Santiago Canyon College
Academic Senate

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Minutes-*Approved*
Senate Business Meeting
March 4, 2014
1:30 pm-3:00 pm   B-212

Present:

Senators

Aguilera, Leonor

Cannon, Cari

Carrion, Rudy

Cummins, Shawn

Deaver, Doug

Dela-Cusack, Lisa

Deeley, Steve

Freidenrich, Leah

Frost, Alicia

Hovanitz, Eric

Nance, Craig

Salcido, Andrew

Shekarabi, Nooshan

Shields, Jolene

Sproat, Barbara

Taylor, Michael

Volz, Matt

Officers

Evett, Corinna (President)

DeCarbo, Michael (Vice President)

Wagner, Joyce (Sec/Treasurer)

Rutan, Craig (Curriculum Chair)

Guests:

Childress, Curt

Harsen, Eric

Hopkins, Dean

James, Scott

Jeffery, Bill

Oropeza, Alfonso

Recinos, Theresa

Smith, Mark

Smith, John

Styffe, Amy

Absent:

Elchlepp, Elizabeth

Matthews, Evangeline

Mettler, Mary

I.   Order of the Agenda—Discussion about **Resolution SP2014.5** was moved to before approval of minutes.

V. Action Items

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

        1.   Background

            a.   Last year, a taskforce of the Web Committee was charged to bring forward a plan to redesign the SCC website.

                i.   The goal was to have an improved site ready by Summer 2014, in time for the visiting accreditation team to view.

                ii.   Student focus groups reviewed award-winning sites from colleges across the United States.

            b.   It was a priority to ensure that the redesign process was transparent to each constituency group of the college.

                i.   Minutes were posted online, and updates were given in e-blasts and in the Technology Committee newsletter.

                ii.   Faculty were invited multiple times to attend all meetings and to provide feedback.

        2.   Website

            a.   The Senate is being asked to approve the overall visual format, not the content, of the site, which can be previewed at http://sccollege.edu/new/

            b.   Structure:

                i.   The top (blue) navigation bar will remain visible in any page on the site.

                ii.   The translate button allows the use of Google to translate written content to other languages.

                iii.   The lower navigation bar will be visible on most pages; some pages will have customized navigation bars.

                iv.   The pictures shown will link to stories or more information. The pictures will be regularly updated so that the content referenced is not outdated or stale.

                v.   The middle group of three pictures provides a way to showcase SCC.

                vi.   The bottom area will list the 10 most visited pages. This information will be gleaned from Google Analytics and updated manually.

                vii.   There is a link to the DSPS department on the bottom of the page.

        3.   Future Process

            a.   If approved, the project will be turned over to the vendor and will take about two months to create.

b. At the beginning of May, the content from the old site will be moved into the new site, though the new site will remain offline. Changes made after that period need to be made to both sites until the new site goes live. ITS needs time to make sure the new site works with the content.
c. The current plan is to go fully live around the middle of June after Spring finals week.
4. **Comments** from Senators and guests:
   a. Create a fly-out menu under academics/departments that would list departments, so that departments can be accessed directly from the main page.
   b. There will be landing pages for each item listed on a drop-down menu; sometimes it is difficult to move across from an item in the drop-down menu to items on a fly-out menu.
   c. There should be something about athletics directly on main page; perhaps one of the three pictures shown could permanently remain athletics.
   d. It was felt that the heading "What makes an SCC Education Different" wasn't necessarily positive. The word "exceptional" was suggested.
   e. A suggestion was made to revise the title "First Class Programs."
   f. The SCC Foundation helped with the student focus groups.
   g. The work of Prof. Kessler, who helped design the first SCC website, which was award-winning, should be applauded.
   h. The work of the web-redesign task force is to be commended.
5. On behalf of the faculty, President Evett commended the Website Redesign Task Force for their excellent work in creating a functional and aesthetically appealing website as well as for their diligent efforts in maintaining a transparent and inclusive process.
6. **A motion to waive the first reading passed without dissent** (moved by Prof. Nance and seconded by Prof Rutan).
7. **The motion to approve resolution SP2014.5 passed** (moved by Prof. DeCarbo and seconded by Prof. Nance) [Nay—Prof. Cummins]

II. Approval of Minutes
   A. **The minutes of February 18, 2014, were approved without dissent** (moved by Prof. Deeley and seconded by Prof. Shekarabi).

III. Public Comments
   A. Prof. Mark Smith: The Biology Department does not have a regular, annual budget in place to fund all of their classes. There has not been a regular budget for the last 4 years, even as more sections are being offered and new classes are being created. In the past, the Vice President of Administrative Services, Steve Kawa, has been able to find money for necessary equipment, but there is concern about what might happen after he retires. The Biology Department has approached the budget committee and the administration, but no permanent solution has been put into place. The other science departments are having similar problems. There is also concern about grants and the eventual costs for lab assistants, teachers, and supplies. (Other departments that rely heavily on supplies may be having the same problems. Funding has not been provided for departments to update technology. The Senate Executive Board will further explore these issues and report back to the Senate).
   B. Prof. Freidenrich: It is difficult to prioritize budget requests that range from the butcher paper needed for art classes to large, one-time purchases.
   C. Prof Shekarabi: Prof. Rabii is holding a meeting on March 17, at 2:00, in the D116 conference room, to get input from department chairs and other interested faculty regarding the "X-factor" that will aid in determining the amount of LHE release time for department chairs.
   D. Prof. Smith: Prof. Smith and Prof. Barembaum just returned from the FACCC Advocacy and Policy Conference in Sacramento, on March 2-3, in conjunction with the March in March for students. They were able to meet with four local legislators or their representatives. The conference went well, though the March in March had disappointing attendance, probably due to the lack of pressing issues for students.

IV. AS Executive Board Reports
   A. President (Prof. Evett):
   1. It is important for faculty to update webpages in preparation for accreditation. It might be easier to update now, before the migration to the new website.
   2. There is an opening for an additional faculty member to serve on the District Sustainable RSCCD Committee with Prof. Deaver. Members are appointed for a two-year term, and the committee meets on the third Wednesday of the month at the District office.
   3. This year's Earthfest celebration is tentatively scheduled for May 8. The student green group and the student Senator of Innovation and Sustainability will do most of the planning.
   4. The faculty/Senator groups were created to facilitate communication and to help Senators report out and seek feedback. Faculty are not required to speak only to their designated Senator.
   5. The Cosmetology Program will start up again this semester and is based at the Santa Ana Beauty Academy. The program is projected to generate 15 FTES this Spring.

6. SCC has met its FTES target for this year and may generate enough additional FTES to reach the 3% growth target. Commendations to Prof. DeCarbo and others who advocate for SCC and equity in the budget allocation model.
7. The Careers Pathway Grant proposal was approved at College Council.
8. There has been some discussion about the possibility of SCC partnering with Brandman University, which is part of the Chapman University system, to offer the first two years of a bilingual courses program. Several concerns have already been raised and much more discussion will occur before any decision is reached.
9. Events:
    a. The FARSCCD First Annual Spring Mixer will be this Wednesday, March 5, from 5:30-7:00, at the Bowers Museum.
    b. Science Night will be March 14, at 6:00 p.m. Prof Smith invited several legislators to attend and learn more about SCC.
10. The Deans have been invited to future Senate meetings. Please send Prof. Evett any questions you might want a visiting Dean to address.
B. Vice President (Prof. DeCarbo):
    1. The standardized schedule for committees and meetings was brought to College Council.
        a. The Facilities Committee recently voted to move their meetings from the second to the fourth Mondays, at 3:00.
        b. It was suggested that the Student Success Committee needed to approve the proposed change in their meeting times. They currently meet at 3:00, but are listed at 1:30 in the schedule.
        c. There will be an effort to find permanently assigned rooms for these committees.
C. Secretary/Treasurer (Prof. Wagner):
    1. Beginning January 1, 2014, all legislative bodies of local agencies in California, including school boards, must publicly report any action taken as well as the vote or abstention on that action of each member present. These new requirements are imposed by Senate Bill 751 as an amendment to the Ralph M. Brown Act. To comply, our Senate will be recording the votes of the Senators as follows:
        i. Members recorded as absent are presumed not to have voted.
        ii. If only yeas: "the motion passed without dissent."
        iii. If there are nays and/or abstains, the names of members voting in the minority and/or abstaining will be recorded, and all other members are presumed to have voted in the majority.
D. CIC Chair (Prof. Rutan): no report

V. ASG Report (none)

VI. Action
    B. **Resolution SP2014.1**: To Dissolve the Academic Senate/Castle Foundation OSHER Scholarship and to Discontinue Annual Contributions to a Scholarship—Second reading
        1. **The motion "If this scholarship resolution passes, the entire full-time faculty will be called upon to vote whether the scholarship is indeed dissolved" passed without dissent** (moved by Prof. DeCarbo and seconded by Prof. Deaver)
        2. Cons:
            a. If we consider that the Senate is saving $500 each year by not annually contributing to a scholarship, the $4000 initial outlay will have been "paid-off" in 6 years.
            b. This OSHER Scholarship is generating money in perpetuity, without any more funds from the Senate.
            c. Many other senates have scholarships.
        3. Pros:
            a. Faculty should get a chance to reconsider their vote for this scholarship given the additional information about the BOG waiver requirement.
            b. Individuals, not the Senate, should determine whether to contribute to a scholarship.
            c. Worthy students are now ineligible if they do not receive a BOG waiver.
        4. The feedback that Senators brought from their faculty supported both the pro and con positions.
        5. There is nothing in the bylaws or constitution about how dues are used. It is the purview of the Senate.
        6. **The motion to split the two resolves passed** (moved by Prof. Nance and seconded by Prof. Hovanitz): [Nay—Profs. Deaver, DeCarbo, Nance, Sproat, Taylor. Abstain—Profs. Carrion, Shields, Volz]
        7. **The motion to approve the first Resolve of resolution SP2014.1 failed** (moved by Prof. Nance and seconded by Prof. Shekarabi) [Aye-Profs. Aguilera, Carrion, Deeley, Dela-Cusack, Hovanitz, Nance, Salcido, Sproat. Abstain— Profs. Cannon, Shields, Volz] It should be noted that upon the initial count, there appeared to be a split vote, but upon recount, there were 8 aye votes, 9 nay votes, 3 abstentions; this did not create a split vote to be decided by the chair.
        8. **The motion to approve the second Resolve of resolution SP2014.1 failed** (moved by Prof. Nance and seconded by Prof. Shekarabi) [Aye-Profs. Cannon, Carrion, Cummins, Nance, Sproat, Wagner. Abstain—Profs. Shields, Volz]
        9. Because the resolution failed, there will not be a further vote of the entire full-time faculty.

C. **Resolution SP2014.2**: Adoption of the Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Reciprocity, Course Substitution, External Exams, and Credit by Exam Policy—Second reading
   1. **The motion to approve resolution SP2014.2 was passed without dissent** (moved by Prof. Nance and seconded by Prof. Rutan).

D. **Resolution SP2014.3**: Adoption of Strategic Enrollment Management Implementation Plan—Second reading
   1. **The motion to approve resolution SP2014.3 was passed without dissent** (moved by Prof. Nance and seconded by Prof. Shekarabi) [abstain—Prof. Cummins]

E. **Resolution SP2014.4**: Accelerated One-Year Degree—Second reading
   1. **The motion to approve resolution SP2014.4 was passed without dissent** (moved by Prof. Shekarabi and seconded by Prof. Elchlepp).

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

VII. Discussion Items
   A. Student Discipline Issues:
      1. Concerns
         a. Faculty are unsure what action is taken for they often do not hear back after filing a disciplinary report.
         b. It is not always clear to faculty why some students get penalized and some don't.
         c. Some senators said they stopped filing student conduct letters because of the lack of disciplinary action; faculty felt it was easier just to deal with the student in class.
         d. Some threatening students showed up again in class.
      2. Possible Courses of Action
         a. Invite the Associate Dean of Student Development Lori Jordan to respond to concerns.
            i. What processes, including ones about confidentiality, must she follow?
            ii. Can some of the current processes be changed, or are they legally mandated?
            iii. Does she have the final say in student discipline at SCC?
         b. Some colleges document disciplinary action on transcripts.
      3. Send any other examples of issues, questions, or concerns to Prof. Evett.

   B. Intersession and 2015-2016 Calendar:
      1. The 2015-2016 Calendar was passed by the Board of Trustees and assumes the colleges will offer Intersession.
      2. It was reported that due to catalog/calendar publishing dates, there wasn't time to plan and to analyze the impact of Intersession; this may not necessarily have been the case.
      3. Discussions with FARSCCD:
         a. Since each college would have to fund their own Intersession, there should have been a planning process.
         b. There is the possibility that either college may determine not to hold Intersession.
         c. It may be possible to revise this calendar.
         d. The calendar falls into a grey area between the Senate and the Union because it impacts academic and professional matters as well as working conditions.
      4. The Enrollment Management Committee, the PIE Committee, and the Budget Committee will discuss Intersession.
      5. There is a point in time after which the calendar should not be changed, because of the impact any change would have.
      6. If SAC offers Intersession and SCC doesn't, it may affect the budget split.

VIII. Summary Reports Discussion (see attached)

Meeting Adjourned at 3:15 p.m.
Respectfully submitted,
Joyce Wagner SCC-AS Secretary/Treasurer

Santiago Canyon College
Academic Senate

Resolution SP2014.1

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

Moved: Professor Nance

Seconded: Professor Shekarabi

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

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

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

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

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

Date Presented: 18 February 2014

Date Approved: **NOT APPROVED 4 March 2014**

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

Summary Notes from BSI Meeting

Friday, February 21, 2014

9:30-11:30AM   D209

- We reviewed success rates for CROSSroads students who took math and or English in the fall 2013. We also need to see the "W" rates, so Maureen will contact Tuyen again for that information.
    - English results look promising with just one student being unsuccessful (D in English 101).
    - Now, we must compare these rates with general success rates in English 061 and English 101 and ask the question: did the CROSSroads students do better?
    - Mary will send Maureen and Alison Math 080 data from fall 2013 so we can make comparisons between CROSSroads and non-CR students. We will have to contact Sergio or Tuyen for success rates in Math 140, 150, 219.

- We discussed allowing CROSSroads students who succeed in their fall math and or English class to get priority registration for the spring (just for their math and or English course).
    - Jennifer will talk to Linda Miskovic about the logistics.
    - Then Maureen will contact Aracely for approval.

- News about the Current CROSSroads program—
    - English workshops have finished
    - 53 students are eligible to take the Writing Sample
    - Testing began Friday and Saturday (Feb. 21 and 22)—only 13 have tested so far, with 10 placing into English 101 and 3 into English 061 (77% success rate with this small sample)
    - English Testing ends next Friday and Saturday.
    - At our next meeting, Alison will give us an update on how students are doing with the math module completions.

News About the SOAR (Strategies for Algebra Readiness) Program

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

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

Date/Time of Next BSI Meetings:

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

Items for our next meeting:

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

Summary Report for the Senate
Faculty Development
February 25, 2014

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

Events Planned:

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

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

Items for Recommendation: none

Other Resources needed/acquired/allocated: none

Useful Information:
- None

<u>**Summary Report**</u>

Committee: Honors Committee

Meeting date: 2/14

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

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

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

Summary Report

Committee: Student Success

Meeting date: Monday, February 10, 2014

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

Actions proposed: n/a

Events Planned: n/a

Resources needed/acquired/allocated: n/a

Summary Report

Committee: Planning & Institutional Effectiveness (PIE)

Meeting date: 19 Feb. 2014

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

Actions proposed: None

Events Planned: None

Resources needed/acquired/allocated: None

Committee: SAC Senate
Meeting date: February 25, 2014

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