



## ACADEMIC SENATE

### Adopted Minutes

April 21, 2014

ASSC 1421

3:00 pm – 5:00 pm

**1. Call to Order**

President Susanna Gunther called the meeting to order at 3:04 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, Dan Ulrich, Ken Williams, Michael Wyly, Connie Adams - Admin Assistant

Absent/Excused: Joe Conrad – *ex officio*, Erin Duane, Amanda Greene, Teri Pearson-Bloom, Darla Williams, Guests: Diane White, Barbara Fountain, Steven Springer, Amy Utt

**3. Approval of Agenda – April 21, 2014**

Items 10.1 and 10.2 will be deferred to another meeting.

Motion to approve – Senator Obegi; Seconded – Senator Bolz; **Passed** – unanimous

**4. Approval of Minutes – March 17, 2014**

Motion to approve – Senator Brewer; Seconded – Senator Jaimez; **Passed** – unanimous

**5. Comments from the Public**

**6. President's Report**

*Spring Plenary:* President Gunther, Vice President Wyly, Senator Jaimez, and Senator Cittadino gave brief reports on the ASCCC Spring Plenary they attended in San Francisco before spring break. It is always very informative and probably the best opportunity to find out what is happening state-wide and to speak with colleagues at other colleges. Discussion topics included peer review, accreditation, student services, success task force, and new laws and bills. A document was distributed at Plenary that shows the old and new accreditation standards side-by-side. An electronic version will be forwarded to Senate members as soon as it is available. Concern was voiced at Plenary about how community college senates are being excluded in the new accreditation standards. The ACCJC's rationale was to make more general references on ways to conduct business due to its multi-state accreditation oversight. The ASCCC expressed concern that this exclusion could potentially carry over to the senates' role of sharing what is being done at their colleges during accreditation visits. The ASCCC Academic Senate has taken the position to re-include senate involvement. The language for senate inclusion is still a work in progress.

**7. Superintendent/President's Report**

No report

**8. Interim Vice President's Report**

*Student Equity Plan:* IVP Diane White hopes the Academic Senate will place Student Equity on the agenda before the end of semester to begin looking at a process to develop a more robust plan. The Chancellor's Office expects a new revised plan by November 21. Good instructions have been received for what will essentially be a self-report on how things are doing, including the metrics being used and the reasons for their use. It looks like the state is moving towards eventually tying funding to success. A committee will be needed to work on planning, development, implementation, and monitoring of the plan and should include faculty, classified staff, and student representation. IVP White read excerpts from the Chancellor's Office Student Equity Plan template which can be viewed at (<http://extranet.cccco.edu/Divisions/StudentServices/StudentEquity.aspx>). She would like to see the Academic Senate play a significant role and initiate preliminary discussion, a timeline set, and work started with other groups on campus. A subcommittee under the Student Equity Committee or a separate and permanent standing committee could be formed.

## 9. Information/Discussion Items

### 9.1 Year Round Scheduling Cycle / Basic Skills Scheduling – Barbara Fountain

Barbara Fountain, Dean of Admissions, Assessment, and Scheduling, initially gave a brief presentation of this topic at the March 17 meeting. She distributed copies of the Year Round Scheduling Cycle Proposal and the Year Round Scheduling Cycle Discussion topics which had also been emailed to Senators in March. Dean Fountain gave an overview of discussion points which were mostly problems related to current scheduling and shared rationale for moving towards a year round scheduling cycle which will eventually be tied to other things, such as block scheduling. Hopefully everyone will be on board for the shortened timeframe to create a trial run year round schedule for summer 2015 through spring 2016 and begin working on a set cycle for the 2016-2017 academic year. Generally discussions should begin two to three years out looking at scheduling patterns in specific areas. Then when the faculty preference forms come out, people have already been preparing months in advance. Instructors take their ideas to deans who create a proposed schedule allowing ample time for more discussion and adjustments. If the upcoming spring schedules were prepared in time, registration could be started in early November, students would be better prepared with education plans, the last minute rush would be avoided, and counseling could better meet student needs. Retention of adjunct faculty would also improve without the last minute assignment of courses. The plan is to begin a pilot for 2015-2016 and print a fall/spring hard-copy schedule in spring 2015 and full year planning could also help the College standing in the community.

Dean Fountain reviewed the timeline document activities and target dates from now through fall 2015. Although an incredibly fast turnaround will be needed and some schools may not have been discussing it yet, she encouraged faculty to take time to confer with deans before going on summer vacation. Deans and administration would then draft a proposed full-year schedule to be reviewed by everyone at the beginning of fall semester in order to have it printed and on the web early. This would help decrease the excessive changes of 800-1000 plus in the last year. VP Wyly noted that many classes did not have room assignments and he queried if that was a major reason for the cascade of changes that took place in Liberal Arts, including cancelled classes, and what process to follow for room assignments. He added his concern that administrative assistants' workload increases substantially due to many different forms that have to be completed. Dean Fountain acknowledged the valuable and necessary feedback administrative assistants provide and she meets monthly with them and the scheduling office. The first proposal draft was created through those regular meetings as well as meetings with deans. Room assignments is one of the next big issues to develop a proposal for and it will be on their next agenda.

Senator Obegi asked about flexibility for entering information into Banner since it is unknown what new faculty are best suited for until they are officially hired and there is usually little advance knowledge of who will be hired and in what areas. Dean Fountain acknowledged that issue has been brought up in discussion and will be one of many wrinkles to iron out in how to make a less cumbersome process. Last minute hiring is one of the issues she hopes to see resolved. She explained that each succeeding year going into a year round scheduling process will have fewer challenges while developing strategies to incorporate into an improved planning process. Proposal wording has been changed during reviews by many people. Deans and faculty will have more dialogue to work out student centered schedules. The idea is to look at things holistically and develop a proposed schedule over the summer. Faculty hires will be one of the first year issues to be worked on later. Dean Fountain reiterated that having materials for recruiting students, being able to show them samples of classes they could take at different campuses, different times, etc., will enable students to see when they could finish a degree by attending part or full time. One of the student success mandates will be the requirement for students to take their Basic Skills classes in their first semester. A year round schedule could help needed data collection be much more efficient and organized. Sometimes students take their Basic Skills classes in the middle or later semesters or students are being lost. Dean Fountain looks forward to seeing the College get ahead of the State requirements for Basic Skills first semester implementation.

In response to Senator Brewer's question about the College transitioning to a more student centered, data driven process, Dean Fountain stated she has been discussing this at deans' meetings and individually with IVP White. Changes in administration have made it difficult and a process is needed that everyone can follow regardless of turnover in administration. Dean Fountain keeps a running list of issues and reaches out for feedback. Deans dialoguing with faculty about what is best for a student centered schedule will be very helpful. VP Wyly asked if there is a way to identify trends and issues to address occurring from the hundreds of schedule changes. Dean Fountain replied that transmittals can be for room, instructor, time changes etc. and the number may even be higher than the 1000 plus. It would be unrealistic to attempt to tally all those changes. With recent changes, the administrative assistants can put the information into a spreadsheet going forward. Senator Obegi suggested that providing data and fill rate information to faculty would create more fruitful discussion when developing schedules. If the deans would have a listing of everything offered on Tuesdays at 9 am, for example, scheduling could become more efficient with one master list. VP Wyly pointed out that two-year cycles would encourage deans to better

understand the progression of a two-year pattern by having easy reference and without having to contact faculty whenever there is a question.

Dean Fountain would like to see everyone return faculty preference forms before semester's end. She will take the Senate feedback, gather as much data as possible, and work on the proposed 2015-2016 schedule over the summer. Conversations can be carried over into fall for completion by September 15, except for minor changes, to get the hard-copy out early. Dean Fountain queried if Senators felt it too aggressive to add priority registration in November 2014 for spring 2015. President Gunther noted the serious enrollment concerns tied to College funding and other issues and agreed that early registration would help increase enrollment and student planning. Year round scheduling will work well with the Student Success Initiative. Enrollment Management would benefit from these kinds of discussions and more input.

Sample scheduling, including specific areas of interest, will benefit students. Ultimately, students should also be able to easily find classes they want to take or classes available at specific times and days etc. Students are savvy and used to customizing requests but they say it is impossible online here. The Research, Planning and Effectiveness could survey every student enrolled in the last two years to find out what their favorite classes were, what classes they'd like to take, when, length of classes, etc. Dean Fountain stated the need to find middle ground and user friendly set up for all students and, most importantly, to bring everybody and everything together. Polling faculty and students will be interesting. Senator Obegi noted the Program Review Committee has been asking faculty to survey students.

A formal policy for handling cancellations is not in place and may or may not be useful now, depending on enrollment, but process needs to be improved. VP Wyly pointed out that FON also has to be part of the conversation. Adjunct faculty have more complex scheduling needs and can't be as flexible due to other work. Senator Luce asked if wait-listing was available for students when classes they want are full. Dean Fountain replied there have been Banner challenges. Sierra College took a full year to implement wait-listing that was attempted here with only 6-9 months. It can't go live in the middle of priority registration but it should be available next spring. By the end of June, Dean Fountain hopes to see it working properly in the production environment and then have a campus campaign of awareness to educate faculty and students on opt-in wait-listing.

Dean Fountain asked Senators, if all in agreement, to move forward and share the information with colleagues, helping them understand the value of year round scheduling and how it will continue improving over time. If anyone has criticisms, ask them to share them directly with Dean Fountain. In the fall, if people have areas of complaint, hopefully they will respond with how to make things better. Dean Fountain stressed the need to get beyond last minute responses and planning, noting some critical staff who are overloaded and that the College could lose. Dean Fountain will follow-up on some of the comments made today.

#### 9.2 Veteran & Military Service Members GE Waiver Resolution: Waive PE under Option A, Option E to meet CSU/UC – Steven Springer

Counselor Steven Springer gave an overview of the resolution. A packet was distributed that included the resolution draft, the College General Education Option A list, the CSU General Education Option C list, and sample lists from Contra Costa and American River colleges. Veterans Coordinator Amy Utt was present if needed to answer questions. The purpose of the proposed resolution is to streamline the currently cumbersome graduation process for veterans and active duty military personnel. The changes would also bring the requirements in line with the other California Community Colleges. Mr. Springer explained Air Force veterans and personnel have an easier time getting kinesiology and lifelong learning requirements waived than other branches of the military. Without policy in place the process becomes very cumbersome for students, counselors, evaluators, and the Veterans' Office. President Gunther clarified that the proposed changes will adopt what generally has to be petitioned and taken through a long process here and she will gladly present it, once approved in Senate, to Shared Governance and the Governing Board. Senators agreed the proposed waivers make sense. Any input from colleagues needs to be forwarded as soon as possible. The resolution will return as an action item on the next agenda.

#### 9.3 Emergency and part time hiring policy revisions

President Gunther reported policies have been updated and that this item will be carried over to the May 5 agenda when copies are available.

#### 9.4 LR 010 Resolution

The resolution was briefly reviewed and will be placed as an action item on the May 5 agenda.

#### 9.5 Optional Flex-Cal Task Force Update – LaNae Jaimez & Lue Cobene

Senator Cobene reported that he, Senator Jaimez, and Flex Cal Chair Chuck Spillner created a faculty questionnaire and received 25 responses. Sixteen questions were asked about faculty experience with Flex Cal credit including reporting, documents used, acceptance, denial or other challenges. Six responses noted problems with acceptance due to deans denying credit. Three of those cases were for conferences within the instructors' disciplines. There was also some confusion about how forms should be filled out. Responses showed inconsistency of deans' understanding of what constitutes flex credit acceptability. Senator Jaimez stated that, based on survey results, the Task Force discussed ideas for refining the policy: revise some of the language that makes it confusing; create an appeals process that can be used when credit is denied; create a new form; implement training for administration and faculty. A more pressing issue is if Academic Senate meetings will be accepted for flex credit. Senator Jaimez worked hard last year to ensure they were and last spring IVP White and S/P Laguerre agreed. There continues to be inconsistency with the deans. Senator Cittadino asked why deans should be the ones to give approval and President Gunther replied that deans expressed they didn't want the task. Senator Jaimez added that the Flex Cal Committee members, as volunteers, shouldn't be required to handle the approval process. Senator Bolz suggested colleagues would be the most qualified people to understand how activities pertain to their subject area. Senator Cobene opined it could be an easy and effective process if items were listed like in the state categories, with specific additions for different departments, and the document could remain with the Flex Cal Committee. President Gunther agreed it would be helpful to have the Flex Cal Committee send requests for input to each department, asking what specific ideas they'd want to add for their department. Each department would have to meet and decide on their specific additions. Senator Jaimez suggested bringing an appeals process for discussion to the next meeting.

9.6 Code of Ethics (revision) Task Force Report – LaNae Jaimez & Lisa Giambastiani  
Last Year the Academic Senate approved the Code of Ethics Policy 4100 with the agreement to review and revise it. Senator Giambastiani pointed out that most of the policy points are covered by law, included in job descriptions, or too proscriptive. After reviewing other iterations and other colleges' codes, Senator Giambastiani and Senator Jaimez narrowed it down to four items of general abstract ideas and now faculty input is wanted. Senator Giambastiani urged everyone to consider the proposed code in light of descriptive, rather than proscriptive, because rules can become unending. Senator Jaimez pointed out that specific constituent groups could create their own COE if they felt a need for more content. The proposed COE distributed and discussed at this meeting could be an inclusive and positive Board policy. Senators were asked to take this item to their constituents and send the condensed feedback to Senator Giambastiani as soon as possible. A final revised proposal will be placed as an action item on the May 5 agenda.

9.7 Mid-Cycle Hiring  
President Gunther suggested that when there are ten faculty hires and four mid-cycle positions come up, as happened this semester, it may be time to look at how to deal with mid-cycle hiring. Questions were also raised during the hiring policy discussions regarding how to address, in the policy, replacement of faculty who are retiring or leaving. Administration appears to be open to a policy process. These issues affect everyone and create a challenge. The idea to use the emergency hiring policy wouldn't work in many cases due to special needs or specific challenges. President Gunther suggested formation of a small committee to look at particular issues and come up with guidelines. The group might include a couple faculty, the Vice President of Academic Affairs, and the Superintendent/President. Senator Jaimez suggested all mid-year hiring should be brought to the discussions.

VP Wyly noted during Academic Senate / Ed Admin hiring discussions, no options are given for faculty replacement. He recalled in the past, positions open due to faculty quitting or retiring, there was no question they'd be replaced. Now replacement and new positions are in the same pool. It became more common due to hiring freezes. President Gunther pointed out the need to determine process for two issues: mid-cycle hiring or other unusual situations that come up; replacement of faculty who retire or leave. Senator Jaimez noted that sometimes mandates are used as the rationale for certain hires but how essential is it that the position be filled by a full-time instructor should be asked. President Gunther asked for a couple senators to begin looking at this. Senator Obegi and Senator Cobene volunteered.

## 10. Action Items

10.1 Academic Success Task Force Report

**Deferred**

10.2 Committee on Committees Proposed Policy

**Deferred**

10.3 Faculty Technology Group

DE Coordinator Crandall-Bear briefly reviewed this action item. DE members approved adding the Faculty Technology Group as a second branch to the DE Committee. They have a clear deadline and are getting a lot done with representatives from every school. The DE Committee will continue its work and won't be impacted by the Faculty Technology Group.

**Motion to approve the Faculty Technology Committee as an additional branch of the DE subcommittee** – Senator Jaimez; Seconded – Senator Cyr; **Passed - unanimous.**

10.4 Bylaws – Senate Reorg/Representatives; Additional Subcommittee

**Motion to revise the Bylaws as follows: increase the School of Health Sciences representation to two senators; add the Faculty Technology Committee as an additional branch of the DE subcommittee** – Senator Jaimez; Seconded – Senator Giambastiani; **Passed – unanimous**

## 11. Reports

### 11.1 Subcommittees

#### 11.1.1 Basic Skills – Melissa Reeve

No report

#### 11.1.2 Curriculum – Joseph Conrad

No report

#### 11.1.3 Distance Ed – Dale Crandall-Bear

DE Coordinator Crandall-Bear reported preparations are being made to launch summer and fall exclusively in Canvas, including creating course shells. Online shells are created automatically by Banner. The final courses to be approved for fall must be reviewed at the May 12 DE meeting. Courses submitted after that will be reviewed in fall 2014 to be ready for spring 2015. Courses are approved initially for one semester, followed by DE review to ensure it went well and should go forward. A favorable review would be the final approval

#### 11.1.4 Program Review – Amy Obegi

PR Coordinator Obegi announced the next meeting will be held on April 28. She reported requests have been received for workshops on creating surveys. Due to a shortened Program Review timeline, CTE wasn't able to complete surveys that are wanted as part of the feedback process. A survey workshop will be held on April 24 from 2 – 3 pm in Room 101. The Committee is currently waiting on more submissions for review but IVP White worked over spring break to give feedback on four programs the Committee had reviewed. Members were receptive to additional release time discussed for the PR faculty coordinator. The idea was submitted to the union and the resulting unanimous vote was for 40% release time. IVP White will forward the proposal to S/P Laguerre. There are many great Committee members who are also serving on other committees and depending on future workload for Program Review members, discussion may be held regarding additional compensation for them. More people are needed to serve on the PR Committee.

#### 11.1.5 10+1 Committee – LaNae Jaimez

No report

### 11.2 Treasurer

No report

## 12. Action Reminders

### 12.1 Commencement Marshalls needed

12.2 If your term as Senate rep ends in May, please be sure your school is re-electing you or electing a new representative ASAP. To be announced at the May 5 meeting.

12.3 Program Review needs reps from Math/Science and Health Sciences.

## 13. Announcements

The next and last regular Senate meeting this semester will be held on May 5, 3pm – 5pm in ASSC 1421.

## 14. Adjournment

Motion to adjourn – Senator Brewer; Seconded – Senator Obegi; **Passed** – unanimous

The meeting adjourned at 4:59 pm.