AGENDA
3 March 2015
1:30 pm – 3:00 p.m.
Academic Senate Room A-211

I. Welcome

II. Approval of Minutes
   A. 17 Feb. 2015

III. Public Comments (2 minute limit per person)

IV. AS Executive Board Reports (20 minutes)
   President, Vice President, Secretary/Treasurer, CIC Chair

V. ASG Report (5 minutes)

VI. Action (20 minutes)
   First Reading
   A. Resolution S2015.1: Faculty Abstention from Participation in Programs in Saudi Arabia
   B. Resolution S2015.2: Creation of an Academic Senate Class Schedule Matrix Task Force
   C. Support of RSCCD Credit Instructional Calendar 2015-2016
   D. Support of RSCCD Noncredit Instructional Calendar 2015-2016
   Second Reading
   E. None

VII. Summary Reports Discussion (5 minutes total)

VIII. Discussion Items (20 minutes)
   A. Accreditation Discussion: AS Vice President Craig Rutan and CIC Chair Joyce Wagner will continue the accreditation and governance committees brainstorm session. (1-10 & 11) (20 minutes)

*Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)*
Rancho Santiago Community College District BP2410 (previously BP9001)  
(Setting Policy)  
Adopted 03/17/97  
Revised March 28, 2011

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority.

The RSCCD Board of Trustees believes that a major trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups. For developing policies regarding the academic and professional matters numbered 1, 2, 3, 5, and 8, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).*

For developing policy regarding the other five academic and professional matters, the Board will consult with the faculty through the mutual agreement process previously agreed upon. At RSCCD, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the District Council. Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

*For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:

1) Curriculum, including establishing prerequisites and placing courses within disciplines; 2) Degree and certificate requirements; 3) Grading policies; 5) Standard or policies regarding student preparation and success; 8) Policies for faculty professional development activities;

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

4) Educational program development; 6) District and college governance structures, as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self study and annual reports; 9) Processes for program review; 10) Processes for institutional planning and budget development.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the District website.

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e.
Welcome

Order of the Agenda

Approval of Minutes

Public Comments

This semester every meeting I have attended were enrollments are on the agenda, the message has been the same. Our enrollments are “soft”. This is usually followed by statements concerning how they are “soft” everywhere. That may be true, but one of the reasons night enrollments at SCC are “soft” this semester is because numerous night classes have been scheduled off the scheduling grid. There are 154 night classes, not including online classes. Of these 154 classes, 69 of them or 45% are not on the scheduling grid. Basically we have shot ourselves in our institutional foot and made it impossible in many cases for a student to take multiple classes on the same night. I do not know if this has also happened during the day, I didn’t check.

This college has had 3 scheduling grids over the last 21 years. None of them, including the current one, has been perfect. However if we want to chase FTES, we need to have one. I did not design the current grid, and I would love to see it changed. However until it is changed, we need to honor it, especially if we are chasing FTES. It has a major strength in that it was designed so that a student could come to the college 2 nights a week and finish 3 classes. This is
the function of the 7:15 pm hinge line. When some classes are scheduled across that hinge line, then a student cannot attend 2 classes in one night and has to choose to take one or the other. The student loses and so do we as a college. It also has a problem that a 7:15 starting classes taught one night a week usually ends at 10:25, and for the most part neither instructors nor students want to be here that late. The temptation is to move the start time forward, which is what causes the conflict. I also do not understand how this happened. Scheduling classes is a function of both the faculty and the administration and apparently no one in the administration caught this, which is downright scary.

I wish to request the Senate act on the following two suggestions.

My first request is short-term and practical. I am a department chair and I am to have the first draft of next fall’s schedule turned in by this Friday. I need to know if we are honoring the scheduling grid or not. This decision needs to be made by the college community as a whole, not by individual department chairs or individual deans. We need to stop shooting ourselves in the foot, and start acting together rather than at cross purposes.

My second request is that the Senate, with the cooperation of the administration, initiate a review, and hopefully improvement of the scheduling grid. This last grid was put together by a task force of faculty acting in cooperation with our former VP of Instruction. Surely the Senate can either create another task force or put this charge before an existing committee and work out a solution in a shared governance process. I think that it could be completed this semester, if we start soon. That means a new grid would be in place next fall when we have to schedule for the following spring. I don’t think that this can be done before Friday, for next fall.

Thank you for your time and I sincerely hope these requests can be honored.
Debra Brooks
Department Chair for Earth Sciences

2 Professor James announced that Canvas has been selected by the Open Education Initiative for the CCC distance education to be the platform for online instruction; this decision was reached primarily upon student’s preference.

3 Professor Rutan announced that vendors have been selected by the State for the common assessment program with a goal to begin the phased roll out spring 2016 (SCC will not be part of the pilot).

4 Professor Womack expressed appreciation from the Kubicka-Millers for the over $3,000 was raised in December to support the Kubicka-Miller family; current health outlooks are very promising.

V AS Executive Board Reports

A President

1 Bravo to all that contributed to the successful reaffirmation of SCC’s accreditation. Many thanks to President Weispfenning for his advocacy of SCC to ACCJC.
2 Appreciation was expressed to all of those that attended the Senate dinner; including Trustees Alvarez and Yanez. A special thank you to Trustee Yanez who was in attendance after recently undergoing back surgery.

3 Appreciation was also expressed to Trustee Yarbrough for his thoughtful address to the faculty at the Joint Senate Retreat during FLEX week.

4 Goals submitted at the retreat will be tabulated and shared at a future meeting.

5 Faculty hiring committees do not have to have a limited number of participants.

6 Faculty should not feel compelled to work; Although faculty should feel free to volunteer to serve on committees and do other work during holidays and summer vacation, they should not feel compelled to do so.

7 It has been suggested that forthcoming busts be placed indoors rather than outdoors.

7 Year round scheduling (students will enroll in both Fall and Spring) is being proposed at SAC and shall be coming up for discussion here at SCC.

8 RSCCD has created a partnership with Saudi Arabia to assist with the improvement of two community colleges.

These are male only colleges, female employees of RSCCD will not be allowed to participate, nor will any female or Jewish faculty members or any faculty member that has visited Israel.

Members of the faculty asked:
1 If both colleges have a foundation, why does the district have a foundation that is competition with the two?

2 How much money will the program yield?

3 How long is the commitment for Faculty?

4 How will the funds be allocated?

5 How does this serve the mission?

6 How will we handle the public relations of participating in a discriminatory program?

9 President Evett explained that although she signed the grant, she did not approve the TRIO grant as at the second reading of the grant in College Council, departments impacted by the grant had not been consulted even after the mention of the necessity of such communication during the first reading of the grant weeks prior.

10 Over 35 Faculty members came together and proposed many ideas to pursue more Title V monies. Appreciation was given to Dean Flores for her efforts in facilitating the productive meeting.

B Vice President
1 The adjunct representative replacement elections are currently underway.

2 A replacement is needed for student services on PIE.

3 There may be an opening on Technology; there is one on the District Technology Advisory.

C Secretary/Treasurer
No report

D CIC
1 The first tech meeting is February 23, 2015

2 The first curriculum meeting will be March 2, 2015

3 There are 18 months to get transfer degrees in place for biology and chemistry.

4 Computer science is on their way to modifying the transfer degree to meet the units requirement.
Catalog revision committee met over intersession; please forward any suggested additions or deletions.

Enrollment management meets for the first time this week, year round scheduling will be discussed; any ideas and suggestions for scheduling and/or programming please bring them forth.

**VI ASG Report – Vice President of Senate Peter Martin**

A The last Thursday of every month will be movie night.

B Welcome back week was successful.

C Book run will occur at the end of March and money will be given to the Library for reserves.

D ASG passed a vote of no confidence in the Student Trustee (as did SAC’s ASG)

E EGG hunt will be forthcoming.

**VII Summary Reports Discussion**

No discussion.

**VIII Action**

*First Reading:*

None.

*Second Reading:*

None.

**VIII Discussion Items**

* A **FARSCCDD Update:** FARSCCDD President Barry Resnick

1 The Constitution and Bylaws have been rewritten.

   A draft will be forth coming for Faculty input.

   Those edits will be taken into consideration and a re-revised Constitution and Bylaws will be brought forth for approval.

2 The proposed new Constitution and Bylaws will outline how PAC monies will be spent, stipulating Senate participation in a new PAC committee.

   a Faculty members do not have to contribute to the PAC.

   b In consideration that there are four seats up for the next Board meeting, FARSCCDD has a goal to raise the PAC to $200,000.00.

   c The PAC committee can choose to reverse the $35.00 monthly dues split of $25.00 to the general fund and $10.00 to the PAC so as to raise more for the PAC.

   d Faculty requested that FARCSSD provide previous year’s proposed and actual budgets so as to make an informed decision.

* B **AR 7120.1: Full Time Faculty Recruitment and Selection.**

1 Professor Mettler presented the changes proposed by the HR committee.

2 Such changes include:

   a Announcing all positions to all full time faculty

   b Securing the department chair’s and AS president’s approval on job announcements.

   c Department chairs will be responsible for inviting the sister college to participate on the hiring committee.

   d When appropriate, the administrator and faculty chair may request a classified member to participate on the committee.

      i The Senate requested that this be limited to one classified member.
Both colleges may elect to hold a joint hiring committee
   A straw poll of the Senate indicated this clause should be removed.
If any members have concerns about the process, those concerns have to be brought to
the EEO monitor.
The HR committee discussed at length whether or not to allow the EEO monitor to be
a voting member.
   The HR committee believed that EEO monitor should be allowed to vote as s/he has
participated in the entire process.
   The Senate is very concerned that the person that is to be an objective, unbiased
observer may not be able to be objective and unbiased when they have a vote in the process. 5
senators were in favor of allowing the committee to determine if the EEO should vote, 2 said
always vote, 10 said never vote.

**IX Moved to adjourn** (Womack/Rutan)
**Resolution S2015.1**

**Faculty Abstention from Participation in Programs in Saudi Arabia**

Moved: Professor Womack

Seconded:

Whereas, The Rancho Santiago Community College District is a public institution of higher education that embraces a core value of equality for all, be it gender, lifestyle, religion or country of origin, and that upholds a mission to “provide quality educational programs and services that address the needs of our diverse students and communities”;

Whereas, The Rancho Santiago Community College District (RSCCD) has entered into a contract agreement that will establish a relationship with two technical colleges in Saudi Arabia;

Whereas, The contract stipulates, as a requirement of the agreement, that participants working with the technical colleges in Saudi Arabia must not be female, Israeli, or persons who have an entry stamp from Israel on their passport;

Whereas, According to BP 3420: Equal Employment Opportunity: “The Board supports efforts to ensure equal opportunity and sees the value of having a diverse work force. Diversity in the academic environment fosters cultural, social and civic awareness as well as mutual understanding and respect. The Board commits itself to the principle of equal employment through a continuing equal opportunity employment program. The District prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This Board policy applies to all employment practices, including recruitment, selection, promotion, transfer, salary, training and development, discipline and dismissal” (References Title VII of the Civil Rights Act of 1964; Article 1, Section 31 of the California Constitution; Title 5 of the California Code of...
Regulations, Section 53000 et seq.; Education Code Section 87100); and

Whereas, The Santiago Canyon College faculty see this contract agreement as a conflict of interest between values, equality and board policy;

Resolved, That the Academic Senate of Santiago Canyon College directs the Academic Senate President to express to the Chancellor and the RSCCD Board of Trustees the Senate’s concern that the aforementioned agreement is in violation of the items set forth in BP 3420, especially its prohibition against discrimination based on gender, religion, or national origin, which “applies to all employment practices”;

Resolved, That the Academic Senate of Santiago Canyon College directs the Academic Senate President to express to the Chancellor and the RSCCD Board of Trustees the Academic Senate’s concern that such an agreement might have a negative impact in the RSCCD community; and

Resolved, That the Academic Senate of Santiago Canyon College directs the Academic Senate President to express to the Chancellor and the RSCCD Board of Trustees the Academic Senate’s disdain for the aforementioned agreement and that the Academic Senate has no confidence in this agreement and believes that the District should not enter into this or any other agreements that violates the spirit and letter of the District’s non-discrimination policy.

Date Presented: 3 March 2015

Date Approved:

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Resolution S2015.2

Support for the Creation of an Academic Senate Class Schedule Matrix Task Force

Moved:

Seconded:

Whereas, The method in which courses are scheduled directly affects student success;

Whereas, Scheduling decisions need to be consistent from division to division so as to enhance the availability for all student pathways; and

Whereas, The current class schedule/block schedule matrix is not optimal for all divisions;

Resolved, That the Academic Senate of Santiago Canyon College create an Academic Senate Class Schedule Matrix Task Force that will seek input from the Vice President of Academic Affairs as the task force reviews and revises the current class schedule matrix; and

Resolved, That the Academic Senate Class Schedule Matrix Task Force will submit an updated class schedule matrix to the Academic Senate for review at the 19 May 2015 Academic Senate for Santiago Canyon College meeting.

Date Presented: 3 March 2015

Date Approved:

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Faculty Projects: August 17-19; Common Days 20 & 21

Start Fall 2015 Semester - August 24

Labor Day: September 7

End of 8th week

Veterans Day: November 11
Thanksgiving: November 26-28

End Fall 2015 Semester

Winter Break: December 14 - January 3

Start Four-week Intersession - January 4

Martin Luther King Holiday: January 18

Faculty Projects: Feb. 1-3; Common Days Feb. 4 & 5

Start Spring 2016 Semester - February 8

Lincoln's Birthday: February 12
President's Day: February 15

Cesar Chavez Day (observed): April 1

End of 8th week

Spring Break

Memorial Day: May 30
Santa Ana College Commencement: June 2
Santiago Canyon College Commencement: June 3

End Spring 2016 Semester

Start Summer 2016 - June 13

Independence Day: July 4

End Summer 2016

Board Approved:
# RSCCD Non-Credit Instructional Calendar 2015 - 2016 (DRAFT)

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RSCCD noncredit programs operate on an open-entry/open-exit year-round calendar. Term dates may be adjusted throughout the academic year in response to changing district, site and student needs.
Committee: Honors Advisory Committee

1 Discussion items:
List the general topic areas, provide detail arguments ONLY if needed

- Some art work was reviewed to provide ideas for future honors program logo.

- Sharon Wright reviewed status of TAP certification. Of the 123 SCC students who applied for UCLA only 14 completed the certification.

- The committee reviewed four student petitions to be readmitted to the honors program. Two students had received a grade of D in an honors class but had since retaken the class with a satisfactory grade. All four were readmitted.

- Reviewed Honors Addendum guidelines. Successful examples are CHEM 219H and ENGL102H.

- Reviewed class offerings for the Fall. Three honors courses were cancelled Spring 2015 due to low enrollment. History may be offered only every other semester beginning next Spring.

- Report from Tuyen. Only 8 new students have applied for the honors program this spring.

- Scott Howell report from PIE. PIE was set to meet later that day.

- Review of Honors schedule for 2015

2 Duties met:

The committee voted to pay HTCC membership dues and approved paying registration for 15 students and faculty to attend this year’s conference.
Summary Report

Committee: Professional development Committee
Meeting Date: February 24, 2015

Content

1 Discussion items:
   a. Review attendance and evaluation forms for spring flex
   b. Student equity funding request
   c. Technology theme for flex week

2 Duties met:

3 Actions proposed:
   a. Each member was assigned a technology category to research and report on it in the following meeting
   b. We will work on filling the funding request for professional development

4 Events Planned:

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<td>5 (March 9)</td>
<td>Send email for repeat sessions</td>
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<td>7 (March 23)</td>
<td>First general call for proposals</td>
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<td>9 (April 13)</td>
<td>Second general call for proposals</td>
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<td>11 (April 27)</td>
<td>All proposals are due and finalized</td>
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<td>Put calendar together</td>
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<td>13 (May 11)</td>
<td>Senate approval (depends on meeting schedule)</td>
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<td>14 (May 18)</td>
<td>Send an all faculty and staff email with calendar</td>
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5 Resources needed/acquired/allocated:
The committee will request funding from student equity
III Public Comments
1. Items that will take more than 3 minutes during public comments should be placed on the agenda.
2. SLO institute at Rio Hondo
3. SAC Student Nurses association will have Chipotle fundraiser next Thursday, March 5

IV Approval of minutes
1. A lengthy discussion took place regarding the process by which public comments should be recorded.

V Topics
A. Meeting structure was discussed so as to stay within the two hour limit.
B. Role of the Senators:
   1. Attend meetings
   2. Represent Faculty
   3. Report back
   4. Serve as co-chairs of division curriculum committees
   5. Serve on screening committees
   6. Bring forth resolutions
C. University of Northern Iowa Faculty Introduction and Future Relationship Development
   1. Members of the committee were presented and announced that an articulation agreement has been signed.
   2. Students that successfully complete the transfer program will be granted access into the BA program.
   3. Tuition fees will be charged at the in state costs $8,300 (from $18,000 out of state fees)

VI Reports
A. President
   1. Nominees for Faculty Awards now being accepted.
   2. Board planning meeting was held last night.
      President Zarske communicated the Faculty concern that the process of arming safety officers was not communicated.
B. Secretary/Treasurer
   1. Reiterated that nominees for Faculty Awards are now being accepted.
C. Curriculum
   1. Meeting was held yesterday February 23.
   2. Incorporating the recommendations from the OER task force into curriculum.
   3. New templates for transfer degrees in Biology, Chemistry, Nutrition and Theater Arts in progress.
   4. The State is slowly passing Math, Fire Technology and Criminal Justice curriculum as the conflict over contact hours is being discussed and resolved.
D. Facilities
   1. Dunlop Hall construction is running behind schedule and will be available January 2016.
   2. Key replacement will happen in the M building, E building will be next.
   3. Safety videos are available on the District website.
   4. Evacuation drill this Thursday February 26, please be prepared and follow procedure.
   5. Please report speeding offenses so as to procure security measures.
E. Planning & Budget
F. TAC
   1. Sign in will now be webadvisor ID
G. Student Equity
   1. A student equity tool have been created and made available to the faculty.
The pilot is now available and will be under constant refinement. Can be accessed from the Student Equity website.

2 Many instructional facilities will be open on Saturdays: Library and learning Center. Many student services will stay open on Wednesday nights.

3 March 27 first OER workshop will be held, information forthcoming.

**H Student Success/BSI/Faculty Development**

1 Counselor facilitator will be visiting BSI classes.

2 Use early ALERT, to help students be aware of their progress.

**K SCC**

1 Faculty concerns with the Saudi agreement were expressed.

2 Faculty expressed a desire for a budget from FARSCCD before the new Constitution and Bylaws vote.

3 Faculty should not be compelled to serve on screening committees during Spring Break, Summer or holidays.

4 Changes to the AR 7120.1 were discussed.