

Santiago Canyon College

Academic Senate

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Minutes-Approved

Senate Business Meeting

November 19, 2013

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

Present:

Senators

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

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

Officers

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

Guests:

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

Absent:

Carrion, Rudy
Freidenrich, Leah
Shoro, Natasha

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

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

8. Upcoming Events:

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

B. Vice President (Prof. DeCarbo):

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

C. CIC Chair (Prof. Rutan):

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

V. ASG Report (Jason Wayne)

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

VI. Action

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

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

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

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

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

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

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

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

VII. Discussion Items

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

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

B. Plenary Session Update (Profs. Evett and Rutan):

1. **Campus Climate Index**—There is a state-wide movement to be more accommodating to LGBTQ students.
 - a. Campus Pride provides a rating for participating colleges on how friendly their campuses are for LGBTQ students. SCC can decide if we want to be included on the website.
 - b. The new version of CCC Apply will include questions about sexual orientation and gender identity. This will allow for more specific collection of data.
 - c. Current studies indicate that 17% of community college students identify as LGBTQ. 70% of these students consider leaving during their freshman year, and these students are four times more likely to commit suicide.
2. **Legislation:**
 - a. AB 620 requests that colleges adopt policies on harassment, intimidation, and bullying. It is a request, not a mandate.
 - b. AB 955, two-tiered funding, is only being piloted at Long Beach City College. The faculty at LBCC were opposed to participating, but their president went forward. It appears that instead of paying the full amount, students in the pilot may have received some funding and are only paying about \$90 per unit.

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

VIII. Summary Reports Discussion (see attached summaries)

Meeting Adjourned at 3:00 p.m.

Respectfully submitted,

Joyce Wagner SCC-AS Secretary/Treasurer

SUMMARY REPORT

Committee: Technology Committee

Meeting date: November 14, 2013

Content

- **Fall 2013 Newsletter**

Technology Newsletter, Fall 2013 distributed October 31, 2013

- **Business**

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

Committee members again engaged in a lively discussion regarding the operational responsibilities of the Website Committee. Revisions to the mission statement and responsibilities were suggested and discussed.

ACTION: A work group headed by Scott James will re-frame the responsibilities. A vote on the revisions will be conducted via email. The goal is to approve and refer the mission and charge for the proposed Website Committee to Academic Senate at its December 3 meeting. The Committee will also request a first and second reading for that meeting.

- **Follow-up item2: Single Sign-In Login & Security**

After forwarding the privacy/security associated with the single sign-in and email to DO Technology Advisory Group (TAG); the email sender display protocol will revert to the (last name_first name@sccollege.edu) rather than the WebAdvisor ID. The rollout for this change has begun and should be completed by the end of the month.

- **Discussion item 3: TechComm Workgroup**

The workgroup of Vanessa Jones, Scott James, Kari Irwin (designee for V.P. Mora), Curt Childress has been exploring the workflows, timeframes, issues, etc. of TechComm's participation in P.I.E. Working within the reality that P.I.E. itself is developing its own timelines, planning/reviewing cycles, workflows, etc., the TechComm workgroup has drafted initial workflows, procedures, etc. that may potentially guide TechComm in reviewing and prioritizing College technology resource requests.

- **Reports**

- **TAG**

District IT team will be looking at virtual desktop technology, i.e., a local development of cloud technology and the viability of its adoption and implementation on a district-wide level

- **Website Redesign Team**

A prototype of blended features from the three designs will be rolled out at the joint Technology Committee and Web Task Force meeting on December 12 at 1:00 pm in the Library L-219.

- **Duties met:**

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

Summary Report

Faculty Development

November 12, 2013

Actions Taken:

- Reviewed Flex Calendar

Events Planned:

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

- We plan to work on the committee website during winter break
- Our next meeting will be to formulate questions for a faculty survey

- Flex calendar will be presented to Academic Senate next week

Items for Recommendation: none

Other Resources needed/acquired/allocated: none

Useful Information:

- A resolution is drafted and will be sent to the Academic Senate for name change, committee composition change and mission statement

Summary Report

Committee: SAC Senate

Meeting date: November 12, 2013

The following are informal highlights:

Content

1 Discussion items:

- There was more discussion about the student evaluation process. The Humanities Division presented data from two past semesters as evidence of the low return rate. There were questions about whether it was appropriate for faculty to move students to a computer room or whether faculty needed to be extremely hands-off with respect to the student evaluations.
- The District Security Task Force met last week and discussed the possibility of armed guards on campus.
- SAC is working on their grants process to ensure that their Senate is involved.
- Several people gave reports about the recent Plenary session.
- SACTAC (technology) report:
 - The committee requested a new assistant Dean position as support.
 - There is discussion about the possibility of the District moving to virtualization (clouding). Individuals would no longer need a CPU or memory—everything would be retrieved from a server farm. A decision would be made about whether to outsource or whether the District would invest in the necessary hardware.
- SAC created a Budget Manual.
- The philosophy of the stabilization fund needs to be clearly defined. Part of the fund is being used to finance the renovations to OEC.
- The adjunct senators are surveying their faculty to determine any concerns or issues.
- Work will need to be done with regards to AB 86 which will provide grant funds to a regional consortium to create and implement an adult education plan.
- There will be further discussion on the Role of a Senator.

Summary Report

Committee: Planning & Organizational Effectiveness (POE) Committee

Meeting date: 31 October 2013

Content

1 Discussion items:

- The Board gave the final approval of the Comprehensive Master Plan at their 14 Oct. 2013 meeting
- Copies have been ordered for Accreditation
- Assessment of Budgeting/Planning Processes
- Process for Mid-Year Budget Augmentations
- Grant Development Schedule

2 Duties met:

- Discussed Fiscal Resources Committee (FRC) recommendation regarding assessment of budget/plan process

3 Actions proposed:

- A sub-group of the committee will work to streamline the functions map because it is too long.
- It will be ready for review at the 20 Nov. 2013 POE meeting.

- To create a planning process for going outside of the planning process, John Didion was asked to prepare a bullet list for the committee's consideration related to reasons for asking for mid- year budget augmentations.
- From that, the committee will create something (a form or something of the sort) to illustrate a cycle for mid-year budget augmentations. Then the committee will forward it to College Councils and District Council to review and may send it to other district committees as well.

4 **Events Planned:** N/A

5 **Resources needed/acquired/allocated:** N/A

Summary Report

Committee: Budget Committee

Meeting date: Tuesday, November 5, 2013

Content

Discussion items:

Budget Update	Salaries were just added to Datatel. No new report available. Discussion: Ability of budget to handle potential new faculty hires and how hires in various areas affect FON.
District Operations Funding	Last year (2012-13 Adopted Budget) District Office expenses were a fixed percentage – 19.49%. In 2013-14 Adopted Budget, D.O. expenses are a line item fixed amount (\$25,590,185). This amount is 20.77% of total Estimated Revenue. Rich discussion of grant funded positions and the long term funding implications of those hires. How do other institutions hire these types positions without institutionalization those employees?

Duties met:

Committee discussed budget items affecting SCC.

Actions proposed:

Budget Committee will review Budget Request forms, as requested by PIE Committee, on form is located by Steve Kawa

Events Planned:

Tuesday, December 3, 2013 Location – E-107

Resources needed/acquired/allocated:

None at this time