolution S2013.8 that outlined the guiding principles on enrollment management endorsed by the faculty; and

Whereas, The Enrollment Management Committee (EMC) has created the EMC Strategic Enrollment Management Implementation Plan that outlines how SCC will develop a new enrollment management culture, that is focused on improving access and student success through the use of enrollment data, and will assist department chairs in making sound scheduling decisions;

Resolved, That the Academic Senate of Santiago Canyon College endorse the EMC Strategic Enrollment Management Implementation Plan; and

Resolved; That the Academic Senate of Santiago Canyon College urge the adoption of the EMC Strategic Enrollment Management Implementation Plan at College Council.

*Attachment: EMC Strategic Enrollment Management Implementation Plan 2014*

Date Presented: 18 February 2014

Date Approved:

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Our College Mission:

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 by RSCCD Board of Trustees, 9-23-13)

**IMPLEMENTATION PLAN**

Excerpts from the "CCC Strategic Planning for Enrollment Management," (AACRAO: American Association of Collegiate Registrars and Admissions Officers)

**Phase I - Awareness**

Develop a shared awareness of strategic enrollment management and importance of this to SCC's future fiscal health, the carrying out of our mission and our ability to respond to changing environment/budget. This includes times of growth and times for a need to retract.

- Information presentations/sharing
  - Community College Funding Mechanism
    - Understand our data: FTEF, LHE, WSCH, DSCH, positive attendance, alternative accounting method and FTES
  - Overview of our historical enrollment data (Who we were, who are we now and who we want to be)
    - Look at historical data and future trends (% distribution among GE/Transfer, CTE, Basic Skills, Student Success & Counseling)
  - Enrollment Management Inputs
  - Impact of Student Success Act Initiative

**Phase II - Engagement**

Continue working with the EMC, which includes a broad representation to develop a recommended SCC Framework for strategic enrollment management. The Committee work will be framed around SCC's discussions and principles learned in the awareness phase.

- Engage the college community in planning, collecting and analyzing data to utilize for prioritization and committee recommendations through series of discussion topics.

<i>Topics of Working Discussion</i>	<i>Things to Consider</i>
<ul style="list-style-type: none"> <li>• <i>Development of Scheduling Plans to ensure Completion and Course Sequencing (Two-Years or more)</i></li> <li>• <i>FTEF Thresholds for Discipline/Programs</i></li> <li>• <i>Overview of Access (traditional, evening, online, pre-requisites)</i></li> <li>• <i>Development of Growth Plans (limitation of human, resource or physical capacity)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Alignment to the College Mission</i></li> <li>• <i>Student Demand (Wait List &amp; Fill Rates)</i></li> <li>• <i>High Productivity Courses</i></li> <li>• <i>Timely completion of Transfer, AA-T/AS-T, CTE, Degrees and Certificates, Basic Skills</i></li> <li>• <i>Student Educational Goals</i></li> <li>• <i>Previous Historical Course Cuts</i></li> <li>• <i>Preservation of required low enrolled courses</i></li> <li>• <i>Industry trends and workforce demand</i></li> </ul>

- Develop a Strategic Enrollment Management Framework.

### **Phase III - Communication and Prioritization**

Present and share an SCC Framework and solicit feedback and input. Begin to have multiple conversations across constituencies regarding next steps, prioritizations and recommendations to the EMC.

- Hold meeting/workshops/conversations regarding next steps and prioritization of committee recommendations.
- Provide draft of Framework to PIE, Divisions, Academic Senate, etc.
- Finalize SCC Framework for implementation.
- Identify goals, targets, measurable outcomes for the following year.

### **Phase IV - Implementation**

Based upon Phase III input and feedback, utilize final SCC Framework for enrollment management and scheduling.

- Create a mechanism for on-going planning, implementation, review and assessment of SCC Framework
- Review plan to assess goals, targets, and measurable outcomes for each year

Adopted by EMC  
11.19.13

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Rutan, Craig Chair 2016

## Resolution SP2014.4: Accelerated One-Year Degree

Moved: Professor Shekarabi

Seconded: Professor Elchlepp

Whereas, An accelerated scheduling of sequence of courses or an accelerated degree has financial and human resource implications; can require substantial changes to policy regarding placement, course content, or course sequencing; and could create shifts in expectations for students and faculty;

Whereas, Without additional funding, an accelerated program may adversely impact Counseling, Learning Resources (Centers & Tutoring), and Library Resources;

Whereas, An accelerated program has a potential for high rates of student attrition, high numbers of students on probation, high burn-out rates for otherwise high achieving students;

Whereas, An accelerated program may not allow for adequate student preparation for upper-division coursework, enhanced development of critical thinking and study skills, and/or acceptance into universities, ultimately, setting students up for failure; and

Whereas, Title 5 §53200 identifies curriculum, educational program development, standards and policies for student success, degree and certificate review as an academic and professional matter; RSCCD Board Policy 2410 requires collegial consultation with the Academic Senate regarding these matters; the Board of Trustees will rely primarily upon the advice of the senate, and Education Code §70902 (B)(7) assures academic senates the right to assume “primary responsibility for making recommendations in the areas of curriculum and academic standards”;

Resolved, That the Academic Senate of Santiago Canyon College rejects the offering of an accelerated program or degree at this time; and

Resolved, That the Academic Senate of Santiago Canyon College continue to discuss alternative program/degree offerings to meet the needs of our diverse student population.

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## Summary Notes from BSI Meeting

Friday, February 21, 2014

9:30-11:30AM D209

- We reviewed success rates for CROSSroads students who took math and or English in the fall 2013. We also need to see the "W" rates, so Maureen will contact Tuyen again for that information.
  - English results look promising with just one student being unsuccessful (D in English 101).
  - Now, we must compare these rates with general success rates in English 061 and English 101 and ask the question: did the CROSSroads students do better?
  - Mary will send Maureen and Alison Math 080 data from fall 2013 so we can make comparisons between CROSSroads and non-CR students. We will have to contact Sergio or Tuyen for success rates in Math 140, 150, 219.
  
- We discussed allowing CROSSroads students who succeed in their fall math and or English class to get priority registration for the spring (just for their math and or English course).
  - Jennifer will talk to Linda Miskovic about the logistics.
  - Then Maureen will contact Aracely for approval.
  
- News about the Current CROSSroads program—
  - English workshops have finished
  - 53 students are eligible to take the Writing Sample
  - Testing began Friday and Saturday (Feb. 21 and 22)—only 13 have tested so far, with 10 placing into English 101 and 3 into English 061 (77% success rate with this small sample)
  - English Testing ends next Friday and Saturday.
  - At our next meeting, Alison will give us an update on how students are doing with the math module completions.

### News About the SOAR (Strategies for Algebra Readiness) Program

- We discussed having students register for next year's Family Night, CROSSroads, and this summer's SOAR online with the SARS program.
  - SARS could be linked to the CROSSroads webpage (which is linked to High School Outreach page)
    - [www.professorroe.wix.com/scccrossroads](http://www.professorroe.wix.com/scccrossroads)
  - Online registration for SOAR can be advertised when students receive their placement results from the CROSSroads math test; since we want to target students who place into Math 080, we can attach an online message to their results with an advertisement/description of SOAR and a link to the registration page.



- CROSSroads is using [www.engage.com](http://www.engage.com) to grant students access to their test results; this program allows messages to be included with results. It is a free program and requires an access code, so a student's privacy is protected.
- We are looking for a target audience of 30 students in SOAR.
  - If we do not get the 30 students from the CROSSroads group, then we will open it up to all students completing Early Welcome. Alison will prepare flyers for the program to be distributed at Friday Early Registration meetings—beginning April 4. The flyer needs to be completed and submitted to Jennifer by March 20.
- The SOAR Program will run from July 28-August 14 (3 weeks, Monday-Thursday, 9-Noon—36 hours); there will also be a daily 8-9AM time designated for a lab where students will/may come in to receive extra help, complete more practice, and work one-on-one with Alison.
- We would like an incentive for the program to be a free Math 080 textbook to use during the fall 2014 semester. We will have to look into budget issues related to this. Perhaps, it could be a loan program.

**Date/Time of Next BSI Meetings:**

- Thursday, March 27 @ 3PM
- Friday, May 2 @9:30AM

**Items for our next meeting:**

- Follow-up on CROSSroads—past data and current status
- A look at how the Faculty Academies have been working—the Habits of Mind (Feb. 28, with at least 10 faculty signed up) and the Reading Apprenticeship (March 14)
- Continued discussion of SOAR and Priority Registration
- Initial Planning for the 2014-2015 BSI State Plan (template should come out in April)

Summary Report for the Senate  
Faculty Development  
February 25, 2014

**Actions Taken:**

- Reviewed Flex workshops evaluations
- Discussed reporting requirements for faculty who attend conferences sponsored by the district

**Events Planned:**

- 1- Go live with the website in 2 weeks
- 2- Revisit senate resolution in 4 weeks
- 3- Send faculty survey in 6 weeks
- 4-

<b>Week</b>	<b>Activity</b>
5 (March 10 <sup>th</sup> )	Send email for repeat sessions
7 (March 24 <sup>th</sup> )	First general call for proposals
9 (April 14 <sup>th</sup> )	Second general call for proposals
11 (April 28 <sup>th</sup> )	All proposals are due and finalized
	Put calendar together
13 (May 12 <sup>th</sup> )	Senate approval (depends on meeting schedule)
14 (May 19 <sup>th</sup> )	Send an all faculty email with calendar

**Items for Recommendation:** none

**Other Resources needed/acquired/allocated:** none

**Useful Information:**

- None

## **Summary Report**

**Committee: Honors Committee**

**Meeting date: 2/14**

**Events Planned:** The HTCC Conference is coming up April 5 2014. We have four students that have be accepted to present papers. We discussed how to best edit their work and prepare them for the event. Faculty observers and students who may be interested in presenting in the future are encouraged to attend.

**Resources needed/acquired/allocated:** There is a cost for each participant and faculty to attend the conference the HTCC Conference at UCI. We are arranging funding to cover that cost. (lunch included) Cost for registration is \$40 before March 3 and \$60 after. Dean Marilyn Flores in involved in securing funding.

The committee addressed a question about adding Soc. 112 (Marriage and Family) as an honors course. It was decided that the committee should determine what criteria we would use to determine how to add classes in the future. Concerns about IGETC and spreading the honors student pool too thin. This will be a question for future meetings. At the moment we do not plan on adding classes.

## **Summary Report**

**Committee: Student Success**

**Meeting date: Monday, February 10, 2014**

### **Discussion items:**

- Student Success & Support Program Plan (SSSP)
  - In January Ruth, Jennifer and some counselors worked on the SSSP preliminary plan
  - The SSSP workgroup [Ruth Babeshoff (counseling), Jennifer Coto (counseling), Jane Francis (math), Maureen Roe (English BSI), Mary Mettler (co-chair Student Success), Tuyen Nguyen (A&R), and an SCC student] will convene within the next few months further develop the plan prior to the 6/16/14 implementation date.
- Student Equity Plan update
- Completion Milestone Project
  - Acknowledge students with a letter and certificate upon completion of 30 transferrable units.
  - Letter will be developed
  - Implementation: after SSSP plan is completed
- Placement testing preparation
  - Outreach's role and website information
  - Brainstorm of ideas

**Actions proposed: n/a**

**Events Planned: n/a**

**Resources needed/acquired/allocated: n/a**

## **Summary Report**

**Committee: Planning & Institutional Effectiveness (PIE)**

**Meeting date: 19 Feb. 2014**

### **Discussion items:**

- Prioritization Rubric
  - Spent much time discussing what ought and ought not to be included in a rubric for prioritizing resource requests
- Will work on developing instructions for submitting resource requests to PIE at the next meeting

**Actions proposed: None**

**Events Planned: None**

**Resources needed/acquired/allocated: None**

## **Summary Report**

**Committee: SAC Senate**

**Meeting date: February 25, 2014**

**The following are informal highlights:**

### **Content**

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

- SAC had various break-out sessions at their Convocation.
- Concern was expressed that limiting waitlists to 10 might discourage students from trying to add a class.
- The potential impact of Common Core was mentioned.
- A question was raised regarding course substitution for the transfer degrees: Who signs off on a course that is part of a transfer degree in one discipline, but the course itself is from another discipline?
- SACTAC (tech committee)
  - There is a recommendation to purchase Adobe Pro for the District. The option of purchasing Creative Suite is being considered.
  - SACTAC is requesting that SAC reinstate the position of Assistant Dean of Media and Technology.
  - There was discussion about remote access and the difficulties associated with it.
- SB 850, if passed, would allow a number of community colleges in the state to offer bachelor's degrees in specific majors with a high local workforce demand.
  - SAC Nursing seemed in favor of the possibility.
  - The need for additional facilities was mentioned. Apparently nursing students heavily use the library.
  - There would be an increased demand for some science courses and Statistics.
  - Automotives was briefly mentioned.
- College hour—a period of time during the week when no full-time faculty would be scheduled in a class and campus-wide meetings could be held:
  - The goal seems to be to increase faculty involvement. The response was that division deans should take more responsibility in monitoring faculty compliance with the weekly 5 hour requirement of institutional service.
  - There was concern about scheduling difficulties.
- Intersession
  - There was concern that since RSCCD students would be finishing later this semester, they might have difficulties finding summer jobs.
  - Some departments need to have contracts at off-campus facilities, and any changing of the schedule is a big deal.