ACADEMIC SENATE

Adopted Minutes

March 3, 2014
ASSC 1421
3:00 pm – 5:00 pm

1.   Call to Order
President Gunther called the meeting to order at 3:06 pm.

2.   Roll Call:
Susanna Gunther - President, Sabine Bolz, Kevin Brewer, Nick Cittadino, Lue Cobene, Catherine Cyr, Dale Crandall-Bear *ex-officio,* Lisa Giambastiani, Les Hubbard, LaNae Jaimez, Katherine Luce, Amy Obegi, Teri Pearson-Bloom, Darla Williams, Ken Williams, Michael Wyly, Connie Adams – Admin Assistant
Absent/Excused: Joe Conrad – *ex officio*, Erin Duane, Amanda Greene, Dan Ulrich
Guests: Jowel Laguerre, Diane White, Barbara Fountain, Roger Clague, Chuck Spillner**,** Melissa Reeve

3.   Approval of Agenda – March 3, 2014
Motion to approve – Senator Jaimez; Seconded – Senator Williams
Discussion: Add Distinguished Faculty Awards discussion to Item 9.9.
Passed as amended – unanimous

4.   Approval of Minutes – February 3 and February 10, 2014
Motion to approve Feb. 3 and Feb. 10 minutes – Senator Cyr; Seconded – Senator Jaimez;
Passed – unanimous

5.   Comments from the Public
None

6.   President's Report
No report

7.   Superintendent/President's Report
Dinner with Trustees: The Board of Trustees reported they enjoyed the dinner opportunity in February to meet with faculty and plans are to continue with an annual Trustee/faculty dinner.

Marketing: A small group met to discuss marketing and an image campaign as S/P Laguerre brought up years ago. Without past staffing and budget limits, it is now time to find a way to market the College more. It is up to the College to define itself rather than allowing some members of the public to do so. Part of $100,000 received from a donor will be used for an image campaign that will involve many constituents.

Basic Skills Budget: Last week S/P Laguerre met with Basic Skills Coordinator, Melissa Reeve, to discuss recent changes to the Basic Skills budget. He shared with her that there is no need to take away BSI funding. If the new way of accounting for coordinators' release time continues, the College needs to fund it back or return to just charging adjunct replacement cost. S/P Laguerre committed to the Basic Skills Committee going forward with their budget for fall 2014.   He acknowledged the need to sit down with the people involved and get feedback before changes are made in any area.

Leadership Institute: A good group has been nominated and will be invited to attend Leadership Institute on June 2- 4. Additional nominations can be submitted for a backup list or as early nominations for next year.

8. Interim Vice President's Report
No report.

9. Information/Discussion Items
      9.1   Administrative Hiring Update – Diane White
No report. IVP White was unable to attend.

      9.2   Assessment Committee Update – Diane White
No report.

      9.3   Database / Program Review – Roger Clague
Roger Clague, Chief Technology Officer, introduced himself and asked to veer somewhat from the database discussion due to the limits of old technology now at maximum capacity. He spoke about his vision, philosophical viewpoints, and how to offer better support, with focus on students and faculty, through change within the IT department. Historically IT has been under the purview of business systems, which made sense when technology was new to education. As a result, IT tended to focus more on the Banners of this world. His excitement is about what can be done with technology in and out of classrooms. Banner can't be ignored but it has to just plain work. The way it operates now, it is not meeting College needs. Rather than adapting things to technology, technology should be adapted to what is needed. "Can't" and "won't" is used too often. His approach is to see how to get to "yes we can". If anyone experiences negativity from the IT department, CTO Clague asked Senators to bring it to his attention. He acknowledged the extraordinary work of IT staff under difficult circumstances and that financial concerns have limited and may continue to limit some things but he wants to support faculty and students in the best way possible and hopes that his philosophical direction will be supported.

CTO Clague submitted a request to update the storage network file server in the computer center. Tier 1 storage is solid state, tier 2 (primary) is running at 100%, and tier 3 is running at 84%, making database additions impossible. CTO Clague authorized the shutdown last week of some areas due to capacity and slowdowns. Storage Area Network (SAN) upgrade is on the March 5 Governing Board agenda for approval. All major infrastructure systems are at end of life or end of support and CTO Clague has submitted a sequence of what must be done to not sink under the weight. The College has tentatively approved costs to mostly come out of the bond. Tools and resources are needed inside buildings. There should be major systems upgrades over the next 18-24 months and a rolling five-year replacement cycle for forward planning. The current stage of having everything out of date and warranty can't be maintained.

The current web is less than ideal and needs to be changed. IT began a web redesign two years ago that has grown organically without control or vision. To move forward, guidance is needed from those who use the tools. CTO Clague met with students and got a distillation of what they expect from the web beginning at the big level and working down to granular. Some of the points were:
- The web is the College brand in cyberspace.
- The internet is the public part that should focus on marketing, sales, and what students are looking for. The intranet is where the internal work should be done.
- Mobility and ease of use were most important to students.
- Focus, function, and customer service for students and potential students of all ages and levels; employees; staff; community.
- View educational planning online.
- Have user friendly access to student services, financial aid, registration, course catalogs, and counseling.
- Include College culture and lifestyle information.

- Integrate DE more tightly with the web.
- Students want to be proud of the College and have a dynamic and current web with key features, branding, sales, and marketing.
- Key features should include an easy to use graphic interface and content management for student groups.
- Students see the intranet as the place for all students, faculty and staff to work.

CTO Clague would like to brainstorm with a group. His vision is to log on to a web where users can quickly connect to the area they want and he is working hard to ensure infrastructure meets needs. It will take a mindset change. IT is setting up Utelogy, a new centralized management tool for smart classrooms, which will allow efficient remote checking on classroom systems as well as doing software repairs remotely.

Questions/Comments: Senator Wyly asked if much thought has been put into empowering students and faculty to post on the web. CTO Clague replied that hasn't been discussed yet, it is currently very conceptual, it wouldn't be a one person effort and anyone who wants to be involved can be brought in. For now, focusing on the global level, there are key things that students need access to with incredible simplicity: enroll, learn about financial aid, search classes, contact counselors and professors.

It would be a gargantuan effort to redesign everything on the web so the front end of the web will begin to roll out first with a new look and feel and then go down an extra level and point to what is already there. Broken links need to be fixed. CTO Clague has begun working with vendors on next generation wi-fi. The College needs to develop a BYOD (bring your own device) policy. Things are moving forward and everyone can expect to see infrastructure updating in the next five or so months and completing those updates in two years. CTO Clague is taking a realistic view on how to get things done and overall technology changes will take place over five years.

Senator Pearson-Bloom's raised concerns about the athletics department not having access to wi-fi, the need to have College games broadcast, and the need to have IT involved in building design to ensure light from windows doesn't limit computer screen views. CTO Clague replied that the campus should have close to 100% wi-fi coverage as things progress and he now sits on a number of design committees. There will be outdoor learning spaces that will need hookups as well. Students and staff will be able to log on and stream hi-definition. He made a commitment to have spring commencement streamed live from the ball field. Technology needs to be set up to move data in and out and to make and stream videos. S/P Laguerre acknowledged Roger Clague's vision and agreed it needs to be supported and he encouraged everyone to provide feedback.

9.4 Academic Success Task Force Report
President Gunther reported that a large Academic Success report is being completed for submission. Professor Reeve added that, at the last Task Force meeting, members felt it would be good, although not necessary, to have the Academic Senate approve the report. SB 1456 funds will be tied to college plans for ensuring students have an education plan and assessment management. Narratives have to be provided to show items are being worked on. The report will impact money the College receives for matriculation. The draft report approval will be an action item on the next agenda.

9.5 Academic Freedom Catalog Information
President Gunther reported faculty input is wanted regarding the emailed and distributed excerpt from Academic Freedom that is currently in the catalog. Senator Cobene found an updated 2001 version on the American Association of University Professors website. Senators agreed the catalog should have the updated version.

9.6   Flex Cal / Faculty Development Update – Chuck Spillner & LaNae Jaimez
Senator Jaimez reported she has a rough draft of a survey that will be sent to faculty next week for feedback about what faculty want included for optional flex credit.

9.7   Faculty Technology Group – Dale Crandall-Bear
Professor Crandall-Bear reported the College had nothing in place for faculty input on classroom technology.   He met with CTO Clague, who would also like to have something in place, but was concerned it could get bogged down if initially sent out to all faculty. Professor Crandall-Bear suggested forming a group to work with CTO Clague to channel and narrow down ideas to discuss with faculty. That process is informally happening now since Professor Crandall-Bear brought a group of faculty together who wanted to be involved. There is $40,000 available for this year to build some prototype classrooms. A portion of $500,000 will be available next year and future technology funding will be melded into Measure Q funding.   Professor Crandall-Bear opined it seems logical to be under the auspices of the Academic Senate, either as a subcommittee or as an extension of the DE Committee.   The Committee was open to the latter, which is common on other campuses. In answer to concerns of Committee overload, Professor Crandall-Bear replied that most of the people on the newly formed Faculty Technology Group aren't on the regular DE Committee although he has found himself in charge. President Gunther opined it makes sense to have it as part of DE.   Both agreed it could be left up to the Academic Senate to decide formation and leadership and it might be best, at least for now, to be under the DE Committee.   There is no need at present to request more reassign time for the DE Coordinator.

A few points were clarified: outdated faculty computers will all be replaced within five years; the aforementioned $500,000, to be available next year, will be open to competitive applications; instructional equipment has to be used by students; a librarian will probably join the Faculty Technology Group. Ideas should be emailed to DE Coordinator Crandall-Bear. The Faculty Technology Group approval and placement will be voted on at the March 17 Senate meeting.

9.8   Elections – School Reps and Update
President Gunther emailed the call for Academic Senate President, Vice President, At-large and Part-time Rep nominations and she will send out the list of nominees after the March 7 deadline. Division/school reps whose terms end this semester will need to announce elections in their areas and can serve again if elected. Senators discussed and agreed a second representative will be added to the School of Health Sciences. Initially the Senate voted to have one rep due to much smaller faculty numbers as well as waiting to hear if the School would be retained or departments incorporated into other schools. The latest realignment moves Kinesiology and Nutrition from HP&D into the School of Health Sciences beginning in fall 2014. The Senate will vote on whether to add a second representative to that school at the March 17 meeting and to remove the School of Human Performance & Development and representatives

9.9   Tenure Tea & Distinguished Faculty Awards
Senator Cittadino reported no faculty will be tenured this year.
Senator Williams, Senator Jaimez, and Senator Williams volunteered to serve on the Distinguished Faculty Awards Committee. Last year's recipients will also be part of the Committee.

10.   Action Items

11.   Reports
11.1 Subcommittees (3 minutes each)
11.1.1   Accreditation – Annette Dambrosio
11.1.2   Basic Skills – Melissa Reeve
BSI Coordinator Melissa Reeve's main report was announced by S/P Laguerre in Item 7, the planned replacement of funds that had been stripped from the Committee without prior notice or discussion. Coordinator Reeve was pleased this has finally been addressed by S/P Laguerre but she was also troubled by the absence of a coordinated response from the administrators she contacted last October resulting in the inability of the Committee to continue their innovative work and not knowing whether the coordinator

positions would continue.   Too much time was spent by the Coordinator and the Committee trying to resolve this unexpected and major change.   S/P Laguerre committed to restoring funds that were lost. Coordinator Reeve will inform the Senate once a decision is made on how that will be done. For planning purposes it would be best to run both Strategic and Basic Skills proposals concurrently. Coordinator Reeve will send out a call this semester for 2014-2015 Basic Skills proposals.   She will also get details on the Shared Governance proposal pathway.

Senator Pearson-Bloom suggested Basic Skills related proposals should be sent to both the Strategic and Basic Skills proposal processes and she stressed the need to ensure general education funds aren't diverted away from Basic Skills proposals.   New program ideas would best be submitted as multi-year proposals, plans with assessment criteria and benchmarks will be needed and, if decided a program can continue, it should be institutionalized.   The Committee had requested that successful programs already in place more than one year, such as FYE (shown in the EMP) and Umoja, should be institutionalized and not require additional proposals. Repeated applications have not been an efficient use of time and energy.

11.1.3   Curriculum – Joseph Conrad

Emailed report: Good news: We have received word from the Chancellor's Office that our Physics transfer degree has been accepted! This brings us to 7 of the required 16 that we need by fall. In more good news on this front, we still have three at the CO undergoing review (Journalism, Kinesiology, Psychology) and the Curriculum Committee approved Geography last week. There are also five transfer degrees in the queue in CurricUNET. This means that we have 16 transfer degrees in or through the pipeline beyond the discussion stage! This is fabulous news and means that we are that much closer to meeting our goal.

In other news, we approved a minor change to Option A degree requirements which would add LR 10 as an acceptable course in area D-4 (or D-1 if the student is working under an old catalog). By past practice, this should be approved by the Senate as well. I have attached it and hope it can be on the agenda for discussion at the next meeting and approval at the one after that. The resolution includes rationale in the time-honored "Whereas" format, but please let me know if there are any questions.

Finally, we continue to develop a new prerequisite/corequisite policy that aligns with the changes approved in Title 5 a couple years ago that allow a rigorous content review to replace content review with statistical validation as sufficient scrutiny to establish a pre or corequisite.

11.1.4   Distance Ed – Dale Crandall-Bear

DE Coordinator Crandall-Bear reported the current Committee focus is on course transition to Canvas. March 15 is the deadline to have courses reviewed in time for fall 2014. Instructors are encouraged to send courses before then to the Committee to avoid a last minute rush. The deadline will not change and the final version of the fall schedule has to be submitted by March 24. If any colleagues need assistance, they should direct their questions to Coordinator Crandall-Bear or Carol Zadnik.

11.1.5   Program Review – Amy Obegi

PR Coordinator Obegi reported the Committee recently reviewed CIS and at the next meeting Welding, Aeronautics, and the second draft of Fire Technology will be reviewed.   IVP Diane White has approved Interior Design, ECE, and Human Services reviews. The Academic Senate President, the PR Coordinator, the IVP and S/P will sign reviews before submission to the Board of Trustees.

PDFs are posted online. Looking at other database options is not a current priority, due to technical limits, and will be looked at later. Senators should let their colleagues know the updated PR database should be more user-friendly for the next program reviews with the dropbox clearly showing what is needed for different review sections.

There is still a debate about who needs to complete program reviews. As discussed at previous Senate meetings, a clear definition of program is needed.   In the meantime, even if there are only a couple classes,

in geology for example, they could be chosen as part of the science degree for program review or could be reviewed individually. If the drive on campus is to link funding to assessments, it could be advantageous for all courses to be reviewed as a way to advocate for needs and goals. Coordinator Obegi and Dr. Conrad listed several advantages to encourage faculty to complete reviews. Senator Wyly pointed out that institutional outcomes are still needed, even if there are only a couple courses that aren't part of a degree or program.   Reviews could be conducted with a frame of reference as to how it relates to ILOs. Senator Jaimez reported programs were discussed at a meeting of deans and coordinators and there will probably be a broader definition of program. General education was also discussed regarding program review. Senator Wyly opined if a clear definition and process is created, everyone would fall in line. Coordinator Obegi stated that, as of now, there is no plan for general education review but many GE classes are being reviewed in the scope of their discipline.

       11.1.6   10+1 Committee – LaNae Jaimez
The Committee has not met recently and no schedule has been set.

    11.2   Treasurer
No report.

12.   Action Reminders

13.   Announcements
Program Review needs reps from Math/Science and Health Sciences.
The next regular Senate meeting will be held on March 17, 3pm – 5pm in ASSC 1421.

Based on a faculty member's email raising concern about minimum qualification changes to the AAVP job description, Senator Giambastiani asked if President Gunther had information about the changes to be approved at the next Board meeting.   President Gunther phoned S/P Laguerre who clarified the student services part was removed from the job description and the minimum qualifications were changed to be in compliance with Title 5 and the Ed Code.

14.   Adjournment
The meeting adjourned at 4:59 pm.

AS Minutes 03.03.14/ca