



Joint Meeting with Academic Senate and Educational Administrators

ADOPTED MINUTES

August 12, 2008

Board Room

1:00 – 4:00 p.m.

1. Call to Order:

President Lamb called the meeting to order at 1:15 p.m.

2. Introduction of Members:

President Lamb invited members to introduce themselves, their area/position, and a personal tidbit about themselves.

Academic Senate: Robin Arie-Donch, Susanna Crawford, Erin Farmer, *ex officio*, Ferdinanda Florence, Ruth Fuller, Lisa Giambastiani, Michael Goodwin, Carl Ogden, Jeanette McCarthy, John Nagle, Thom Watkins.

Absent/Excused: Susanna Crawford

Mary Swayne, Academic Senate Administrative Assistant

Educational Administrators: Sal Alcalá, Philip Andreini, Jay Field, Catherine Fites, Robert Johnson, Maire Morinec, Robert Myers, Elaine Norinsky, David Redfield, Leslie Rota, Robin Steinback, John Urrutia, Erin Vines, Lisa Waits

Absent/Excused: Sal Alcalá, Jay Field, Catherine Fites, Elaine Norinsky,

Others Present: Tracy Schneider, LOAC; Rob Simas, Director of Research and Planning; Charles R. Shatzer, Associate Vice President Workforce Community Development; Joshua Stein, Basic Skills Coordinator; Laura Pirott, Spanish-Humanities; Svetlana Podkolzina, Math/Science

3. Educational Administrator's Report

➤ Student Profile – Lisa Waits and Rob Simas

- Dr. Waits distributed SCC Fall 2007 Enrollment Chart/Matrix – explained components of the Enrollment Chart which reviews how SCC students are doing. SCC has new Student Services publicity folders designed especially for high school students; color selection and design geared to Latino population.
 - Mr. Simas recapped NASF report on student information, and reiterated the need for SCC to set up IRB (Institutional Review Board). SCC joined CALPAS – will be able to share information on students from high school through community college with CALPAS partners; will start this Fall. Mr. Simas will be sending Deans an electronic file of program review worksheets.
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- Dr. Waits stated that the job of the IRB subcommittee would be to define its role, ask ‘who are our students, what do they want and need, and how their needs should impact our programs and services. The IRB would communicate with the Division of Student Services.

Comments/Questions: It was pointed out that Mr. Simas and Maire Morinec attended the Dale Tillery Summer Institute that focused on advancing transitions from high school to college; Maire Morinec explained the focus is on our Basic Skills students and how we can encourage these under-prepared students to be successful in the long run. Information was provided on the different programs being used at some of the high schools. Dr. Waits requested feedback on the matrix, whether is it useful and if there are any questions. There was further discussion upon the issue of student information-sharing and its various uses. President Lamb suggested that everyone review this data more closely and communicate questions and concerns to Dr. Waits.

➤ Strategic Goals and Objectives – Robin Steinback and Rob Simas

- Vice President Steinback – July 14, 2008 Joint meeting with Superintendent/President and ex officio administrator; Mr. Simas shared update, reviewing our progress for meeting our Strategic Goals and Objectives; we are at the midpoint.
- Mr. Simas – distributed Strategic Goals, Objectives, Measures, & Targets AY2006-07 through AY2008-09 report; explained the information under each of the seven (7) objectives, divided into the components of Data, Description, and Narratives.
- Process for Proposing a New Strategy: Mr. Simas noted the deadline date and explained the proposal process which is outlined in the Strategy Proposal and Evaluation Formal form.
- Strategic Proposal Review Groups (RGs): explained purpose and mission

➤ Progress Report on Educational Plan – Robin Steinback

Vice President Steinback expressed her pleasure in meeting our new faculty members. She related having told new faculty that they are joining a phenomenal good faculty, and presented as an example SCC’s successful resolution of our out-of-compliance Liberal Studies Degrees. We received notice from Stephanie Low in the State System Office on Friday, August 8, 2008 that our Interdisciplinary Degree has been approved and the University Studies Degree, after a minor change in the transfer section, would be approved. Vice President Steinback expressed thanks to various groups: the Academic Senate for recognizing the need to address the compliance issue right away; Erin Farmer for her leadership and the Curriculum Committee for its hard work; the Deans for their advocacy and making it a priority in discussions with their respective Divisions.

- Noted history of SCC planning from 2006
- Integrated planning is the ideal where budget decisions are clearly communicated
- Outside consultants helped produce the Educational Master Plan; Andreea Serban assisted in adopting SCC's version of the Cabrillo Core 4
- Distributed Educational Master Plan Goals, Progress Report 2007-2009, and Goals for 2008-2009; expressed progress in achieving goals and objectives
- Identified the seven (7) major strategic goals and objectives:
 1. Improve student success while maintaining academic quality in teaching and learning

2. Promote student access
3. Foster a college environment with strong connections to the community, ensuring that the diversity of the college reflects our community.
4. Improve SCC operations, organizational development, with more effective internal communications.
5. Support and expand existing technology in Learning Resources.
6. Develop and manage our fiscal and other resources to support our institutional goals.
7. Foster community relations to forge a strong relationship between SCC and the community
 - Educational Master Plan includes goals and objectives at the division level for each of the program areas called 'pop codes'
 - Educational Master Plan is a living document; it informs our decision making, and responds as we evaluate our progress

Vice President Steinback - In January in the division meetings the Senate talked about the progress towards your goals that were established the year before. At the end of the year the deans were asked to provide an update on the division progress toward their goals and to indicate if the goal was ongoing or not. The Educational Master Plan will be posted on the Intranet. It is a significant document because Academic Affairs uses this information, along with Program Review data, to determine our allocation of funds and the decisions we make. If you subscribe to the philosophy that 'a budget' is a plan, the budget really represents your priorities. Vice President Steinback expressed her assurance to the Academic Senate, on behalf of the Academic Affairs area, that they took faculty and staff input seriously in the decisions made to maintain the quality and integrity of our programs.

Comments/Questions:

- Discussion arose regarding the relationship between the Educational Master Plan goals and ultimate funding decisions. Vice President Steinback noted that SCC has a mechanism for funding decisions, FABPAC, which other colleges do not have; it has the great opportunity to work – although it has not worked, it can. President Lamb: On the Academic Senate level, there is a lot of great work going on, but from a faculty perspective the funding decisions are inadequately transparent and timely. Vice President Steinback stated that she made the decision as the Vice President of Academic Affairs to purchase CurricUNET for SCC, and did not follow the process in making that decision. She noted the need for additional discussion to improve communication, to ensure the funding process is implemented.
- Dean Rota stated, with regard to the approval of the degrees, that Robin Arie-Donch, Barbara Paváo, and Marianne Flatland worked for hours on this, noted that without their input, the Academic Senate and Curriculum Committee would never had had anything to vote on. She expressed her thanks to them for putting in the time and effort to get it to the point that we could vote on it. We are all happy that the degrees were approved.
- Dr. Waits spoke on the importance of report filing with the State. There is a difference between what we are doing as an institution and what we actually report, and it stands in our way. Under-reporting of data affects the funds available. It was observed that the focus at SCC in communicating tends to be negative; SCC should look at and celebrate what has been accomplished, and present a positive focus in reporting.

- Accreditation Update - Erin Farmer, Robin Steinback
 - Documents due October 15, 2008 - Special Report and the Midterm Report
 - Responds to October 2007 team report and warning letter
 - Special Report must show evidence of resolution of recommendations involving: improving institutional planning; staffing and organizational stability; fiscal integrity and stability; and leadership. Must show substantial progress with resolution by January 2009
 - Midterm Report must address all the recommendations and show progress in fulfilling the requirements of the eight (8) recommendations
 - Midterm Report addresses progress towards the 85 planning agenda items we identified in the self-study; all 85 items do not have to be done, some may be ongoing or obsolete, but status and progress should be documented and reported.
 - Present Status: First draft completed July 28, 2008; near final draft is due September 1, 2008

Ms. Farmer stated that the things that members have been discussing should also be sent to her, as we are doing more than we are reporting. We have to follow a procedure specified by ACCJC that requires input from all campus groups; it has to represent campus-wide dialogue about institutional effectiveness and goals. ACCJC requires a narrative that introduces the document that honestly explains how it was formulated, the process followed in putting it together. Input from CSEA, Local 39, and the recommendations on the fiscal stability planning agendas are needed. Regarding institutional dialogue: there is excellent discussions among faculty, Academic Senate, and administrators; less communication across campus groups, linking the different levels of planning, and the Educational Master Plan; lack of clarity regarding the relationship among all of the plans. Under institutional planning the vocabulary should be more easily understood. There will be follow-up once the report is submitted; the Accreditation committee will be on campus to talk to different people and determine how much of the report is understood. Ms. Farmer stated she has received less input regarding Institutional Effectiveness than Institutional Dialogue. Career Tech SLOs and Service Area Outcomes need more input. The Board has provided input regarding the concern of Board Micromanagement, which may be acceptable. The recommendations that are on the Special Report are ones that faculty have no control over, especially Recommendation 8. They are the ones where immediate progress is needed.

- Timeline: Input needed by August 22, 2008 for writing; code input to recommendation number and/or planning agenda item number via word document
- Reviews start September 8, 2008 with the Executive Council and campus governance groups
- October 1, 2008 Board action at the culmination of all the reviews
- Draft #1 will be posted on the Intranet; drafts were sent to: CSEA President, CTA President, Operating Engineers Local 39 President, Academic Senate President, Academic Affairs Directors, Associate VICE Presidents, Executive Council, and managers appointed by the Superintendent/President.

Comments/Questions: Discussion followed on how incomplete responses are handled and when/how the planning agendas were developed. President Lamb made it know that the Academic Senate, under the Presidency of Gail Kropp, brought into existence the Accreditation subcommittee. This is geared to keep SCC on the Accreditation track that

comes up every six (6) years. A goal of the Senate is to recruit members for the Accreditation subcommittee.

4. Academic Senate Report - President Lamb

- President Lamb – for future reports, a 'Senate President' blog will be created, and the address for accessing the full report will be sent to you via email.
 - Attended the Faculty Leadership Institute sponsored by the State Academic Senate of CCC
 - Appointments made for hiring committees, specifically the Superintendent/President search committee
 - Academic Senate election results - Senator McDermott will continue as Adjunct representative.
 - Proportional representation on the Academic Senate was approved by vote last semester. The Senate will continue investigating how the Senate would be proportionally representational.
 - Summer meetings with Superintendent/President Fisher, Vice President Steinback and Division Deans Myers, Roth, and Andreini.
 - Extended invitation to assembled Deans, to talk more about their programs, senate issues, and how they can better communicate.

- Student Learning Outcomes Update - Tracy Schneider
 - Distributed Fall '08 SLO Priorities list and Student Learning Outcomes - Review - Planning
 - Provided information on the nine (9) priority items listed for the semester
 - SLOs will be an addendum to the Section Ks the course outlines
 - Core 4 Competency coding - Core 4 are the SLOs for all programs
 - Goal to simplify and shorten the writing of SLOs
 - An addition to the priorities list is Piloting the Assessment of Core 4
 - SLO information, forms and Assessment data are posted on the Intranet
 - Student Learning Outcomes - Review data provides information for the development of Core Competencies, Curriculum, and Program Review; helps in making decisions at the Institutional level
 - Adjunct faculty participation is important in assessment; must formulate and implement incentives.

Comments/Questions: The question arose whether changing an SLO would necessitate an addendum or change to the Section Ks. Ms. Schneider clarified that SLOs are an addendum and not an actual part of the course outline, so will not have to go through the Curriculum Committee. Another concern was raised regarding how the Educational Master Plan intercepts with the SLO Review-Planning process. Vice President Steinback noted that they do intercept at the Program Review level, which informs the Master Plan. Attendees delved further into the connections among the Educational Master Plan, Program Review, and the SLOs. Ms. Schneider stated that SLOs are 'student centered'; we decide on the assessment, then gather and analyze the data. If SCC doesn't do this, then the Dept. of Education will set the standards and tell us how to do the assessments the way they want them done.

➤ Basic Skills Update - Josh Stein

- Distributed Basic Skills Initiative Update
- Provided clarification of report, noting ongoing projects SCC has been pushing forward for 18 months
- Phase 2 is moving the ongoing projects forward again, bringing them together at the same time

Mr. Stein voiced a meaningful statement that he had heard at the regional meeting:

“Access without a reasonable chance of success is a cruel hoax.” Those words reflect the concern that success is not only a Basic Skills issue, but also a campus/institutional issue. Students who do not do well at SCC are not having their needs served by SCC. It goes back to Dr. Wait's report; the data says that the majority of our students simply are not being helped as much as they could be and are not seeing the kind of success they should be seeing. Many of our students are coming right from high school; it becomes imperative that we meet them where they are at.

- Each of SCC's ongoing projects follows recommended effective practice, and were talked about at the regional meeting
- Data is a key area we will be working on
- A complete Summer Bridge went through this Summer; 24-25 Summer Bridge students are now enrolled as full-time students at SCC

Comments/Questions: SCC needs additional workshops to benefit our students. We have to go to them, to give them the help they need before they fail; there are students who will never self-identify as needing help. As we look forward into Phase 2 and beyond, we confront the issue of funding at the institutional level. Given the wealth of activity occurring in Building 100, the Writing Lab question needs to be addressed. If the funding goal can be achieved, then we can find a way for the Writing Lab to happen. Attendees discussed various suggestions for the setup and dynamics of different workshops and writing/math labs. Mr. Stein stressed that what has been recommended repeatedly in the Review Program report is that these concepts have to become campus-wide issues and involve management, supporting the faculty.

➤ Academic Senate Goals 2008/09 - Jeffrey Lamb

- Deferred to next meeting the prioritizing of Senate goals; they are in flux
- If you have any ideas for the Academic Senate to address, pass this to us
- Suggested goals: Updating By-laws; infusing technology into Senate activities; continuing work in formulating academic integrity and academic freedom policy; proportional representation; creating, forming accreditation subcommittee; consulting with Academic Affairs and Students on review of Policy 5000, 6000 series for Academic Senate input; increase involvement in budget development.

5. Adjournment

Motion to Adjourn – Senator Ogden; M/S/P - Unanimous

Meeting Adjourned at 4:00 p.m.