Santiago Canyon College
Academic Senate

SENATORS

Business and Career Education
Deeley, Steve — 2020
Salcido, Andrew — 2021

Continuing Education (OEC)
Oase, Daniel — 2020
Quimzon, Eden — 2021

Counseling & Student Services
Chaidez, Maria — 2020
Crabill, Phil — 2020
Graham, Song Le — 2021

Humanities and Social Sciences
Dela-Cusack, Lisa — 2021
Govea, Melissa — 2020
Howell, Scott — 2020
Murphy, Ryan — 2021
Siddiqui, Shereen — 2020
Umali Kopp, Christine — 2021
Valdos, Yanina — 2020

Library
Sproat, Barbara — 2020

Mathematics and Sciences
Cummins, Shawn — 2021
Danova, Veselka — 2021
Johnson, Kim — 2020
Kramer, Jessica — 2020
Scott, Randy — 2020

Adjunct
Chavez, Ricardo — 2020
Dahl, Michael — 2020

EXECUTIVE BOARD MEMBERS

President
DeCarbo, Michael — 2020

Vice President
Taylor, Michael — 2020

Secretary/Treasurer
Mettler, Mary — 2020

Curriculum Chair
Diaz, Darlene — 2021

Agenda
16 June 2020
1:30 – 3:00 p.m.
Academic Senate Zoom

I   Welcome

II   Public Comments (2-minute limit per person)

III   Approval of the Minutes

    A   2 June 2020

IV   AS Executive Board Reports (10 minutes)

V   ASG Report (5 minutes)

VI   Discussion Items

    A   *Guided Pathways Proposal* (15 minutes) Professors Danova and Valdos will share the Guided Pathways Academic Group final proposal and discuss next steps.

    B   *Student Conduct Posting* (15 minutes) President DeCarbo will discuss next steps in the creation of the student conduct posting.

    C   *Fall 2020* (30 minutes) President DeCarbo will review the plan for Fall 2020.

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 – DRAFT
June 2, 2020 1:30pm-3:00, Remote

Senators Present	Secretary/Treasurer Mary Mettler
	CIC Chair Darlene Diaz
Maria Chaidez	
Ricardo Chavez	**ASG Representative** - Absent
Phillip Crabill	
Shawn Cummins	**Guests**
Michael Dahl	Leonor Aguilar
Veselka Danova	Denise Bailey
Steven Deeley	Marilyn Flores
Lisa Dela Cusack	Alana Gates
Melissa Govea	Amanda Henry
Song Graham	Beth Hoffman
Scott Howell	Scott James
Kim Johnson	Linda Martin
Jessica Kramer	Danny Martino
Ryan Murphy	Robbie Miller
Daniel Oase	Janis Perry
Eden Quimzon	Jean Proppe
Andy Salcido	Narges Rabii Rankin
Randy Scott	Sergio Rodriguez
Shereen Siddiqui	Maureen Roe
Barbara Sproat	Craig Rutan
Christine Umali Kopp	Scott Sakamoto
Yanina Valdos	Sandra Sanchez
	Mark Smith
Senate Executive Board Present	Roberta Tragarz
President Michael DeCarbo	Jeff Wada
Vice President Mike Taylor	

I.   Welcome

II. Public Comments
     A. Professor James read a statement indicating the RSCCD MOU with FARSCCD circumvented the shared governance process. [See Appendix A.]

III. Approval of Minutes
     A. Approval of the minutes from the May 19, 2020 meeting with minor grammatical revisions (Deeley/Valdos). Passed, no dissent.

IV. AS Executive Board Reports
    President
     A. Commencement has been postponed, and a congratulatory video is forthcoming.
     B. The following administrative changes have occurred:
          • President Hernandez has been appointed the new President of Irvine Valley College
          • Vice President Flores has been appointed interim President of Santa Ana College.
          • Dean Stringer has been appointed interim Vice President of Academic Affairs.
     C. A request was emailed for letters of interest to apply for Interim Dean of Math & Sciences (including athletic responsibilities).
     D. At the June 15ᵗʰ Board of Trustee's meeting an announcement is likely to come regarding the Interim President of SCC.

E. Vice President Vargas is reaching out to OCTA for special accommodations for SCC students to ride buses during the academic sessions.
F. The liaison of Open Educational Resources will continue to be Seth Daugherty.
G. President DeCarbo expressed some lessons learned during his time as Academic Senate President in that the Academic Senate office should not be used to advocate for political positions (e.g. bond initiatives)
H. Contrary to popular belief, the Academic Senate Executive Board is not privy to private consultation or communication that is not made public to all faculty.
I. Everyone should please send goodwill for incoming Senate President Craig Rutan.

Vice President
A. Vice President Taylor does not have access to his office computer with the committee database. Therefore, should anyone make or desire a committee change, please email VP Taylor and he will attempt to assist with the change.

Secretary/Treasurer
A. No Report

CIC
A. The 2020-2021 SCC Catalog:
   - Will include online class information.
   - Please review the catalog proof and forward any edits to the curriculum office.
   - If your department has Credit by Examination, please be sure it's in the proof.
B. Quinquennials are due June 5th.
C. Administrative Regulation 4240 – Academic Renewal has been approved at District Council. Thanks goes to Professor Aguilera for her hard work.
D. CIC's meeting dates for spring 2021 has limited meeting due to holidays. Therefore, first readings will need to be at the tech level by April 22nd.
E. EMC reviewed the marketing plan.

V. ASG Report – No Report

VI. Summary Reports

VII. Discussion Items
   A. ***Fall 2020***
      - General Information & Concerns
         o Senate was not consulted with all of the decisions made for fall regarding methods by which course will be offered nor the qualifications for online instruction. However, faculty are responsible for reacting to the changes while maintaining course integrity and effective teaching pedagogy.
         o There is only one Distance Education employee working this summer to assist faculty teaching summer courses and faculty preparing for fall classes.
         o A concern was raised that adjunct are having difficulty with the idea of having to complete a 30-hour training in order to teach a 45-hour class for one semester.
         o VP Flores noted that administration cannot drop class caps at this point.
      - Distance Education (DE) Certification vs. Distance Education Competency Training
      - Online courses require faculty to be distance education certified

- Remote Live courses require faculty to demonstrate competency
- Remote Blended courses, because of the online component were to require distance education certification, but the MOU between RSCCD and FARSCCD has blurred this distinction and now faculty must demonstrate competency.
  - Professor James has reconfigured the proposed competency modules to now accommodate this, with a refined emphasis on regular and effective contact..
    - Professor James noted that this modality is hard to achieve, so it doesn't become a correspondence course.
  - It is highly recommended that all faculty, adjunct and full-time, participate in DE competency training.
  - Faculty with online teaching experience may demonstrate competency via completion of training modules and/or take the exam associated with each module.
  - Faculty that are distance education certified do not need to demonstrate competency.
- Method of Delivery
  - Faculty has the ability to choose Remote Live, Remote Blended or Online for each class.
    - Faculty need to inform their administrators by June 15th of their choice.
      - Particularly, Remote Blended courses; faculty must let administrators know which dates will be Remote Live so that it can put in the schedule so students are aware as soon as possible
    - If faculty change from what is currently in WebAdvisor, a new class shell will be developed.
  - If a course starts in remote, it stays remote unless it is noted in WebAdvisor.
    - Students registered for a fall class will be emailed about changes to their course delivery.
  - Once the schedule is in WebAdvisor, faculty must follow the regularly assigned dates; any course meeting Remote Live (including those portions of a Remote Blended course) must meet at the regularly scheduled day and time

Move to extend meeting to 3:15 (Mettler/Taylor). Passed, no dissent.

- Face-to-Face (F2F) Classes and Courses with Hands-On Applications
  - Courses with hands-on applications will be emailed that the class will start online and finish in person. (i.e., CPR). F2F may be allowed.
  - SCC will use Department of Health guidelines for F2F.
    - Facilities are preparing for 6 feet of social distancing.
  - VP Flores recommended for faculty to place the F2F part of their course as far out as possible in the semester.
  - What if the class require F2F at the beginning of the semester?
    - It's more than likely SCC won't have the permission to do this.
  - What about field trips?
    - VP Flores noted that this is a possibility.
  - SAC is scheduling F2F for courses at the beginning of the semester. SCC faculty need to work with their administrator to do this.
  - If an instructor wishes to teach a F2F class, it will be scheduled as a late start class.
  - The classes that will be offered will be decided upon with collegial consultation.

o   Physical and financial limitations will severely limit the amount of F2F offered.

B. *Guided Pathways (GP) Facilitators*
    President DeCarbo discussed continued appointment of the current facilitators.
    1. Professor Wagner will continue her 2-year term as facilitator and Professor Foley has offered to continue as the GP Facilitator for another 2-year term. Typical process for this is to request letters at large from the faculty, however the current circumstances are less than ideal and it is for the best to maintain leadership, if anyone objects to this proposed course of action, please email President DeCarbo.

C. *Guided Pathways Proposal* – Postponed until next Senate meeting.

D. *Student Conduct Posting* – Postponed until next Senate meeting.

E. *Add Codes*
    The new Add Authorization process is starting for summer classes. Please be sure to review the Faculty Guides sent out by Sergio Rodriguez and Jesse Gonzalez.

Move to Adjourn (Mettler/Umail Kopp)

Appendix A
Professor James' Public Statement

I'm very proud of our Distance Education program at SCC. We're actually one of the best programs in the State. I don't promote our program enough. To give you some perspective, the OEI, in their 12-college cohort, were able to increase their online class success rate by about 4%. That is a great increase in success, especially if it scaffolds. At SCC, since beginning our online teaching certification we have increased our online student success rate by nearly 10%! And, our program is in a statistical tie with our face to face course success rate.

I'm very proud of what we've accomplished. But I'm also very disappointed with something that happened recently. Our Union and our District managers negotiated an MOU that directly impacts distance education. While my input was initially solicited, ultimately my opinion may have done more harm than good. The MOU that was agreed upon directly contradicts my input and harms our distance education program and puts our college at risk.

I realize that during these difficult times we need to be flexible. But the policies that you carefully debated and that led to our success have been bypassed without your ability to even review the proposal before it became ratified. It directly impacts my discipline and I had no opportunity to review or comment on the MOU. And the MOU demonstrates a severe lack of understanding of distance education. And, unfortunately, this MOU has cost me nearly 80 hours of unpaid work, since I had to throw away what I had prepared for and was paid to prepare and start over again.

Please understand that I respect my colleagues and understand that they are under tremendous stress and also constraints that I'm not aware of. However, I think that our Senate ought to review a process that enables our policies and collegial governance process to be bypassed and make changes that directly affect programs without review and public comment.

SCC PATHWAYS

Applied, Creative & Performing Arts

Behavioral & Social Sciences

Business, Finance & Management

Communication, Language & Literature

Education & Human Services

Health Sciences

Lifelong Learning & Personal Development

Personalized

STEM

Workforce Training

Santiago Canyon College Guided Pathways
Final Proposal May 29, 2020

Applied, Creative & Performing Arts		Behavioral & Social Sciences	
Credit:	**Noncredit:**	**Credit:**	**Noncredit:**
Art	Vocational: Clothing	Anthropology (*cultural emphasis*)	
Cinema Studies	Vocational: Food	Criminal Justice	
Cosmetology		Economics	
Digital Media		Ethnic Studies	
Gemology		Gender, Sexuality, and Women's Studies (GSWS)	
Graphic Design		Geography (*cultural emphasis*)	
Performing Arts – dance, music, theatre		History	
		Philosophy	
		Political Science	
		Psychology	
		Social Justice	
		Sociology	
		Sport Studies	

Santiago Canyon College Guided Pathways
Final Proposal May 29, 2020

Business, Finance & Management		Communication, Language & Literature	
Credit:	**Noncredit:**	**Credit:**	**Noncredit:**
Accounting	Vocational: Business	American College English (ACE)	English As A Second Language
Business		American Sign Language (ASL)	
Computer Information Systems (CIS)		Chinese	
General Marketing		Communication	
Management		English	
Marketing		French	
Public Works		Italian	
Real Estate		Modern (Foreign) Languages	
		Reading	
		Spanish	

Education & Human Services		Health Sciences	
Credit:	**Noncredit:**	**Credit:**	**Noncredit:**
Child Development		Kinesiology	Vocational: Medical
Education		Nutrition	• Caregiver/Personal Care Aide
Social Work and Human Services		Pre-Nursing	• Healthcare Support Worker
Library and Information Studies			• Home Health Aide
			• Medical Assistant
			• Nursing Assistant
			• Nurse Assistant Acute Care

Santiago Canyon College Guided Pathways
Final Proposal May 29, 2020

Lifelong Learning & Personal Development		Personalized	
Credit:	**Noncredit:**	**Credit:**	**Noncredit:**
	Adult Basic Education	Liberal Arts Degree for Transfer	
	Community Services		
	High School Subjects		
	Older Education		
	Secondary Subjects GED (HSGED)		
	Work Force Preparation		

STEM		Workforce Training	
Credit:	**Noncredit:**	**Credit:**	**Noncredit:**
Anthropology (*physical emphasis*)		Apprenticeship	Continuing Education Vocational
Astronomy		Biotechnology	
Bio Technology		Cosmetology	
Biology		Gemology	
Chemistry		Public Works	
Computer Science		Real Estate	
Earth Sciences/ Geology		Surveying	
Engineering		Water Utility Sciences	
Geography (*physical emphasis*)			
Mathematics			
Physics			
Survey/Mapping Sciences			
Water Utility Sciences			

Standards of Student Conduct

I. GUIDELINES FOR STUDENT CONDUCT

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.

B. Forgery, alteration, or misuse of district documents, records, or identification.

C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).

D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.

E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.

F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.

G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.

H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.

I. Misrepresentation of oneself or of an organization to be an agent of the district.

J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.

K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.

M. Engaging in expression which is libelous, slanderous, obscene (according to current legal standards) or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.

N. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

O. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

P. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, age, sexual orientation or any other status protected by law.

Q. Continuous disruptive behavior or willful disobedience, harassment, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel.

R. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

S. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

(a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.

(b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.

(c) Using or causing to be used, computer services without permission.

(d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.

(e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.

(f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.

(g) Using any account or password without authorization.

(h) Allowing or causing an account number or password to be used by any other person without authorization.

(i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.

(j) Use of systems or networks for personal commercial purposes.

(k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

T. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

* MUST HAVE APPROVAL FROM FACULTY OR STAFF MEMBER PRIOR TO RECORDING. *

Santiago Canyon College

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C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).

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F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.

G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.

H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.

I. Misrepresentation of oneself or of an organization to be an agent of the district.

J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.

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O. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

P. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, age, sexual orientation or any other status protected by law.

Q. Continuous disruptive behavior or willful disobedience, harassment, habitual profanity or vulgarity, open and persistent abuse of college
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R. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

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