

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

November 5, 2013

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

Present:

Senators

Aguilera, Leonor
Cannon, Cari
Carrion, Rudy
Cummins, Shawn
Deeley, Steve
Elchlepp, Elizabeth
Freidenrich, Leah
Frost, Alicia
Hovanitz, Eric
Matthews, Evangeline
Mettler, Mary
Nance, Craig

Salcido, Andrew
Shekarabi, Nooshan
Shields, Jolene
Sproat, Barbara

Officers

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

Guests:

Blake, Matt
Enriquez, Rosi

Hernandez, John
Resnick, Barry
Smith, John
Voelcker, Aaron
Walker, Mary
Wong, Lana

Absent:

Deaver, Doug
Dela-Cusack, Lisa
Shoro, Natasha
Taylor, Michael

- I. Order of the Agenda: Discussion Items A and B were moved before Public Comments (moved by Prof. Rutan and seconded by Prof. Hovanitz).
- II. Approval of Minutes
 - A. The minutes of October 15, 2013, were approved (moved by Prof. Nance and seconded by Prof. Sproat).
- III. Public Comments
 - A. Prof. Smith: Several faculty have gone to professional organizations that have met around the state, internationally, and nationally. It is nice to see the amount of faculty that are involved and who can disseminate information from these meetings. The State Academic Senate Fall Plenary Session is being held this week, November 7-9, at Irvine. Even if you aren't a delegate, you have the opportunity to attend.
 - B. Prof. Smith: We had an opportunity at the October 14 Board of Trustees meeting at SCC to expound upon what this college is doing and what it really needs in terms of future faculty and capital outlay. In the number of comments made at that meeting, no one broached the fact that we are still playing second fiddle to the other campus. If SAC continues to grow through the new bond and extra faculty, it will be difficult to improve on the 70-30 split of funds. Hopefully, the senate will take the lead to press the point that just because we are the smaller of the two colleges, underfunding us is not a way to continue growth.
 - C. Prof. Mettler read the following statement: *"Rumor has it that a decision has been made to no longer offer Math N06 starting in the Fall 2014 semester. If this rumor is true, my constituents and I are very concerned about how this will impact students. First, this decision would limit access to credit instruction to disadvantaged students, and is consequently a student equity issue. Secondly, there would appear to be a lack of college-wide discussion about how this limits students' access and eligibility to several support programs, such as EOPS, CAMP, and financial aid. We hope that any decision regarding Math N06 will be made collaboratively with the best interest of students in mind."*
- IV. AS Executive Board Reports
 - A. President (Prof. Evelt):
 1. The SCC mission statement was recently approved by the Board of Trustees after being vetted by multiple committees as it went through the governance process at SCC. The accreditation standards were kept in mind. Issues and clarifications:
 - a. Some people are interpreting "transferable" as applying to only transfer classes. It was meant to represent the idea of education transferring to various future student endeavors.

- b. The “diverse community” reference was meant to include students.
2. The Planning and Institutional Effectiveness (PIE) Committee is working on creating rubrics to prioritize the funding requests for this year. The rubrics will incorporate the mission statement, instructional goals, safety, state and federal mandates and legislation, student success, and DPPs.
3. The District IT department is taking steps to return employee email displays to *last name_first name* instead of the Web advisor ID and should be finished by December. If you have any concerns, contact Sylvia LeTourneau at the District. The IT department is working toward each person having a single log-in.
4. So far, two possible adjunct faculty candidates have been identified for the 2014 Hayward Award.
5. Thanks to Scott James and Jared Kubicka-Miller for their presentations at the at the *Book vs. Machine: Trends in Digital Textbooks & Online Academic Open Source Materials* presentation on Tuesday, October 29. The entire presentation was videotaped and should soon be accessible.
6. A lawsuit was filed against the Board of Governors last spring challenging the Title 5 regulations that give authority to academic senates. The court ruled against the lawsuit.
7. An end-of-semester, Senate sponsored celebration is tentatively scheduled for Thursday, December 5, at Jim Isbell’s house. More details will follow.
8. Some SCC senate discipline groupings have multiple senators. These senators need to meet together and divvy up faculty, so that each senator has a well defined set of faculty to report to and seek input from. These lists of faculty need to be provided to Prof. Evett by the December senate meeting.
9. Faculty hiring:
 - a. Background and comments:
 - i. Of the 21 senators eligible to vote, 19 submitted ballots. One ballot was voided resulting in 18 votes being counted. Prof. Evett would have cast a tie-breaking vote, if needed.
 - ii. The District Human Resources Committee has identified 28 faculty positions to be hired at SAC and 1 at SCC. The college presidents could work together and agree on a different split.
 - iii. Several influences such as the 50% Law, the FON number, and the budget will impact the final hiring decision.
 - iv. SCC representatives at the District level are advocating for more funding for SCC.
 - v. The District does count against the 50% Law.
 - vi. The senate ranking has been completed and will not change. President Vasquez will consider the senate ranking and have discussions with administration and faculty leadership as he determines a final ranking.
 - b. The Ranking
 - i. Accounting was ranked #1 by the senate, but unless retirement paperwork is submitted soon, this position may ultimately be moved lower.
 - ii. Water Utility Science was ranked #2 but had difficulty with a weak applicant pool last year. If it is felt that the pool will not improve, this position may also be moved lower.
 - iii. Counseling was ranked #4 but counts against the 50% Law unless it could be funded by Student Success and Support Program funds.
 - iv. Geography was ranked #7 but has a transfer degree and no full-time faculty. It may move up in the final ranking.
 - v. American Sign Language was ranked #5 and also has no full-time faculty, but only offers a certificate.
 - vi. A tentative top three would be Water Utility Science, Geography, and Counseling.
 1. Accounting is still a possibility.
 2. If Counseling could not be funding by the alternative funds, Mathematics, which the senate ranked #3, is still a possibility.
 - vii. There will be further discussion and possible changes.
 - c. There was some concern that Prof. Evett was advocating for Geography, in discussions with President Vasquez, instead of supporting the senate ranking.
 - i. Prof. Evett felt that she was responding to good arguments made by the President and that faculty hiring is a collaborative process with administration.
 - d. Some faculty are delaying the submission of retirement letters in order to be eligible to teach in summer. If a retirement letter is posted before Spring break, a position will be opened in that year’s hiring process.
 - e. Prof. DeCarbo will be looking at possible revisions to the senate hiring process.
 - i. It would have helped senators to know whether the paperwork had been submitted for Accounting.
 - ii. It may be possible to allow for clarifications, not advocating, at a senate meeting prior to the vote.
 - f. A suggestion was made to fly extra positions in case there is not a good pool for a particular position.
 - g. Instead of 28-1, the new hire split may be 26-3.
 - h. Perhaps categorical funds for Continuing Education could be used to hire in that area.
- B. Vice President (Prof. DeCarbo):
 1. The Web Task Force will be voting this week on one of the three sample websites. Make sure to bring forward any input at that meeting or give your input to one of the committee members.

2. Pres. Evett was a strong advocate for seeking alternative funding so that the Counseling position would be on the final hiring list.

C. CIC Chair (Prof. Rutan):

1. DE addendum training will be offered on Wednesday, October 6, by Scott James. Some DE addendums up for consideration at CIC need to be revised.
2. If all the curriculum up for approval passes at the next CIC meeting, SCC will be 100% up-to-date for curriculum.
3. A resolution regarding reciprocity for associate degrees for transfer will soon be brought before the senate.

V. ASG Report (Matt Blake)

- A. ASG will be holding a fund raiser this evening at Chipotle Mexican Grill.
- B. The next Town Hall meeting will be held on November 12, from 1:30-3:30, in D 101.
- C. As the Senator of Governance and Policy for Region 8 of the Student Senate for California Community Colleges (SSCCC), Matt Blake had the privilege of hosting the semi-annual SSSCC General Assembly Convention in Monterey, CA this past weekend. There were over 500 attendees, including 13 from SCC, who had a passion for political involvement.
- D. AB 1358 has passed. It authorizes a possible \$2 student representation fee. A certificate of appreciation from SSSCC was presented to Assemblyman Fong, who sponsored the bill.
- E. AB 955 (two-tiered funding) was signed, and implementation has begun at Long Beach City College.
 1. The Lumina Foundation is providing funding for this pilot program. There is concern that Lumina has a plan to privatize community colleges by 2020.
 2. A large student campaign against AB 955 is underway. Regardless of the results of the pilot at Long Beach City College, a proactive stance should be taken against privatization
 3. The faculty academic senates at SAC and SCC are still considering a joint resolution in opposition of two-tiered funding and will consider adding a statement against privatization. The RSCCD Board of Trustees is not considering participating in any program similar to the pilot.

VI. Action

- A. **Resolution F2013.10:** Affirmation of Planning and Institutional Effectiveness Committee Governance Handbook Description—First reading
 1. The Enrollment Management Committee chair or designee was added to the membership.
 2. The responsibilities of the committee have been determined.
 3. Moved by Prof Deeley. and seconded by Prof. Nance.
- B. **Resolution F2013.11:** Support of Dissolution of SLOARC—First reading
 1. An institutional effectiveness plan was created to determine how to fill any gaps created by the dissolution of SLOARC. The plan states which group (e.g. Senate, CIC, PIE) the Office of Institutional Effectiveness and Assessment (OIE&A) would consult in various situations. It was felt that SLOARC has fulfilled its goal and was duplicating a lot of effort with the OIE&A.
 2. Quality control of assessments needs to be addressed by the OIE&A.
 3. There will not be student representation at the OIE&A. However, there will still be student representation on the committees that would be consulted by the OIE&A.
 4. Moved by Prof. Rutan and seconded by Prof. Shekarabi.
- C. **Resolution F2013.8:** Adoption of the 9 May 2013 Distance Education Handbook (Scott James)—Second reading
 1. The Handbook mentions that certain details will need to be specified later. There was concern about what recourse faculty would have if they had issues with any of these future details.
 2. An edit was made in the resolved portion of the resolution to adopt the Handbook specifically for the 2013-2014 academic year. The handbook would then need to be reviewed again next year.
 3. **The motion to approve resolution F2013.8, with the edit, was passed without dissent** (moved by Prof. Mettler and seconded by Prof. Freidenrich).
- D. **Resolution F2013.9:** Affirmation of the 9 May 2013 Technology Master Plan 2013-2017 (Prof. Wong)—Second reading
 1. **The motion to approve resolution F2013.9 was passed without dissent** (moved by Prof. DeCarbo and seconded by Prof. Frost).

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

VII. Discussion Items

- A. Student Services Update (VPSS John Hernandez responding to questions submitted in advance by faculty):
 1. *What can faculty do to assist with the implementation of the Student Success Initiative?*
 - a. The RP Group surveyed 900 community college students and determined six success factors: directed, focused, nurtured, engaged, connected, and valued. Faculty could have a critical role in each of these factors.
 - b. Terry O'Banion, from the League for Innovation, has a publication, *Access, Success and Completion*, in which he identified six different guidelines for student success. Two of these guidelines are:

- i. *Students will make a significant connection with another person at the college as soon as possible.* A student engagement survey targeted almost two million community college students and over 200 focus groups were held. When students were asked to identify the single most important thing that keeps them coming back to college, they consistently responded that it was that a faculty member, counselor, advisor, or other person at the college knew them by name. Students want to feel that they have a place and are not just some random number on the class roster.
 - ii. *Students will be carefully monitored throughout the college experience, especially in the first term, to ensure success and progress, and the college will make interventions immediately.* Faculty are the first responders because they directly see behaviors like lack of engagement, poor attendance, and not turning in assignments.
 - c. Faculty could also be involved in connecting with K-12 partners in common core alignment between high school curriculum and college level coursework.
 - i. There are some statewide efforts with the common core standards.
 - ii. This summer, several SCC faculty worked with Orange High School to determine how we align with the common core standards and to ensure that students are better prepared when they enter college.
 - d. Many of the mandates of the Student Success Initiative fall on Counseling and Student Services, but faculty make a huge impact on students through early intervention and by creating an affirming environment where students feel validated.
 2. *How do we support students well, take on the extra responsibilities of the Student Success Initiative, and meet the 50% Law?*
 - a. Many of the mandated core services, such as assessment, orientation, and advisement, require resources and personnel on the non-instructional side of the 50% Law.
 - b. The Student Success and Support Program funds (formerly known as matriculation funds) are categorical and therefore are not weighed into the 50% Law.
 - c. The language from the Student Success Initiative is much more prescriptive and mandatory than previous such language. Students will have to go through orientation, be assessed, see an advisor, have an education plan, and declare a program of study. SCC has the responsibility to provide these services to all students.
 - d. It will be a challenge to fund all these services. There have been some efforts at the state level to revise the definitions involved in the 50% Law.
 3. *Could the Student Success and Support Program funds be used to pay for additional full-time Counselors in perpetuity?*
 - a. The funds are currently paying for all the adjunct counselors at SCC. The allocation for SCC increased by about \$189,000 this year.
 - b. In the past, matriculation funds were a guaranteed 95% of the previous year's allocation. Starting in 2015-2016, only 40% of funding will be based on head count. The remaining 60% will be based on the type of services provided.
 - c. This allocation process will be MIS driven and based on how the services are coded. It might be wise to make sure that previous MIS challenges are resolved before committing funds in perpetuity.
 4. *How is Student Services adapting to the needs of online students?*
 - a. Services provided to students taking on-campus courses, must be provided, at the same level, to students taking online courses.
 - b. Scott James has evaluated each of the Student Service areas, had a conversation with each of the program leaders, and developed a matrix so each area can evaluate online access and create an action plan.
 - c. One of the more complex issues is how best to offer online academic counseling.
 - d. Scott James is hoping to create a Student Services module on Blackboard that will guide students and faculty in accessing the available online services.
 - e. Equivalent online tutoring may also be an issue.
 5. *What is the future of the Foundation?*
 - a. The Foundation has been operating under annual goals, such as developing a board, deepening outreach with external donors, and reengaging alumni.
 - b. The executive committee of the Foundation realized that they needed to develop a long-term strategic plan.
 - i. A consultant was hired to help develop this strategic plan.
 - ii. The plan will be the primary focus of the Foundation's January retreat.
 - c. The Foundation does not currently have dedicated staff.
 - i. Foundations around the country that have dedicated staff have been accomplishing a great deal.
 - ii. A position for a full-time Development Coordinator has just been created and flown. This front-line person will handle data mining, donor analysis, and communication.
 6. The Faculty Association of California Community Colleges (FACCC) is about to begin a long process of reviewing the 50% Law. Prof. Smith would appreciate input from Student Services about which services and personnel, outside of the grants, should also be excluded from the 50% Law. Any input from other groups is also welcome.
- B. FARSCCD Update (FARSCCD President Barry Resnick):

1. FARSCCD began in the mid 1970s as an association of faculty. Dues have not increased much over the years because there have been no major expenses, such as grievances for where attorneys and arbitrators are needed. Our dues are very low compared to other associations and may have to be increased if there are any major expenses in the future.
 2. FARSCCD is not really a union (like the CTA or AFT), but is one of thirteen independent associations that are part of the California Community College Independents (CCCI). Pasadena City College and Santa Monica College are also members.
 3. Prof. Smith is the RSCCD representative to CCCI. Our District is doing pretty well in comparison to some of the other members. Two of our troublesome issues, several years of no hiring and no movement on the schedule salary, are starting to be resolved.
 4. FARSCCD is responsible for managing the contract and dealing with any issues related to any parts of the contract.
 5. FARSCCD currently represents 317 fulltime faculty members plus hundreds of adjuncts.
 6. CCCI has a lobbyist in Sacramento involved in issues that affect the classroom.
 7. FARSCCD has a local consultant, George Urch, who acts as a liaison between FARSCCD and the Board of Trustees.
 8. FARSCCD will be involved when three Board of Trustee members are up for reelection in 2014.
 9. FARSCCD usually meets once a month and has to prioritize its time. Individual faculty issues take precedence over some of the bargaining requests.
 10. There are 41 full-time faculty in the District that don't pay dues, two of which are at SCC. It is now possible to choose to have none of your dues go to the PAC and still be eligible to vote.
- C. Academic Senate for California Community Colleges (ASCCC) Resolutions:
1. The Fall Plenary Session is being held Thursday, November 7 to Saturday, November 9 in Irvine. Profs. Evett and Rutan will be representing SCC.
 2. The complete resolutions can be found at <http://www.asccc.org/fall2013/resolutions>.
 3. Contact Prof. Evett if you are interested in attending the luncheon on Friday.
- D. Academic Senate Scholarship (Prof. DeCarbo):
1. Possible courses of action:
 - a. The SCC Foundation would buy back the current \$1000 scholarship and the senate would either:
 - i. Reinstate the \$500 scholarship without a BOG waiver requirement.
 - ii. Not offer any scholarship.
 - b. The Senate would keep its current \$1000 scholarship that has a BOG waiver requirement and the senate would either:
 - i. Add another scholarship without a BOG waiver requirement.
 - ii. Not add another scholarship.
 2. Feedback
 - a. The Library faculty were overwhelmingly in favor of having the Foundation buy back the current scholarship and the senate not offering any scholarship.
 - b. The BOG requirement did not seem to be an issue for the Exercise Science faculty.
 3. Questions and Comments:
 - a. Only 2% of the SCC scholarships are from the Osher Foundation and have the BOG waiver requirement.
 - b. Many students do not qualify for a BOG waiver due to their parent's income, but are not supported by their parents and would not be eligible for the current scholarship.
 4. A senator would need to bring forward a resolution in favor of a particular course of action, and then the senate would have further discussion.
- E. Faculty Responsibilities and Deadlines:
1. The PIE Committee is taking over responsibility for the Year at a Glance document. The 2013-2014 document will be up for a vote tomorrow and then distributed. Some deadlines were extended from previous years.
 2. The OIE&A may create a similar document to give advance notice of their deadlines.

VIII. Summary Reports Discussion (see attached summaries)

Meeting Adjourned at 3:15 p.m.

Respectfully submitted,

Joyce Wagner SCC-AS Secretary/Treasurer

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

Evet, Corinna 2014

Vice President

DeCarbo, Michael 2014

Secretary/Treasurer

Wagner, Joyce 2014

Curriculum

Rutan, Craig Chair 2016

Dear Faculty,

31 October 2013

Thank you for the time, thought, and energy that you have put into contemplating and discussing faculty positions during our faculty ranking process. I also thank the Senators for their contributions to the discussions as well as to the fulfillment their role in the process.

Per the procedure enumerated in the "Academic Senate Process for Requesting a Faculty Position" document, the following reflects the results of the Senator votes and, therefore, represents the Senate approved faculty hire prioritization list:

1. Accounting
2. Water Utility Science
3. Mathematics I
4. Counselor I
5. American Sign Language
6. English
7. Geography
8. Psychology
9. Anthropology
10. English as a Second Language Instructor I
11. High School/Adult Basic Education
12. Anatomy & Physiology
13. DSPS Counselor
14. Political Science
15. Business Skills
16. Chemistry
17. Public Works
18. Counselor II
19. English as a Second Language Counselor
20. Mathematics II
21. Women's Studies—Sociology
22. English as a Second Language Instructor II

Again, I thank you all for your invaluable input and participation in this process.

As ever, your Senators, Executive Board, and I are available to answer any questions you may have regarding this decision.

Genuinely,
Corinna Evett
Academic Senate President

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 F2013.10

Affirmation of Planning & Institutional Effectiveness Committee Fall 2013 Governance Handbook Description

Moved:

Seconded:

Whereas, The Planning & Institutional Effectiveness (PIE) Committee serves as an integral part of the planning process for Santiago Canyon College;

Whereas, The PIE Committee has done due diligence in determining the committee's mission, responsibility, and membership; and

Whereas, It is necessary for the SCC Governance Handbook to maintain currency;

Resolved, That the Academic Senate of Santiago Canyon College affirm the 16 October 2013 PIE approved description.

Date Presented: 5 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)

PLANNING & INSTITUTIONAL EFFECTIVENESS

Mission

As Santiago Canyon College's central planning committee, the Planning & Institutional Effectiveness (PIE) committee is charged with reviewing all requests for resource allocation and making recommendations to the College Council.

Responsibilities

- Review all college planning documents and ensure that recommendations are consistent with those plans
- Review college-wide resource allocation requests and evaluate them based on how well they support the college mission and meet institutional goals
- Utilize, evaluate, and revise rubrics for resource allocation, expansion, and contraction recommendations
- Review all requests to "Apply for a Grant" and assess short / long term implications including financial viability
- Consult with the Santiago Canyon College Budget Committee to determine available funding for PIE prioritized recommendations and refine recommendations based on feedback from the SCC Budget Committee
- Regularly administer a survey to seek input for improvement of planning processes from the college community
- Assess progress toward achieving stated institutional goals
- Provide annual planning cycle to the college community

Chair

One Administrator and Academic Senate President will serve as co-chairs

Membership

4 College Vice Presidents

Assistant Dean of Institutional Effectiveness & Assessment

3 Classified Staff with 1 from Student Services/Support Services (*appointed by CSEA*)

1 Student

12 Faculty—One each from the following areas:

Academic Senate President or designee

Budget Committee Chair or designee

CIC Chair or designee

Continuing Education

EMC Committee Chair or designee

EMPC Chair or designee

Facility Committee Chair or designee

Honors Committee Chair or designee

Library

Student Services/Support Services

Student Success Committee Chair or designee

Technology Committee Chair or designee

Approved by the committee on 16 Oct. 2013

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 F2013.11

Support of Dissolution of the Student Learning Outcomes and Assessment Review Committee

Moved:

Seconded:

Whereas, The Student Learning Outcomes and Assessment Review Committee (SLOARC) is charged with the task of integrating student learning outcomes and a continuous cycle of assessment into SCC's culture;

Whereas, The responsibilities that prompted the development of the SLOARC, as laid out in the Santiago Canyon College Collegial Governance Handbook, have been institutionalized by the Office of Institutional Effectiveness and Assessment (OIE&A); and

Whereas, SLOARC members passed a vote to dissolve SLOARC with a condition that a plan be put in place to ensure that the OIE&A has the appropriate channels for bringing forward policy and procedural recommendations for consideration and approval through the established collegial governance framework, to strengthen lines of communication between the OIE&A and the Curriculum and Instruction Council (CIC), and to ensure the OIE&A has the appropriate institutional support to implement and maintain TaskStream, an outcomes assessment data management software solution; and

Whereas, such a plan has been developed and approved by SLOARC;

Resolved, That the Academic Senate of Santiago Canyon College accept the 29 October 2013 SLOARC recommendation for dissolution of the Student Learning Outcomes and Assessment Review Committee and accept the accompanying Fall 2013 Institutional Effectiveness Plan.

Date Presented: 5 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)

Fall 2013 Institutional Effectiveness Plan
Recommended by the Student Learning Outcomes and Assessment Review
Committee

Background

On September 19th, 2013 the Student Learning Outcomes and Assessment Review Committee (SLOARC) held a discussion regarding the mission and responsibilities of the committee, as laid out in the Santiago Canyon College Collegial Governance Handbook. The SLOARC concluded that Santiago Canyon College has reached a milestone in its efforts to integrate student learning outcomes and a continuous cycle of assessment into the campus culture as the majority of the committee's responsibilities have been institutionalized by the Office of Institutional Effectiveness and Assessment (OIE&A). Recognizing that the hard work and resolve of committee members, past and present, have lead SLOARC to a point where the responsibilities that prompted the development of the committee have long been accomplished, committee members voted to dissolve SLOARC. This decision came with a condition that a plan would be put in place to ensure that the OIE&A, in its efforts to ensure the college meets institutional effectiveness (program review, planning, and student learning outcomes) standards of the Accrediting Commission for Community and Junior Colleges (ACCJC), have the appropriate channels for bringing forward policy and procedural recommendations for consideration and approval through the established collegial governance framework. In addition, this plan must also address the pending implementation of TaskStream, an outcomes assessment data management software solution, and the resources that will be required to maintain this software. The SLOARC appointed the Assistant Dean of Institutional Effectiveness and Assessment to draft such a plan, to bring the plan forward to be reviewed and approved by the committee, and, once approved, include this plan as an addendum to a resolution to dissolve SLOARC.

Plan

Communication Structure

In the event that the Office of Institutional Effectiveness and Assessment (OIE&A) finds it prudent to bring forward changes to current or develop new policies and procedures to improve institutional effectiveness, which includes program review, planning, and student learning outcomes, the OIE&A will consult and seek support from a number of collegial governance bodies as well as the Academic Senate, when appropriate.

For matters directly related to program review, the OIE&A will seek the advice and support of the Educational Master Planning Committee and will incorporate said

advice into any recommendation moving forward for Academic Senate and College Council approval.

For matters directly related to institutional planning, the OIE&A will seek the advice and support of the Planning and Institutional Effectiveness Committee and will incorporate said advice into any recommendation moving forward for Academic Senate and College Council approval.

For matters directly related to curriculum, the OIE&A will seek the advice and support of the Curriculum and Instruction Council and will incorporate said advice into any recommendation moving forward for Academic Senate and College Council approval.

For matters directly related to outcomes assessment, whether student learning outcomes (SLOs), service area outcomes (SAOs), administrative unit outcomes (AUOs), program student learning outcomes (PSLOs), or institutional student learning outcomes (ISLOs), that do not impact efforts related to curriculum development, primary advice will remain with the OIE&A. In the event that changes to current or the development of new policies and procedures related to outcomes assessment have the potential to impact faculty workload, support from the Academic Senate will be sought.

TaskStream

During the implementation of the outcomes assessment data management software, TaskStream, the OIE&A has identified a necessity to utilize a quality control measure to ensure that instructional areas are submitting the appropriate information which will allow the OIE&A to repurpose, through the mapping of outcomes, course level assessment data for program level assessment. The OIE&A will retain primary advice over the quality of assessment data for non-instructional areas. For instructional areas, the OIE&A will refer to the guidelines spelled out by the [Course SLO and Assessment Reporting Checklist](#), previously adopted by the SLOARC.

- The OIE&A will ensure that outcome measurement tools are appropriate for collecting the pertinent information related to each SLO or PSLO.
- The OIE&A will ensure that a criterion for success is established for each measurement used to assess learning outcomes.
- The OIE&A will ensure that outcomes assessment findings specify the number of students measured for each SLO, the number of students meeting the established criteria for each SLO, and the proportion of students meeting the established criteria for each SLO.

- The OIE&A will ensure that plans of action are developed for each outcome that, upon analysis of assessment findings, does not meet the criterion for success and that those plans are being followed and updated.
- The OIE&A will ensure that reassessment after plan of action implementation occurs and that analysis of each plan's effectiveness in improving student learning is carried out and reported.

Recommendations

1. SLOARC recommends that the OIE&A utilize the aforementioned guidelines for determining whether information reported by instructional areas within the TaskStream program is adequate or should be sent back to the department chair for revision.
2. SLOARC recommends that the institution supports these quality control efforts by providing appropriate support, whether human, physical, fiscal, technological, or any combination thereof, to ensure the OIE&A has the necessary resources to take on the increased workload associated with outcomes assessment quality control.
3. SLOARC recommends, for the purpose of keeping TaskStream up to date with the most current course, degree and certificate information, that OIE&A work with the CIC to establish a regularly occurring process that would allow the OIE&A to receive notification of changes to approved learning outcomes and changes to the requirements of any course, degree program or certificate program that may impact the TaskStream system or the outcome-to-outcome mapping structure within.

Approved by SLOARC on 10/29/2013

Summary Report for the Senate
Faculty Development
October 22, 2013

Actions Taken:

- Approved the new mission statement
- Revised responsibilities and membership

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
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:

We will send a resolution forward for senate approval. The resolution will include name change, mission statement, responsibilities and membership of the committee.

Summary Report

Committee: Planning & Institutional Effectiveness (PIE) Committee

Meeting date: 16 Oct. 2013

Content

1 Discussion items: We are in the midst of revising the “At a Glance Planning Process” document that was once under the charge of the EMPC. That document ought to be distributed to the college community soon. In that document, it lists the transitional planning process that we will follow this academic year while the committee continues to evaluate, revise, and define a process that we will follow in the future.

At our next meeting, we will discuss a process for request submissions and rubrics to use for prioritizing requests.

2 Duties met: We approved our page with our mission, responsibilities, and membership for SCC’s Collegial Governance Handbook that will be forwarded to the Senate and then to this body for adoption.

We also approved our list of goals for the 2013-2014 academic year.

3 Actions proposed: Senate and College Council adoption of PIE Committee page with our mission, responsibilities, and membership for SCC’s Collegial Governance Handbook.

Currently, the college community is encouraged to use the following when ranking their requests in their areas: college mission, institutional goals as listed in the EMP document, EMP document as a whole, safety considerations, legal mandates, and student success, as well as DPPs and Program Reviews as applicable.

4 Events Planned: N/A

5 Resources needed/acquired/allocated: N/A

Summary Report

Committee: Student Success

Meeting date: Monday, October 14, 2013

1 Discussion items:

- Early Alert (EA) update
 - Eight instructors of current online/hybrid courses use EA within Blackboard. Some other instructors noted that they use their own EA system.
 - It appears that Student Success Act funding will not be tied to the use of EA.
- Student Success Act (SSA) Implementation
 - SCC will need to develop a plan in order to receive funding
 - SSA target implementation date – 2015-16 academic year
- Crossroads
 - Dates for math and English classes have been scheduled
 - 70 RSVPs for the event in November
- Basic Skills Initiative (BSI)
 - Report has been sent to the state
 - This year BSI has allocated additional funds for faculty development

2 Actions proposed:

- Explore the use of completion certificates to note student accomplishments at certain milestones.

4 Events Planned:

- SCC Family Night – Wednesday, November 13, 2013

5 Resources needed/acquired/allocated: n/a

Summary Report

Committee: Enrollment Management Committee

Meeting date: October 15th, 2013

Content

1 Discussion items:

- EMC discussed feedback received from department chairs. Most chairs expressed frustration about how courses have been added at the last minute and how classes have been cancelled too soon. Most chairs are not aware of the enrollment management data available and are simply rolling over schedules from years past. Looking at trends in how class enrollment happens (how many are enrolled on each day during the enrollment period and through the semester) was discussed and the committee felt this data would be very helpful.
- EMC discussed the need to create custom reports that will be kept in the RSCCD report repository. It was felt that the enrollment management tool contains so much information that extracting what the chairs need from it would be cumbersome.
- EMC had a presentation from Sergio Rodriguez on the different methods of computing FTES based on how a class is schedule. The presentation is available on the EMC website.
- EMC discussed creating the mission and responsibilities for the committee. It was agreed that the faculty philosophy on enrollment management passed by the senate in spring 2013 should be the basis for these. A task force was created to bring back a recommendation at the November 19th meeting.
- EMC discussed the possibility of meeting on the 1st and 3rd Tuesdays of each month during the spring semester to establish try and have something available for chairs by the end of the academic year.

2 Duties met:

- Duties are being developed by a task force of EMC consisting of five members (C. Evett, R. Lamourelle, L. Miskovic, K. Irwin, R. Waldren) and these duties will be up for approval on November 19th.

3 Actions proposed:

- EMC will be voting on the Enrollment Management Framework on November 19th. Faculty are encouraged to speak with the committee members to provide input on this document. This recommendation (if passed) will be forwarded to the Academic Senate and College Council for adoption.
- EMC will be voting on its mission and responsibilities on November 19th. These will be created by the task force mentioned in the duties section.

4 Events Planned:

- The next joint chairs meeting will include a presentation about the types of enrollment management data that are available.

SUMMARY REPORT

Committee: Technology Committee

Meeting date: October 10, 2013

Content

- **Introduction:** Nolan Wiles, ASG Representative to Technology Committee, was introduced.

- **Fall 2013 Newsletter**

There are seven confirmed articles; Scott James will contribute an article on distance education; Nolan Wiles, ASG Representative, also committed to contributing an article on SCC students and technology.

- **Business**

- **Discussion item 1: Website Committee: Mission Statement & Responsibilities**

Committee members engaged in a lively discussion regarding the operational responsibilities of the Website Committee. There was general agreement that the advisory responsibilities were appropriate and expected for such a committee but that the operational ones were less so and might even constrain the appeal of the committee to potential committee members.

ACTION: Tabled

- **Discussion item2: Single Computer Login & Security**

The consensus of the Committee's discussion regarding the implementation of the District's single computer login ID for the district network and BlackBoard/email address protocols is that this is a good practice but that it raises privacy/confidentiality issues. Of concern is the partial use of district-wide personal identifier, the WebAdvisor ID, in the email address and exposes it very publicly, e.g., on business cards, course outlines, etc. Likewise, every time an instructor accesses his/her BlackBoard course in the classroom, the instructor's WebAdvisor ID is broadcast to the entire class. The expectation is that the same level of privacy and protection accorded to the use of student WebAdvisor IDs should be accorded to District employees. The Committee

urges the continued use of the existing email address protocol or another that incorporates the individual's name.

ACTION: Forward these concerns and recommendation to DO Technology Advisory Group (TAG) and to George Sweeney, Faculty Co-chair of Santa Ana Technology Advisory Committee

- Discussion item 3: Zumasys Technology Trial

Volunteers are being solicited to participate in a 30-day trial of the Zumasys Cloud hosting solution that allows an organization to move its applications to a data center and run its business on a 100% virtual server platform . This very flexible cloud computing model incorporated rental licensing and is perpetually upgraded. Essentially, by outsourcing management of its IT infrastructure, a Zumasys client benefits from the latest software and hardware technologies.

Committee and Academic Senate members are invited to a demonstration of the Zumasys technology at the November 7 TAG meeting at 2:30 pm at DO.

- **Reports**

- **TAG**

TAG will be updating the Strategic Technology Plan to align it with the Colleges' Technology Plans; completion date is January 2014.

After the discussion of the "replacement plan for technology equipment" agenda item submitted by the faculty co-chairs of the technology committees at each College, two action items resulted: 1) initiate discussion at each College on various models for implementing the replacement plan detailed in the Technology Plans and on the need to evaluate technology equipment ; 2) TAG will forward to District Council a recommendation for a one-time distribution of funds to replace 20% of the Colleges' technology equipment.

A district-wide survey on who is using Adobe products, which products are being used, and how much they are being used will be conducted to gather additional informational that can be used to help determine what type of site license is more cost effective to purchase and/or subscribe.

- **Duties met:**

- Providing input concerning the implementation of technologies/technology policies
- Communication with College and district personnel

Summary Report

Committee: Sustainable rscdd

Meeting date: 10/16/13

Content

1 Discussion items: This meeting featured a special presentation by HMC Architects regarding a move from the statement of sustainability practices to a sustainability plan. Discussed were the sustainability template, examples of sustainability analyses and strategies, a proposition 39 overview, and the draft approach we might adopt.

2 Duties met: Subcommittees reports were suspended for the day due to the meeting going overtime.

3 Actions proposed: Chancellor Rodriguez was suggested we should move forward to consider alternative approaches to the draft stage.

4 Events Planned: Workshops are planned to create both interest and understanding relative to the sustainability template.

5 Resources needed/acquired/allocated: None

Summary Report

Committee: SAC Senate

Meeting date: October 22, 2013

The following are informal highlights:

Content

1 Discussion items:

- Hiring was discussed; SAC may need to hire 28+ positions, which will be a burden on their budget and on faculty who need to participate in screening committees. There was concern expressed that SAC is having to carry the district and SCC with regards to the 50% law.
- The Road to Teaching Conference will be held on Saturday, November 16, 8am to 3pm, at Santa Ana College.
- The Freshman Experience Program will be highlighted at the upcoming plenary session.
- The October 28 Board meeting will be held at SAC.
- Faculty asked whether Webadvisor could notify them when a student dropped.
- There was strong opposition expressed to using the Webadvisor ID as our email addresses.
- The new budget model needs to be evaluated.
- It was expressed that the current student evaluation process is faulty. Faculty, especially recent hires, that hear back from only a small percentage of their students are missing valuable feedback. It was acknowledged that typing the comments as done in the previous process was time consuming. However, it was felt that ease was not more important than value.
- Concern was expressed about the lack of reading readiness. Students, especially in the social studies, need to have a fairly sophisticated reading ability. The current policy is that the reading requirement can be met by completing 9 units of GE courses, which seems to be equivalent to only a 10th grade reading level. Students are often unaware of their reading level.

2 Duties met:

3 Actions proposed:

4 Events Planned:

5 Resources needed/acquired/allocated: