

Santiago Canyon College Academic Senate

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SENATORS

Business and Career Education

Deeley, Steve 2018
Salcido, Andrew 2019

Continuing Education (OEC)

Quimzon, Eden 2017
Oase, Daniel 2018

Counseling & Student Services

Baldizon-Rios, Nena 2018
Crabill, Phil 2018
Graham, Song Le 2019

Humanities and Social Sciences

Breedon, Emma 2019
Crammer, Cale 2019
Dela-Cusack, Lisa 2019
Howell, Scott 2018
Siddiqui, Shereen 2018
Umali Kopp, Christine 2018

Fine & Performing Arts and Communication

Kubicka-Miller, Jared 2018

Library

Sproat, Barbara 2018

Mathematics and Sciences

Cummins, Shawn 2019
Frost, Alicia 2019
Jones, Vanessa 2019
Scott, Randy 2018
Wada, Jeffrey 2018

Adjunct

Chavez, Ricardo 2018
Gates, Alana 2018

EXECUTIVE BOARD MEMBERS

President

DeCarbo, Michael 2018

Vice President

Mettler, Mary 2017

Secretary/Treasurer

Taylor, Michael 2017

Curriculum Chair

Diaz, Darlene 2018

Agenda
17 April 2018
1:30 – 3:00 p.m.
Academic Senate Room A-211

I Welcome

II Approval of the Minutes

A 20 March 2018

III Public Comments (2 minute limit per person)

IV AS Executive Board Reports (5 minutes)

V ASG Report (5 minutes)

VI Summary Report Discussion (5 minutes)

VII Action Items

First Reading

A Support for the Provision of a Professional Development Day for Classified Staff at Santiago Canyon College.

VIII Discussion Items

A *Changes to Administrative Policies* (25 minutes) Vice President Mettler will facilitate the reporting back from Senate clusters on proposed changes.

B *Spring Plenary Resolutions* (25 minutes) President DeCarbo and Secretary/Treasurer Taylor will report back from the ASCCC Spring 2018 Plenary Session.

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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging. (Approved 12/05/17)

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)

SCC Academic Senate Minutes - DRAFT

March 20, 2018 1:30 – 3:00 A-211

Senators Present

Nena Baldizon-Rios
Emma Breeden
Ricardo Chavez
Phillip Crabill
Shawn Cummins
Steven Deeley
Lisa Dela Cusack
Alicia Frost
Alana Gates
Song Graham
Scott Howell
Vanessa Jones
Jared Kubicka-Miller
Daniel Oase
Eden Quimzon
Randy Scott
Barbara Sproat
Christine Umali Kopp
Jeffrey Wada

Senators Absent

Cale Crammer
Andy Salcido
Shereen Siddiqui

Senate Executive Board Present

President Michael DeCarbo
Vice President Mary Mettler
Secretary/Treasurer Mike Taylor
CIC Chair Darlene Diaz

ASG Representative

Christian Vargas

Guests

Scott James

II. Approval of the Minutes

- A. Approval of the minutes from the March 6, 2018 senate meeting, with edits to the section on Campus Safety. (Frost/Breeden). Passed, no dissent.

III. Public Comments

- A. Professor James mentioned the event: Basic Principles of Instructional Design, will occur on Thursday, March 22 at 2:00pm in L-115. RSVP at IDC@sccollege.edu
- B. Professor James also mentioned that Blackboard will be permanently unavailable a week after the Spring semester ends; please make sure to archive courses as soon as the semester ends. Email Professor James with questions.
- C. Professor Graham mentioned the Faculty Excellence nominations are due by Tuesday, March 20th.
- D. Professor Umali Kopp announced that Jane Elliot is coming to H106 on March 29 from 11:50-1:15.

IV. Academic Senate Executive Board Reports

President:

- A. Magnetic strips for the doors have arrived and only keep previously locked doors open. It was mentioned that keys could be an issue and that faculty will need them to enter the rooms initially, unless they were kept open with the strips. A concern was raised about leaving rooms unlocked that contain equipment, like laboratories. Room safety will be done in 3 phases:
 - Phase 1: Adding magnetic strips to the doors, this will be done during Spring break.
 - Phase 2: To look at all rooms on campus for whether they can be locked or unlocked. This will occur over summer.
 - Phase 3 is to institute a lock down drill in the fall.

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President DeCarbo will ask the Facilities Committee to look into whether there is a policy for window blinds and report back to the senate.

- B. IEPI software demonstrations in H106 on Tuesday (3/20) at 2:45 and Wednesday (3/21) at 1:30
- C. There was recognition for Rosi Enriquez at the last Board of Trustees meeting, an employee of the district since 1974.
- D. The Land Survey department was one of 10 national colleges to be honored by the National Council of Examiners for Engineering and Surveying and was recognized at the Board of Trustees meeting. SCC is the only community college honored and the only college in California to receive this recognition.
- E. Also, at the Board of Trustees meeting, Professor McLean gave a presentation about the Water Utility Science department.
- F. Due to a recent retirement, President Hernandez has awarded a new hire to the #7 senate-ranked Water Utility Science. A one-year math substitute position is being pursued.

Vice President:

- A. No report

Secretary/Treasurer

- A. Update from SAC Senate meeting on 3/14/18
 - There was a request to look into opening registration earlier to be competitive with other colleges.
 - The SAC Academic Freedom Workgroup is interested in having a discussion with our group on how to collaborate. Contact Maria Aguilar Beltran (beltran_maria@sac.edu) for more information.
 - It was mentioned that there could be problems with OER-labeled course sections and changes in instructors. How do we deal with those changes before and after the schedule has gone out? Also, how are those sections designated and who is the contact to get courses labeled as OER?
 - It was mentioned to be careful on giving Incomplete's in Blackboard-given courses this Spring since Blackboard will be shut off and students may not be able to finish the incomplete later. One fix could be to migrate courses to Canvas to have materials present before Blackboard is shut down.

CIC

- A. No report

V. ASG Report

- A. March for Our Lives on March 24. A bus will be chartered to take students to the event in Los Angeles.
- B. Health and Wellness week is coming.
- C. A retreat to Santa Barbara for a leadership conference is upcoming.
- D. Vagina Monologues will be March 28 and 29.
- E. Survey for health services will be given to students to gauge their knowledge of what the campus offers.

VI. Summary Report Discussions

- A. The Technology Committee gave unanimous support for the senate resolution for joining the OEI.

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VII. Discussion Item

- A. Senator and Executive Board Elections** – A presentation was given on how the election was conducted and how votes were tallied. All ballot emails were printed (without looking who sent the ballot by right-clicking and Quick Printing the attachment), ballots were shuffled, then tallied. It has been suggested that the process should be done by hand and not done electronically. Comments:
- Hand-written ballots are less anonymous since ballot envelopes had to be signed.
 - Hand-written ballots are not convenient for faculty that do not work on this campus since they have to make a special trip to deliver it, electronic is more convenient.
 - Unlike an electronic vote, hand-written ballots do not guarantee the signature is valid.
 - Hand-written ballots can lead to pressured voting as faculty can campaign in person and present a blank ballot to be completed while others are observing the vote.
 - It was suggested that voting could be done either electronically or hand-written accommodate everyone. It was noted that it is inconvenient and time-consuming to check that multiple votes were not cast by the same person.
 - It was suggested to create a course in Canvas for the election, where Canvas records who voted. The senators were asked if a task force should be created to visit this topic, the group was against this idea. It was agreed that the idea of using Canvas will be explored, Professor James agreed to look into the process.

VIII. Action Items

Second Reading

- A. Resolution 2018.04 – Adoption of the 2018-2019 Santiago Canyon College Plan for the California Community Colleges Pathways Program (DeCarbo/Taylor)**

Discussion: no discussion

Vote: Passed, no dissent

First Reading

- A. Resolution 2018.05 – Adoption of Changes to the Academic Senate Discipline Groupings (Kubicka-Miller/Quimzon)**

Discussion: Change of text in discipline groupings to “Library and Support Services”.

Communications, Library, and Distance Education (the groups affected by the change) are all in favor of the changes in the discipline groupings. **Motion to wave the first reading to expedite the senator elections, which are affected by this resolution (Mettler/Baldizon-Rios).** Passed, no dissent.

Vote: Passed, no dissent.

- B. Resolution 2018.06 – Application for Santiago Canyon College to Become a Consortium Member in the Online Education Initiative Course Exchange (Deeley/Frost)**

Discussion: Professor James gave an overview of the OEI (online education initiative) and the benefits to our students. He also gave some drawbacks including strains to our support services. Professor James feels that we, as a campus, can overcome the drawbacks. Points of note:

- 20% of our online course offerings (20 or so classes at this time) would have to be made available to the exchange.
- The OEI expects doubling of courses put into the exchange every year, although SCC would not be held to this.

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- Only classes targeted are those that are already online. This will not force anyone to have to teach online or teach in the exchange.

Motion to waive the first reading (Diaz/Cummins). Discussion: Due date to apply has been here for a while, we should stick to process and therefore not waive the first reading.

Vote: Passed, Dela Cusack dissent.

Vote on Resolution: Passed, Dela Cusack abstain.

IX. Moved to adjourn (Scott/Frost). Passed, no dissent.

Student Success & Equity

Meeting Date: Monday, 28 March 2018 @ 1:30-3PM

Discussion/Information Items:

- Maureen provided background on the creation of the Centers & Programs Collaboration (CPC) Task Force created last January and explained its goal of bringing together various representatives to pool ideas and develop strategies for making one another and our students aware of these services. Cindy Partida gave a presentation on the First Year Support Center; this group, working with all the other centers (MaSH, Writing Center, STAR, Tutoring Center, Transfer Center, etc.), might be the best way to connect students to the many resources on campus.
- The group discussed what could be the most effective way to convey information to all faculty about what services are available to their students and the possibility of presenting this information during convocation. We thought a high-energy video showcasing/explaining what each center does would be eye-catching to faculty and also students. The same videographer who produced our Family Night Support Services video may be used--footage will be added and deleted to capture the changes that have been made at SCC.
- Rudy Tjiptahadi presented more information about the Student Success data tool available on the Institutional Effectiveness page of the website.
- Summer Advantage Academy will happen for the second time this summer. According to research conducted by Rudy, the Academy benefits students, especially considering that 99.2% of those who completed the program last summer (491) ended up enrolling in Fall 2017 (487), and 92.6% of those persisted to Spring 2018 (451).
- Joseph Alonzo reported for Student Equity that SCC students will be photographed for new banners to be placed on 30 plus light poles around campus--to create a more inviting feel to the college and to spotlight our student population.

Future Actions Proposed:

- Creation of the Student Services Video
- Using texting rather than emailing to be more connected to students
- The results of Tutor Expo--what new information was gleaned from the April 13-14 conference
- More discussions of Guided Pathways

Professional Development

Meeting date: 3/13/17

Discussion items: [limit to 3-4 bullets maximum]

- Committee is short 1 faculty member.
- Equity will need to be further integrated to support PD for all on campus.
- PD for all, in content and accessibility is an ongoing focus of the committee.
- The classified survey will be sent out the first week of November.

Actions proposed: Continued outreach for recruitment of faculty member. Development of library to house training videos.

Events Planned: Professional Development 1st call for Flex week.

Resources needed/acquired/allocated: n/a

Facilities and Safety

Meeting date: March 19, 2018

Discussion items: [limit to 3-4 bullets maximum]

- Two million to be spent on ADA Barrier Removal projects 2017-2018 ADA. Towel dispensers at \$580K. Stringer Plaza to car drop-off zone at Chapman will be rebuilt to ADA compliance.
- OEC cost anticipated to \$33.66 million. Still undergoing contamination testing. No homeless housed here.
- Library drywall repair \$364K.
- Magnietic door openers to be used for interim active shooting safety.

Actions proposed: None.

Events Planned: Earth Day April 21.

Resources needed/acquired/allocated: None.

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Resolution S2018.07

Support for the Provision of a Professional Development Day for Classified Staff at Santiago Canyon College.

Moved: Professor Jones

Seconded: Professor

Whereas, Santiago Canyon College is committed to professional development for all our employees;

Whereas, Santiago Canyon College classified employees make valuable contributions to every aspect of the mission of the college;

Whereas, Classified employees are often unable to attend FLEX week professional development activities; and

Whereas, The Professional Development Committee is charged with providing opportunities for professional development college-wide in support of the mission and purpose of the college;

Resolved, That the Academic Senate supports the provision of at least one Classified Day which is recognized in the RSCCD calendar for classified employees of Santiago Canyon College to receive and benefit from professional development opportunities.

Date Presented: March 6, 2018

Date Passed: March 20, 2018

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