

Santiago Canyon College Academic Senate

8045 East Chapman
Orange, CA 92869

(714) 628-4831
academic_senate@sccollege.edu

SENATORS

Business and Career Education

Deeley, Steve 2018
Salcido, Andrew 2017

Continuing Education (OEC)

Quimzon, Eden 2017

Counseling & Student Services

Aguilera, Leonor 2017
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EXECUTIVE BOARD MEMBERS

President

DeCarbo, Michael 2018

Vice President

Mettler, Mary 2017

Secretary/Treasurer

Taylor, Michael 2017

Curriculum Chair

Wagner, Joyce 2019

Agenda
20 September 2016
1:30 – 3:00 p.m.
Academic Senate Room A-211

I Welcome

II Approval of the Minutes

A 6 September 2016

III Public Comments (2 minute limit per person)

IV AS Executive Board Reports (10 minutes)

V ASG Report (5 minutes)

VI Summary Reports Discussion

VII Action Items (15 minutes)

First Reading

A **Resolution F2016.1 – Affirmation of the 2016 – 2020 EMP Goals**

B **Resolution F2016.2 – Affirmation of the Revised Exceptions to Academic Regulations Committee Fall 2016 Governance Handbook Description.**

VII Discussion Items

A *Q&A with Board Member Phillip Yarbrough* (15 minutes)

An introduction of Board Member Phillip Yarbrough to the Academic Senate, followed by a brief question and answer period.

B *Creation of the Instructional Design Center* (15 minutes)

Discussion about creation of the ICD, that would result in the closure of the Academic Success Center and redesignation of the Professional Development Center.

C *Senate Channels of Communication* (10 minutes)

Conclusion of previous conversation regarding division reporting clusters.

D *Senate Goals* (15 minutes)

Identifying 2016-17 goals from solicited input and devising action plans.

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BP 2410 Board Policies and Administrative Regulations

Reference: Education Code Section 70902;

ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)

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 vote. Any adoption and/or approval of new Board policies or changes to existing Board policies must take place as part of a two meeting approval process. The first meeting will be considered the "**FIRST READING, INFORMATION ONLY**" of the policy or change to existing policy for the purpose of review, questions and answers, and other considerations of the recommendation. At the second meeting, it will be considered the "**SECOND READING, ACTION ITEM.**" The Board will consider the item for action, which may have been modified at either the first or second reading. If the modification at the second reading is major, as determined by the Board, such a reading will be termed a first reading and introduced at a subsequent Board meeting as a second reading. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

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 regulations should they, in the Board's judgment, be inconsistent with the Board's own policies.

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

Revised and Retitled: June 15, 2015 (Previously BP9001 and BP9023)

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SCC Academic Senate Minutes September 6, 2016 1:30 – 3:00 A-211

Senators Present

Leonor Aguilera
Denise Bailey
Emma Breeden
Phillip Crabill
Shawn Cummins
Steve Deeley
Lisa Dela Cusack
Alicia Frost
Scott Howell
Jared Kubicka-Miller
Eden Quimzon
Steven Reed
Andy Salcido
Randy Scott
Barbara Sproat
Christine Umali Kopp
Jeff Wada
Nancy Parent

Senate Executive Board

President Michael DeCarbo
Vice President Mary Mettler
CiC Chair Joyce Wagner
Sec./Treas. Mike Taylor

Senators Absent

Nena Baldizon-Rios
John Dunham

ASG Representative

Andre Eng

Guests

Daniel Oase

II. Approval of minutes from senate retreat (Aug 17, 2016) (Salcido/Deeley), approved without dissent

III. Public Comments

- None

IV. Board report

President:

- Next Board of Trustee's meeting at the Orange County Sheriff's Training Academy (15991 Armstrong Ave. Tustin, CA 92782) next Monday, September 12.
- President Hernandez sent out a memo for an Equity Co—coordinator. Talk to AS President DeCarbo for more information.
- A Non-governance organizational task force has been created in College Council to identify all groups outside of the governance framework. There will be a survey coming and a report will be due in December.
- A proposal was made at District Council for the creation of an Instructional calendar task force to investigate the creation of a time line, chain of approval and criteria by which the calendar is constructed. Chancellor Rodriguez directed that this request be sent to FARSCCD and then to District HR.
- A request of the senators to create questions to ask Trustee Yarbrough for our next senate meeting. Trustee Yarbrough would like to come in for a discussion/question and answer session.

Vice President:

- The Academic Senate Vice President will be emailing committee assignments before the next meeting. Please review for accuracy.

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Secretary/Treasurer

- A. Handed out senator handbooks to our new senators.

CIC

- A. The CIC already reviewed this Fall.
- B. Biology transfer degree approved. The Chemistry transfer degree was not approved, but this is not an issue at this point due to colleges having trouble with the number of units.
- C. The Apprenticeship Maintenance Mechanics plan to break their program in two and call the second half Apprenticeship Maintenance Electrician

- V. ASG – Introduction of Andre Eng, ASG Senate Vice President, no report

- VI. Summary reports – no reports to discuss

VII. Discussion items

A. Robert Rules of Order (President DeCarbo)

- 1. Motion process: A senator must bring forth the idea, followed by a second. Pros and cons are discussed.
- 2. Resolutions get a first and second reading for discussion, then a vote.

B. Senate goals (CIC Chair Wagner)

- 1. A discussion of our senate's goals and comparing those to what other schools do.
 - a. Vice President Mettler mentioned the possibility of providing status of signature programs as well as looking the credit by examination process.
 - b. Professor Aguilera mentioned credit by examination (credit for prior learning). Also mentioned external exams, British credit from overseas, and Military credits.
 - c. Professor Bailey mentioned scheduling, including the possibility of year-long scheduling, classroom associations (who gets to use the room first?), and timeline on when classes can be added or cancelled.
 - d. Professor Dela Cusack asked for a budget presentation.
 - e. Professor Bailey asked if the senate would like to have a statement about how we are working without a contract or would this be more of a re-affirmation? The question was posed concerning whether the senate would represent the faculty that are not members of FARSCCD in this situation.
- 2. So now what? These items will be gone over by the Senate Executive Board for categorization; senators are discuss the goals with constituents and solicit feedback.

C. Senate channels of communication (President DeCarbo)

- 1. Communication should go back and forth between senators and constituents
- 2. Do the senators know their own constituents? How is the information disseminated (email, department meetings)? What information is sent (summaries of the senate meetings)?
- 3. How are the constituents divided between the senators? The senate created the discipline groupings, which are in the bylaws.
- 4. The Senators in divisions larger than 7 were charged with dividing up constituents into clusters and bring these distinctions to the next Senate meeting.
- 5. Senators should report to their clusters, but constituents can talk with any of their division senators.

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6. Reporting process: A summary of important points should be sent to the constituents after the senate meeting. Constituents can also start a conversation about what happened at the senate meetings and ask for a summary report from a senator.
7. Senators should reach out to the new faculty and let them know who represents them.
8. How are the adjunct faculty represented and do they know they are represented by senators? President DeCarbo will talk with the adjunct senators and report back later.
9. Senators communicate with committees through summary reports. We can improve communication by posting the minutes to the committee websites. Summary reports should be sent to the senate Vice President so they can be included in the agenda for the next senate meeting.
10. Proposal: One senator to be assigned to each committee to make sure that a summary report gets to the VP and the senator who attended can also report to senate if there are questions.

D. The Hiring process. (Vice President Mettler)

1. Hiring requests are due Thursday, September 8 at 5pm and are to be emailed to President DeCarbo. This due date is firm, no late requests will be moved forward.
2. September 14, 2016: Summary of requests and supporting information will be sent to the senators by the Senate President.
3. September 14-23, 2016: Review of each hiring request by the senators.
4. September 26, 2016: The final ranking sheet is due to the senate mailbox by 5pm
5. An explanation of how to complete the hiring request form was conducted.
6. An explanation of how to interpret the data was conducted.

VIII. Moved to adjourn (Deeley/Kubicka-Miller) passed without dissent.

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Resolution F2016.1

Affirmation of the 2016 – 2020 Educational Master Plan Goals

Moved:

Seconded:

Whereas, The charge of the Educational Master Planning Committee is to assess college wide goals; and

Whereas, Said assessment results in a recalibration and redesignation of former goals, as well as the creation of new goals;

Whereas, The Educational Master Planning Committee has done its due diligence;

Resolved, That the Academic Senate of Santiago Canyon College affirm the proposed 2016 – 2020 Educational Master Plan Goals.

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Santiago Canyon College

2016-2022 Educational Master Plan Goals

1. Support a college culture of academic excellence and personalized education
 - a) Ensure the catalog is user-friendly and fully accessible to users
 - b) Support signature programs and the college's identity

2. Support student success and equity by enhancing the integration of student services, instructional areas, and institutional initiatives
 - a) Increase awareness, access, and utilization of student services and instructional programs among students, faculty, and staff
 - b) Integrate planning and coordination of SSSP, BSI, and Student Equity initiatives and activities and incorporate them into current planning processes
 - c) Develop and implement strategies to minimize achievement gaps among disproportionately impacted students
 - d) Ensure access to comprehensive student services support for all students (distance education, face-to-face, etc.)
 - e) Expand opportunities for student involvement both inside and outside of the classroom

3. Focus on student completion of pathways
 - a) Increase student access to college credit and noncredit courses
 - b) Increase student completion rates
 - c) Provide innovative and accelerated pathways to course and program completion
 - d) Research and develop online-specific pathways
 - e) Increase the number of students who earn degrees and certificates after completing basic skills or noncredit courses
 - f) Provide students with innovative and relevant workforce training which aligns with local and regional needs
 - g) Minimize economic barriers and increase access by supporting Open Educational Resources

4. Improve communication within the college community
 - a) Evaluate current communication practices
 - b) Analyze the current governance structure to determine how the committees could better communicate and support each other

5. Support faculty and staff development
 - a) Provide broader access to professional development for faculty and staff
 - b) Increase faculty development opportunities in the areas of innovative pedagogies and curriculum design
 - c) Provide training opportunities to make online instruction more effective

Santiago Canyon College

2016-2022 Educational Master Plan Goals

6. Optimize access to physical, technological, human, and fiscal resources through data-informed, integrated planning and resource allocation processes
 - a) Establish structural procedures for using data in decision making processes across the college
 - b) Provide training to staff and faculty in use of data for planning and continuous quality improvement

7. Maintain and enhance the college's technological infrastructure and facilities
 - a) Optimize the college's use of technology in learning environments
 - b) Identify and prioritize safety and maintenance needs and ensure compliance with applicable regulations and building codes
 - c) Expand sustainable green practices

8. Strengthen and refine the processes that integrate planning and resource allocation
 - a) Allocate resources in alignment with SCC goals and priorities
 - b) Expand the use of data in resource allocation decisions at all levels
 - c) Assess the effectiveness of resource allocation processes and make improvements as necessary
 - d) Continue to monitor the SCC budget to ensure the alignment of expenditures with revenue
 - e) Identify and leverage existing resources to produce alternative, unrestricted revenues
 - f) Educate the campus community about the availability, procedures and processes for acquiring funding
 - g) Streamline the grant application process

9. Enhance and expand the college's community presence
 - a) Ensure the website and student portal connect information successfully and easily
 - b) Strengthen outreach and recruitment endeavors
 - c) Strengthen partnerships with key community stakeholders
 - d) Strengthen regional partnerships with industries, businesses, four-year universities and community-based organizations

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Resolution F2016.2

Affirmation of the Revised Exceptions to Academic Regulations Committee Fall 2016 Governance Handbook Description

Moved:

Seconded:

Whereas, It is the charge of every committee to review its membership, roles, and responsibilities; and

Whereas, The Exceptions to Academic Regulations Committee has reviewed its membership, roles, and responsibilities;

Resolved, That the Academic Senate of Santiago Canyon College affirm the proposed Fall 2016 revisions to the Exceptions to Academic Regulations Committee Governance Handbook Description.

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EXCEPTIONS TO ACADEMIC REGULATIONS COMMITTEE

Mission

Review and decide upon exceptions to academic policies and procedures to Santiago Canyon College associate degree/graduation requirements.

Responsibilities

- Review Petitions submitted by students
- Consult with discipline faculty for information regarding petitions
- Be knowledgeable about SCC academic policies and procedures
- Be knowledgeable about SCC general education and degree requirements
- Be familiar with Title V associate degree requirements
- Be willing to make an approval or denial decision on student petitions

Chair

Co-Chairs: A member of the committee and one faculty member

Membership

Associate Dean of Admissions and Records (non-voting)

Graduation Specialist (non-voting)

Admissions Office Evaluator (non-voting)

Articulation Officer

DSPS faculty – 1

Counseling faculty – 2

Other Discipline faculty – 2-3

Proposed SCC Academic Senate Goals 2016-2017

Academic Calendar

- Start dates
- Intersession/summer

Scheduling

- Annual schedules
- Classroom use—first right of refusal
- Block schedule—hinge times

Senator responsibilities

- Training
- Communication with constituents

Senate meetings

- Allow more time for discussion
- Faster resolution of issues
- Process-oriented

Website

- Accessibility

Union/Senate relations

- MOU
- Reaffirmation of role of union

Signature Programs

- Regular revisiting to see how it is being implemented
- Momentum of STEM

Communication

- With governance committees

Credit by Exam

- Should SCC increase courses eligible for CBE?
- Policy about external credit
- Policy to accept credit for prior learning (CPL)

Program

- Defining “program”

Budget

- Overview and training
- Includes our current allocation process

Accreditation

- Using current governance structure