

Santiago Canyon College

Academic Senate

8045 E Chapman Ave
Orange, CA 92869-4512

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

Minutes-Approved

Senate Business Meeting

September 17, 2013

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

Present:

Senators

Aguilera, Leonor
Cannon, Cari
Cummins, Shawn
Deaver, Doug
Deeley, Steve
Dela-Cusack, Lisa
Elchlepp, Elizabeth
Freidenrich, Leah
Frost, Alicia
Matthews, Evangeline
Mettler, Mary
Nance, Craig

Salcido, Andrew
Shekarabi, Nooshan
Shields, Jolene
Shoro, Natasha
Sproat, Barbara
Taylor, Michael

Officers

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

Non-Voting Members:

ASG: Blake, Matt

Guests:

James, Scott
Jones, Vanessa
Tragarz, Roberta
Vazquez, Juan
Voelcker, Aaron

Absent:

Hovanitz, Eric
Carrion, Rudy

I. Order of the Agenda

- A. Discussion items VIIA and VIIB were moved ahead of public comments (moved by Prof. Nance and seconded by Prof. Cummins).

VII. Discussion Items

- A. College Update (President Juan Vazquez responding to questions submitted in advance by faculty):
 1. *How does the administration determine class numbers, volumes, locations and times as appropriate to fill demand? How can this process be changed to better serve the academic plans of all students?*
 - a. The critical people in making these decisions are the department chairs and the deans.
 - b. History plays a large role in determining the number of sections. Demand is tied into history.
 - c. The biggest demand times are between 8:00 and 1:00, Monday through Thursday. The lowest demand is on Saturday. The demand for evening varies based on the department.
 - d. The chairs need to continually fine tune department plans and portfolios in order to offer the best possible spread of classes for students. Interdepartmental discussions are absolutely necessary, as is working with counselors to make sure that there are enough classes to meet the needs of general education requirements.
 - e. Departments continue to modify their curriculum to meet the changes in the transfer world and the world of work.
 2. *How will the Enrollment Management (EM) committee and the new Budget Allocation Model (BAM) group coexist, reflect, and influence each other?*
 - a. The EM committee should develop a plan for the college which includes marketing, recruitment, efficiency, productivity, and retention.
 - b. The apportionment which SCC gets from the state is based on full-time equivalent students (FTES) and impacts whether or not we can grow.
 - i. Each college, every year, has a target for productivity which is then split between the credit and non-credit program.

- ii. The first concern is to meet the base target of FTES and then we can aim for growth. The possible growth dollars are about 2% this year. In addition, there is more money beyond growth because some colleges may not be getting any growth money. SCC is looking to grow about 3% beyond base.
 - iii. The base credit target for SCC in Fall is about 2800 FTES. It looks like we reached 3000 FTES at the census date.
 - iv. Non-credit counts FTES at the end of the semester using positive attendance hours, or the number of hours the teacher puts in for each student attending. It is estimated that non-credit will generate about 1000 FTES. The FTES for the inmate education program is somewhat volatile because of the potential for a lockdown.
 - 3. *Are there concerns that the new budget allocation model will keep SCC from growing in the future?*
 - a. There are concerns because SCC is smaller than SAC. There is competition for the share of money.
 - b. Perhaps the district budget could be reduced.
 - i. The district could be contracted by allowing reduction of the number of employees through natural attrition.
 - ii. District operations need to be reviewed; especially the operations that are charged back to the colleges. It may be possible that some of these operations can be done more efficiently at the colleges, which would allow for more money to go directly to the colleges.
 - iii. Such discussions need to happen at the district Planning and Organizational Effectiveness (POE) Committee.
 - c. It will cost a considerable amount of money to reach the faculty obligation number (FON).
 - i. The FON is the number colleges are given, with the goal of eventually having 75% of instructors being full time.
 - ii. Over the last five years, as budgets were reduced, colleges were given passes on having to reach their FON. If there is not a pass this year, the district may be obligated to hire 27 new faculty members.
 - iii. It costs about \$100,000 for every faculty member that is hired. The fine for not hiring for a position needed to meet the FON is about \$68,000. Money will have to be shifted within the budget to pay for new hires.
 - iv. The district has received \$4.6 million in growth money, cost of living adjustment, and some other dollars. However, at the same time, the state has taken away money from other areas, including redevelopment agency dollars, which had provided a steady stream to help build buildings and cover capital expenses. Overall, the district's budget is fairly flat.
 - v. Faculty who serve on any of the budget committees need to remain vigilant in regards to how dollars are distributed to the colleges and the district. With a limited budget, the district needs to be efficient.
 - 4. *Are there any conversations about SCC going out for a bond measure in the near future?*
 - a. There have been some small conversations about bond measures in our area.
 - b. SAC is surrounded by an area that is friendly toward school bond measures, but SCC is not. The local K-12 school district has failed on three recent bonds.
 - c. Our district was unable to pass Measure O in 2006.
 - d. A different strategy may be to focus on specific buildings instead of trying for a general bond. Community groups in our area may support a mini-bond for a new performing arts building. A building costs about \$20-50 million.
 - e. John Hanna, Arianna Barrios, Larry Labrado, and Phil Yarbrough, who are the board members in our area, need to be the leaders behind any bond measure. The SCC community would also need to work hard to promote a bond.
 - 5. If you have any questions for VP Mora who will be at the October 1 Senate meeting, please forward them to Prof. Evett.
- B. Educational Master Planning Committee (EMPC) Program Review Update and Timeline (Prof. Tragarz and Asst. Dean Voelcker):
 - 1. According to the *Long Term Planning Highlights* schedule (see attached), SCC is due to carry out program review this semester. This planning document was approved by the senate several years ago.
 - 2. SCC is transitioning from a 5-year planning cycle to a 6-year planning cycle to better align with accreditation. In order to make this transition, we have an interim 4 year planning cycle in which program review is scheduled for Fall 2013 and Fall 2015. After that, SCC will be on a 3- year program review cycle.
 - 3. It will be important to show the visiting accreditation team that we are actually following the plans that we have created and approved.
 - 4. At the beginning of Spring 2013, the EMPC created an ad-hoc committee to evaluate the academic program review template.

- a. For the past few years, the EMPC has read completed program reviews and invited each program/department to a meeting to discuss their findings. As part of the discussion, the program/department was asked for feedback on the process.
- b. The ad-hoc committee took into account this feedback, as well as requirements from our regulating agencies, and drafted a revised template.
- c. The draft of the revised template, which is currently being reviewed and revised by the EMPC, will be brought to the senate in October.
- d. Some of the revisions:
 - i. The electronic version of the document has hyperlinks.
 - ii. Some of the explanations have been moved to the end of the document.
 - iii. Part I will be pre-populated, for each individual program/department, with the requested data.
 - iv. Programs/departments are asked to map their goals to the Education Master Plan goals instead of the board goals.
5. The due date is still under discussion.
6. Departments that have limited full-time faculty can request help with completing their program reviews.

II. Approval of Minutes

- A. The minutes of September 3, 2013, were approved (moved by Prof. Sproat and seconded by Prof. Shekarabi).

III. Public Comments

- A. Matt Blake (ASG): On September 9, AB 955, which proposes two-tiered funding for intersession and summer school, passed the state assembly. The Student Senate of California Community Colleges, the Region VIII Council, and SCC's student senate have drafted a resolution in strong opposition and are forming a statewide awareness campaign. If you are interested in heading up the faculty senate perspective, contact Prof. Evett and Matt Blake.

IV. AS Executive Board Reports

- A. President (Prof. Evett):

1. Events and opportunities:
 - a. *Send Silence Packing*, a national suicide awareness campaign, is underway today at SCC.
 - b. *Family night: getting to know SCC* will be held on Wednesday, November 13 from 6:30-8:30. This is an opportunity for faculty to meet with students and families.
 - c. Prof. Binh Vu and Larry Ball will be hosting a holiday performing arts showcase on Saturday, November 30, at 7p.m., in the SCC gymnasium.
 - d. Faculty now have access to professional development opportunities through lynda.com.
2. Budget updates:
 - a. The budget reports presented by Vice-Chancellor Hardash to the board of trustees are now posted on the district website.
 - b. Both instructional and non-instructional faculty count for the FON number though they are on different sides of the 50% law computations.
 - c. *With the FON and with the current state of the economy in general, do we have any concerns that we might be hiring on one hand and rifting on the other?* There has been no mention of RIFs (reduction in force). The outlook on the economy seems fairly positive. We do have a finite budget, and it will be challenging to find ways to fund new faculty positions.
 - d. At the most recent District Council meeting, it was mentioned that if one college captures more growth than the other college, the 70-30 split could be shifted.
3. A safety ad-hoc committee is being created by the chancellor. After listening to some presentations and getting a report from an outside consultant, the committee will make recommendations on how to improve safety. Faculty who are interested in serving on this committee should contact Prof. Evett.
4. An Affordable Care Act implementation document will be sent out to all employees in an effort to comply with legislation. It is an informational document about the district's medical plans, and it does not appear to require any action from employees.
5. A revised calendar which includes intersession was developed. The Board of Trustees will be voting on the calendar at their meeting on Monday, September 23. If you have any questions or concerns, feel free to contact your FARSCCD and senate representatives.
6. Inaugural meetings:

- a. The Enrollment Management (EM) Committee will have its first meeting on Tuesday, September 17, at 3:30 in E-304.
 - b. The Planning and Institutional Effectiveness (PIE) Committee will have its first meeting on Wednesday, September 18, at 3:30 in E-206.
7. Trustee Solorio, SAC Senate President Zarske, and Prof. Evett are working on planning a joint Senate event for October 29, 1:30-3:30, in the district board meeting room. Former state senator Dean Florez will speak about open education resources and digital textbooks, and two faculty from each college will be presenting their experiences with these resources.
 8. The SCC Faculty Excellence Award Lecture is scheduled for November 21 in SC 105. Prof. Rutan will be speaking on "One Theory to Rule Them All; the Quest for the Theory of Everything."
- B. Vice President (Prof. DeCarbo):
1. Prof. DeCarbo will be the senate liaison for the website redesign committee. Prof. Cannon is the senate liaison for the website committee.
 2. The web redesign committee meets the 1st and 3rd Wednesdays at 12:00 in U-101.
 - a. This committee will be using feedback from student focus groups to direct the redesign. These focus groups are commenting on several award winning sites.
 - b. At some point, several website models will be available for faculty to evaluate. Our graphic designer, Eric Harsen, will create mock-ups of several different structures of webpages.
- C. Secretary/Treasurer (Prof. Wagner):
1. Information about state academic senate institutes and plenary sessions can be found at their website <http://www.asccc.org/>.
 2. If you are interested in attending one of the conferences, ask Prof. Wagner for a senate funding request form.
 3. The executive board was hoping to fund at least one additional senator to attend a conference.
- D. CIC Chair (Prof. Rutan):
1. Training about distance education curriculum forms will be held at the CIC meeting on Monday, September 23, at 2:00 in B-208.
 2. If you have any feedback on a possible policy change on prerequisites which would allow content review, talk to your CIC representative.

V. ASG Report (no report)

VI. Action

- A. Resolution F2013.4: Affirmation of the 2013-2014 Basic Skills Allocation End-of-Year Report—First Reading
 1. This report is due to the state on October 10, which is why it was brought to the senate in an incomplete form. A more complete version will be available before the second reading.
 2. *What does 3CSN mean?* California Community Colleges Success Network.
 3. The data for math had only percentages and should also include the raw numbers.
 4. Moved by Prof. Deeley and seconded by Prof. Shekarabi.
- B. Resolution F2013.5: Adoption of Committee Senate Summary Report Submission Process—First Reading
 1. The resolution requires faculty committee chairs to submit summary reports to the senate vice president within three business days of a meeting.
 2. *Is there an issue with submitting a summary report before minutes have been approved?* The summary report is not asking for details of what was said, but for specific actions and other information that the senate should be aware of.
 3. Moved by Prof. DeCarbo and seconded by Prof. Rutan.
- C. Resolution F2013.6: Creation of an Academic Senate Committee Schedule Task Force—First Reading
 1. The task force will try to create a predictable schedule of meetings. It will also offer recommendations to the senate about streamlining the committee structure.
 2. An invitation was extended for a continuing education faculty member to participate.
 3. Commendations to Prof. Nance for the work he had previously done on a schedule matrix.
 4. Some committees may have to be pushed back to a later afternoon time.
 5. The task force will be chaired by Prof. DeCarbo.
 6. Moved by Prof. DeCarbo and seconded by Prof. Deaver.
- D. Resolution F2013.1: Adoption of Revised SLO Mapping for Degrees and Certificates—Second Reading
 1. **The motion to approve resolution F2013.1 was passed without dissent** (moved by Prof. Rutan and seconded by Prof. Nance).

- E. Resolution F2013.2: Joint RSCCD Senates Resolution: Adoption of Policy for Temporary Suspension of Courses—
Second Reading
 - 1. A request was made to designate that this policy only applies to credit courses. The change needs to be approved by SAC.
 - 2. **The motion to approve resolution F2013.2, with or without the change, was passed without dissent** (moved by Prof. Mettler and seconded by Prof. Hovanitz).

VII. Discussion Items

C. Accreditation Committee Restructure:

- 1. Options:
 - a. The PIE committee could be in charge of accreditation.
 - b. As we are currently doing, an accreditation steering committee could meet the year-and-a-half before an accreditation visit.
 - c. The task could be split among the applicable governance committees and added to their responsibilities. The committees would regularly discuss their portion of the accreditation standards and collect evidence.
 - i. A central group would need to review the progress of the committees at least once a year.
 - ii. The oversight group could be the PIE committee, a steering committee, or a group like the current co-chairs of accreditation (president of the academic senate, chair of CIC, VP of academic affairs, and dean of institutional effectiveness).
- 2. The favored option seemed to be having a co-chair type group overseeing the applicable governance committees.
- 3. A resolution will be brought forth at the next senate meeting.

VIII. Summary Reports Discussion

A. SLOARC: Prof. Wagner

- 1. SLOARC is reevaluating their responsibilities and may propose a major change in their structure.

B. Website Committee: Prof. Cannon:

- 1. There is concern that the website redesign is being pushed too quickly in order for our website to look better for the accreditation visiting team. The focus of the redesign should be on functionality, not aesthetics. Usability studies might have been better than focus groups.
- 2. It is imperative that faculty share any concerns or suggestions with the website redesign committee.

Meeting Adjourned at 3:00 p.m.

Respectfully submitted,

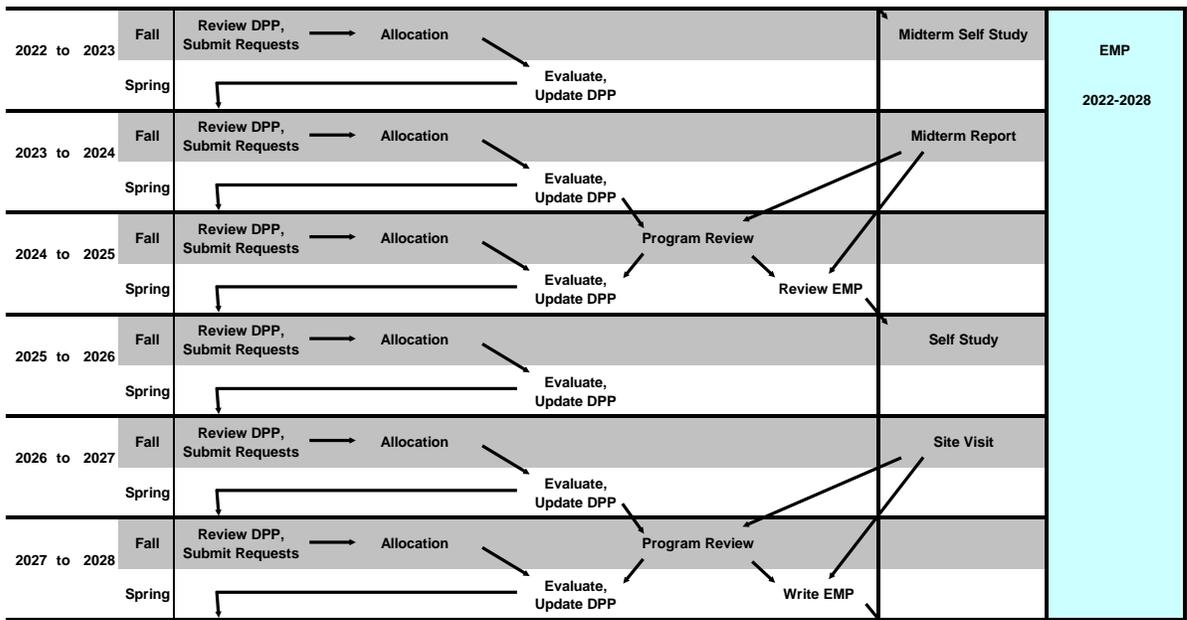
Joyce Wagner

SCC-AS Secretary/Treasurer

Long Term Planning Highlights

Beginning in 2016, the published EMP follows a 6-year cycle, program review follows a 3-year cycle, and these cycles are synchronized and in phase with the 6-year accreditation cycle. There are some irregular periods prior to 2016. This was designed so that all processes are synchronized beginning in 2016. For example, given that the 2007-2012 EMP was already in place, a shorter 4-year EMP for 2012-2016 was necessary to achieve synchronization with the accreditation cycle beginning in 2016.

Year	DPP	Budget	Evaluation	Program Review	EMP Development	Accreditation	EMP Implementation
2007 to 2008	Fall						EMP 2007-2012
	Spring						
2008 to 2009	Fall					Site Visit	
	Spring			Program Review			
2009 to 2010	Fall	Review DPP, Submit Requests → Allocation					
	Spring		Evaluate, Update DPP		Review EMP		
2010 to 2011	Fall	Review DPP, Submit Requests → Allocation				Midterm Self Study	
	Spring		Evaluate, Update DPP				
2011 to 2012	Fall	Review DPP, Submit Requests → Allocation		Program Review		Midterm Report	
	Spring		Evaluate, Update DPP		Write EMP		
2012 to 2013	Fall	Review DPP, Submit Requests → Allocation					EMP 2012-2016
	Spring		Evaluate, Update DPP				
2013 to 2014	Fall	Review DPP, Submit Requests → Allocation		Program Review		Self Study	
	Spring		Evaluate, Update DPP		Review EMP		
2014 to 2015	Fall	Review DPP, Submit Requests → Allocation				Site Visit	
	Spring		Evaluate, Update DPP				
2015 to 2016	Fall	Review DPP, Submit Requests → Allocation		Program Review			
	Spring		Evaluate, Update DPP		Write EMP		
2016 to 2017	Fall	Review DPP, Submit Requests → Allocation				Midterm Self Study	EMP 2016-2022
	Spring		Evaluate, Update DPP				
2017 to 2018	Fall	Review DPP, Submit Requests → Allocation				Midterm Report	
	Spring		Evaluate, Update DPP				
2018 to 2019	Fall	Review DPP, Submit Requests → Allocation		Program Review			
	Spring		Evaluate, Update DPP		Review EMP		
2019 to 2020	Fall	Review DPP, Submit Requests → Allocation				Self Study	
	Spring		Evaluate, Update DPP				
2020 to 2021	Fall	Review DPP, Submit Requests → Allocation				Site Visit	
	Spring		Evaluate, Update DPP				
2021 to 2022	Fall	Review DPP, Submit Requests → Allocation		Program Review			
	Spring		Evaluate, Update DPP		Write EMP		



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

Resolution F2013.5

Adoption of Committee Senate Summary Report Submission Process

Moved:

Seconded:

Whereas, Democracy functions at its best when there is transparent and consistent communication;

Whereas, The Santiago Canyon College Academic Senate strives to ensure that all Faculty members are aware of the communication that occurs within the participatory governance structure; and

Whereas, The initial year of the Academic Senate Summary Reports produced positive results;

Resolved, That the Academic Senate of Santiago Canyon College require the Faculty Committee Chairs submit a Senate Summary Report to the SCC Academic Senate Vice President within three days upon the conclusion of every meeting.

Date Presented: 13 September 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)

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

Evett, Corinna 2014

Vice President

DeCarbo, Michael 2014

Secretary/Treasurer

Wagner, Joyce 2014

Curriculum

Rutan, Craig Chair 2016

Resolution F2013.6

Creation of an Academic Senate Committee Schedule Task Force

Moved:

Seconded:

Whereas, Participatory governance requires broad participation to work effectively,

Whereas, It is easier to participate in the governance process when you can plan your schedule in advance; and

Whereas; There have been numerous requests from all stakeholders to construct a formalized committee schedule;

Resolved, That the Academic Senate of Santiago Canyon College create a Committee Schedule Task Force to investigate the status of all committees; and

Resolved, That the Committee Schedule Task Force recommend a formal schedule that accommodates the needs of all governance committees and present that schedule at the 3 December 2013 Academic Senate of Santiago Canyon College Meeting.

Date Presented: 13 September 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)

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
Vacant 2015
Dela-Cusack, Lisa 2015
Shekarabi, Nooshan 2014

Fine & Performing Arts and Communication

Fredenrich, 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 F2013.1

Adoption of Revised SLO Mapping for Degrees and Certificates

Moved:

Seconded:

Whereas, Santiago Canyon College has created Student Learning Outcomes (SLOs) for all of its courses, degrees, and certificates, and all of these outcomes must be assessed regularly; and

Whereas, All course level SLOs are already assessed regularly, and those assessments can be used in the assessment of program level outcomes; and

Whereas, The previous course to program mapping document incorrectly mapped individual courses to the program outcome instead of the course SLOs;

Resolved, That the Academic Senate of Santiago Canyon College adopt the "Spring 2013 Program Mapping Outcome to Outcome" mapping document; and

Resolved, That the Academic Senate of Santiago Canyon College encourage all departments to complete this new document and submit it to the Office of Institutional Effectiveness and Assessment by the end of the Fall 2013 semester.

Date Presented: 3 September 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, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community. (Approved 4/12/2011)

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
Vacant 2015
Dela-Cusack, Lisa 2015
Shekarabi, Nooshan 2014

Fine & Performing Arts and Communication

Fredenrich, 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 F2013.2

Joint RSCCD Senates Resolution: Adoption of Policy for Temporary Suspension of Courses

Moved:

Seconded:

Whereas, Recent budget challenges have made it difficult for Santa Ana College and Santiago Canyon College to schedule all of the courses listed in their college catalogs; and

Whereas, The students of the Rancho Santiago Community College District (RSCCD) have a reasonable expectation that all courses listed in the college catalogs will be offered during a two-year period and should be informed if the courses they need will not be available during that time; and

Whereas, The faculty at Santa Ana and Santiago Canyon Colleges realize that there will be times when some courses cannot be offered for various reasons; there is concern that vital courses may be deleted simply because they have not been scheduled for several years; and

Whereas, There should be guidelines to ensure participation, predictability, parity and consistency in the contraction of course offerings;

Resolved, That the Academic Senates of Santa Ana College and Santiago Canyon College adopt the Fall 2013 *Policy for Temporary Suspension of Courses* as recommended by the Santa Ana College and Santiago Canyon College Curriculum and Instruction Councils; and

Resolved, That the Academic Senates of Santa Ana College and Santiago Canyon College forward the Fall 2013 *Policy for Temporary Suspension of Courses* to the College Councils at Santa Ana and Santiago Canyon Colleges for adoption.

Date Presented: 3 September 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, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community. (Approved 4/12/2011)

Summary Report

Committee: Facilities

Meeting date: 8/26/13

Content

- **Humanities is waiting for the completion of the punch list and the arrival of furniture. DSA will not sign off yet. There appears to be some things in the building still needing DSA approval before we can occupy the building.**
- **Work has started on the repair of the D-building roof. It will disrupt traffic flow around the building but classes can still be held in the building. Completion date is first week of October. The committee feels the renovation of the D-building needs to be done.**
- **The parking lots have been resurfaced except for part of lot 1.**
- **Fumes from the dissection of animals in biology are unbearable. This has not been solved yet.**
- **AC for Science building is still a problem. A report is due of the systems energy usage and efficiency.**
- **Gymnasium waiting for bids to come in for the sound system. We are waiting for a 3rd party report on "does the building operate as designed?"**
- **OEC has taken over the second floor of the Chapman building. They will be leaving the Katella building completely.**
- **We are still waiting for the graphic artist to create a new directory for the college.**
- **We discussed lot 7's signage and allotment of parking for staff.**

2 Duties met: none

3. Actions proposed: none

4 Events Planned: Next meeting in Sept 23 at 3:00 SC-103

5 Resources needed/acquired/allocated:

Summary Report

Committee: Honors Committee

Meeting date: 9/12

Content

1 Discussion items:

Selecting a Honors Program Coordinator and Committee Co-Chair

Discuss finding a student representative

Discuss having an Honors Program Reception in Fall or Spring

Discuss plans for the TAP Conference

Review Honors Course offerings.

Review Honors Courses up for Quadrennial Review.

2 Duties met: Several courses approved for Quadrennial Review. Others will be revised under the guidance of the committee.

3 Actions proposed: Rick Adams agreed to serve as Honors Program Coordinator with Elizabeth Elchlepp as CO-Coordinator for the remainder of the 2013/14 academic year.

Scott Howell will serve as Faculty Co-Chair

4 Events Planned: It was decided that we would not have the Honors Program reception until Spring Semester.

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

Summary Report

Committee: SLOARC

Meeting date: September 5, 2013

Content

1 Discussion items:

- Updates:
 - The percentage of courses with completed assessments is down to 83.4% mainly due to new courses in Kinesiology, Engineering, and Apprenticeship.
 - Of the 616 actively in rotation credit and apprenticeship courses in the 2013-2014 Catalog, only 47 (7.6%) have a declared assessment cycle schedule for Fall 2013 or beyond. There are 90 courses brand new in the 2013-14 catalog that have never submitted assessment cycle forms.
- Plan of Action (Column 5) follow-up:
 - Information from the plan of action column of completed assessment reports was compiled into a table for each program. The plan is to send this table to each program with a request for updated information (were the changes actually made, were they assessed, was there improvement...). Aaron will talk to CIC and the Senate to see if SLOARC needs approval before sending to the department chairs.
- Proposal to assess PSLOs in Liberal Arts degrees/CT programs.
 - Compile the frequencies of courses in these degrees that are completed by graduates. Select the top 15-18 courses to use as the sample courses. These courses must fill out course SLO to program SLO mapping for each Liberal Arts degree and CT award program.
 - Attempt to validate the premise that students who receive an A or B in these courses also satisfied the Course SLOs.
 - Generate individual student portfolios which list the Program SLOs, those courses where the student earned an A or a B, and whether there are enough such courses for a PSLO to be considered met. A threshold needs to be determined (e.g.. If a student receives an A or a B in 3 or more courses that are mapped to a particular PSLO, then that PSLO will be considered met).
- TaskStream:
 - There appears to be money, once the budget is unfrozen, to pay TaskStream to enter course descriptions, SLOs, and mappings.
 - Department chairs will have access to enter assessment results.
 - There was discussion on how best to implement training: should only a few departments/programs initially start or should there be overall training? It may be difficult for programs to appreciate TaskStream until enough assessments have been entered to allow useful reports to be generated.
- Future plans for SLOARC:
 - Should SLOARC take on the role of reviewing assessment reports and submitting recommendations back to programs? It may look similar to how CIC reviews curriculum and how the EMPC reviews program reviews. More discussion is needed and a proposal/resolution will have to be sent through CIC and Senate.
 - SLOARC needs a faculty chair and additional members.

2 Duties met:

- LCAT posters have been placed around SCC and OEC.
- The Mapping Template has had its first reading at the Senate.

3 Actions proposed:

4 Events Planned:

5 Resources needed/acquired/allocated:

Summary Report

Committee: SAC Senate

Meeting date: September 10, 2013

Content

1 Discussion items:

- There was mention from SAC administration about a “College Hour” which would be a block of time where full-time faculty would not have classes and therefore would be available for meetings.
- There was discussion about a possible intersession. Faculty were concerned for those who had already planned trips for summer or spring break.
- Facilities:
 - A mosaic panel fell off of Russell Hall.
 - Plans were shown for “The Village” which would be a collection of portables to house faculty and classes when Dunlap Hall closes for renovation.
- Faculty Hiring:
 - There is a possibility of 26 district-wide positions if the FON number needs to be maintained.
 - The SAC faculty priorities committee is scheduled to meet on Friday, October 4.
- Save the Dates:
 - October 29: Trustee Jose Solorio and former Senator Dean Florez will lead a discussion of open resources at the district from 1:30-3:30.
 - October 30: Distinguished Faculty presentation by Gina Giroux.
- Budget: Budget updates are on the district website.
- Curriculum
 - The course suspension policy went through a first reading at the SAC senate.
 - SAC has 14 approved transfer degrees.
 - SAC CurricUNET course outlines are missing objectives.
- Accreditation:
 - SAC had received a recommendation in 2008 to “prepare and maintain an updated Diversity Plan” and needs to make sure this recommendation is met.
 - The 2014-2015 SAC catalog will be used for accreditation, since the early catalog needs to be cleaned up.
- Action Items:
 - The SAC Academic Senate Bylaws were approved.
 - An updated faculty handbook had a first reading.

2 Duties met:

3 Actions proposed:

4 Events Planned:

5 Resources needed/acquired/allocated:

Summary Report for the Senate
Faculty Development
September 10, 2013

Actions Taken:

- Discussed the need to recruit new members
- Reviewed attendance sheets for Flex week
- Assigned members duties

Events Planned:

Week	Activity
5 (Sep 23 rd)	Send email for repeat sessions
7 (October 7 th)	First general call for proposals
9 (October 21 st)	Second general call for proposals
11(November 4 th)	All proposals are due and finalized
	Put calendar together
13 (November 18 th)	Senate approval (depends on meeting schedule)
14 (November 25 th)	Send an all faculty email with calendar

Items for Recommendation: none

Other Resources needed/acquired/allocated: None

Useful Information: None