



## JOINT MEETING of the ACADEMIC SENATE and EDUCATIONAL ADMINISTRATORS

### Adopted Minutes

August 8, 2013

ASSC 1421

1:00 pm – 4:00 pm

#### 1. Call to Order

Academic Senate President Gunther called the meeting to order at 1:03 p.m.

#### 2. Roll Call:

**Educational Administrators:** Salvador Codina, Lily Espinoza, Jerry Kea, Shirley Lewis, Maire Morinec, Barbara Pavao, Genele Rhoads, Zhanjing (John) Yu, Diane White

Absent: John Freeman, Maurice McKinnon, Renee Moore

**Academic Senate:** Kevin Brewer, Alba Christiansen, Joe Conrad – *ex officio*, Lou Cobene, Erin Duane, Lisa Giambastiani, Amanda Greene, Susanna Gunther, Les Hubbard, LaNae Jaimez, Katherine Luce, Amy Obegi, Terri Pearson-Bloom, Michael Wyly

Connie Adams, Admin Assistant

Absent: Dale Crandall-Bear – *ex officio*, Tracy Fields, Scott Parrish

**Guests:** Diane White, Annette Dambrosio

#### 3. Approval of Agenda – August 8, 2013

Motion to approve – Dean Espinoza; Seconded – Senator Duane; passed unanimous

#### 4. Academic Senate President's Report – Susanna Gunther

President Gunther, returning from maternity leave, thanked LaNae Jaimez for her work, filling in as Acting Senate President. She noted there have been many changes in administration during her absence and asked everyone to introduce themselves.

#### 5. Superintendent/President Report – Jowel Laguerre

IVP White added additional information in her report (Item 6) to topics S/P Laguerre reported at the 9 a.m. Senate meeting.

#### 6. Interim Vice President of Academic Affairs Report – Diane White

*Enrollment:* IVP White reported that she receives fill rate reports on spreadsheets every morning. A lot of discussion has been generated about Enrollment Management. When there are reductions in sections there are FTES increases. The College is hoping to get to 7100 FTES. More money (\$68,000) was spent on marketing in spring than ever before, mostly funded through Robin D'Arcangelo's office rather than the general fund. Along with print and digital media, local radio station KUIC has been working closely with the College on hometown news and ad spots in the morning program. However, IVP White opined the College can't market its way out of these serious issues and a plan is needed to resolve College structural enrollment issues. Most importantly, this is all driven by FTES apportionment, which is weekly student contact hours. IVP White, the deans, and the curriculum staff attended a six-hour training session with John Mullins, from the Chancellor's Office, who is an expert on how to manage enrollment, FTES etc.

- Increase enhanced non-credit courses, like citizenship and ESL certificates. Students don't have to pay fees for non-credit but the College does receive apportionment. This should be thought about in a very broad context.

- Schedule courses closer to the 54 maximum hours to not limit income. There is also a minimum threshold of hours for students to get credit and if an instructor cancels classes that becomes a problem.
- Attendance should be taken every day by the faculty. Much improvement is needed to ensure that positive attendance classes are being paid on body and seats.
- Block scheduling has to be bargained and facilities aren't adequate.
- Instructional days include final exams. If a final exam isn't scheduled contact hours aren't met. Auditors can come in to verify and the Legislative Analyst's office looks for reasons to reduce funding. They read websites and pay attention. Final exams need to be documented and verified.
- Increase class sizes where possible.
- A 36 class max is kind of a state benchmark for costs. About 25% of curriculum has to carry the rest. This needs to be addressed in collective bargaining.
- No late add petitions. The College doesn't receive money for them and data shows these students will not succeed. Faculty members are liable for students in the classroom who aren't registered. They shouldn't be in the classroom unless registered.
- Primary terms need to be consistent, which means individual creation of interesting schedules can't be made. If auditors find inconsistently scheduled days and hours for a class, the College would have to return money to the state

There are ways to maximize enrollment and progressive strategies on how to get paid. Mistakes are not worth the ramifications. When classes become positive attendance, attendance records are required to be turned in. Going paperless is a problem that Admissions & Records Director Barbara Fountain is working on with her staff. Attendance taken in class is currently a challenge to match archives. New software may help but priorities must be decided in terms of expenditures. Faculty need to do their part.

*Scheduling strategy:* Peter Cammish, Dean of Institutional Research & Effectiveness, has been meeting regularly with academic deans to work collaboratively on scheduling issues. The schedule drives enrollment and demands from the state need to be taken into account. On-campus and online classes must be balanced. They are reviewing sequencing of courses to figure out what works best. There is more data available now to assist review of historical patterns with more attention to the needs of the population to be served. It is important to look at enrollment changes and what else is taking place in the community, such as classes offered in adult schools, what course sequencing, times of day and schedule lengths work best for the College student population. Easier website access is needed. Gaps in between classes need to be filled. Similar courses are running in the same time slots. Overlapping classes need to be looked at. Students like predictability.

IVP White has had many conversations with S/P Laguerre on these items. The administration and faculty have responsibilities. More collaborative conversations about scheduling are needed to guide decisions. IVP White has been meeting with deans and Research & Planning to begin an analysis of errors made. Conversation needs to also be held at Enrollment Management with the deans and faculty representatives and collaboration is needed to establish Enrollment Management goals, which doesn't have to be elaborate. IVP White envisions more conversations between management and faculty, deans and faculty, etc. to create the best of what is needed for the students. There is a sense of urgency but bargaining cannot be done in public. Once a plan is created, measures of accountability and collective commitment will be needed. Banner is another issue and IVP White shared that, as an administrator, she has a whole new view of hours needed for staff to get Banner to accept the various workload configurations.

Dean Morinec noted that the spring schedule for CTE is almost complete but faculty should review it to find anomalies that might be there. IVP White distributed a document of FTES calculations. Feedback is needed on errors of fact. President Gunther opined it would be good for faculty members to have a timeline for input in order to meet in their departments. Dean Morinec pointed out it would be ideal to create a schedule for a full year and show when classes are offered, if every other semester etc. There are cross listings that need to be cleared to eliminate confusion of what sections go together. Dr. Conrad

suggested there could be two separate components, one without names or rooms, to decide what is best for students and for efficiency. After that works, begin putting instructor names in. That might help eliminate a lot of grievance issues.

IVP White reported that some schools have scheduling committees that send out schedules to review teams in departments. It can be a more cumbersome process but will result in better decisions. If that kind of time is taken, a one-year schedule could be done.

*Educational Master Plan (EMP):* The EMP is supposed to be driving the Facilities Master Plan and be integrated with other plans. Elements of the old plan are still included, some data is too old, other parts need to be redone, and there are other issues that need to be addressed. Program areas, strategic programs and rationale don't seem to be tied in. Faculty will be asked tomorrow how to tie what is done academically to strategic goals and plans. Facilities plans will not be included as they need to be grounded in educational objectives.

President Gunther noted that when revamping Program Review there is a lot of information to feed into EMP. IVP White suggested putting faculty together in departments to work within their own group. That could possibly save a lot of steps. The EMP is what you're teaching and why. As a living document, it should be routinely used, assessed, evaluated, and revised.

## **7. Information/Discussion Items**

### **7.1 Accreditation Update – Annette Dambrosio**

Coordinator Dambrosio reported the first draft has to be completed in less than a month. The nine ACCJC Recommendations from last year were decreased to five this year. However, all nine are being reviewed again to show what has been done since then. Coordinator Dambrosio asked all Committee Chairs to submit a draft by July 22 of what they're doing, who is on their committee, and where they're headed. Reports were not all received and a new deadline of August 12 was selected. Help is needed campus-wide as a report draft needs to be ready by September 9 (first review by the Academic Senate), then SGC, Cabinet, and ultimately by the Board of Trustees.

The Student Equity and Staff Equity plans are our greatest challenge, in Coordinator Dambrosio's opinion, along with assuring that we are in compliance with Program Review and additional outcome measures. She is the sole coordinator and report writer but will continue working with S/P Laguerre, VP White, President Gunther, PR Chair Obegi and other key leaders, including Dean Lewis, who inherited the Student Equity report and has done a tremendous job in a short time pulling it together. HR Director Albarran is working on the Staff Equity report. More faculty need to be involved on some of these committees. Remember that what we do at the College is guided by the Mission Statement and should be integrated into ongoing planning. Some of the challenge is due to much administrative turnover. Keeping up with ACCJC standards shouldn't be so difficult once we remove all sanctions and leadership is stabilized. Coordinator Dambrosio spent time over the summer compiling a working document of SCC's recent Accreditation history and has concerns about items that may not have been addressed. The Senate should keep an open dialog about items discussed this morning, along with qualitative discussions about General Education to ensure that all faculty are informed. The Senate is very much on target as to how to get involved in Accreditation. It is heartening to see all the tasks that have been done since we were on Show Cause, but we are still somewhat lax in not documenting what we do. It would be beneficial for everyone to read the Enrollment Management, Academic Senate and other committee minutes, for example. As we progress to be off all sanctions, Coordinator Dambrosio intends to solicit suggestions to fully integrate Accreditation standards into our Institutional culture.

Coordinator Dambrosio has established an SCC Accreditation Task Force made up of the signers of the report who will meet on August 19 to brainstorm what can be done collaboratively and collectively to complete the follow-up report and get off this second warning. Showing we're trying is not good

enough. We need to be more proactive. Coordinator Dambrosio will try to send emails to all fairly regularly regarding our progress. IT staff are building an accreditation drive everyone can use for evidence, which may be more easily used after this report is completed. The immediate task is to examine what we have in place. Contact Annette if you see errors or have suggestions regarding her accreditation report. Her job is to collaborate with colleagues and to write the report. Send SLO questions or information to Gene Thomas. For now work through the committee chair in charge of whatever you have information or evidence for.

In one month from now the document will go to the Academic Senate for input. The final copy has to be completed in early October with PDFs and CDs. Coordinator Dambrosio asked that Accreditation be added to meeting agendas and she will attend meetings as requested. Mentors and experts can be provided in different areas. IVP White expressed she is feeling more confident that things are in better shape with what is being done now, including simplified forms and streamlined plans. The litmus test is with faculty feeling better about what is being done. ACCJC is looking for self-reflection on how a process worked and if it is serving the institution and students.

#### 7.2 Hiring Priorities

Discussion will be scheduled at a later date. So far, the only discussion IVP White has heard is that Program Review will affect hiring. Senator Jaimez stated the need to ensure the Senate is included in hiring priorities discussions.

#### 7.3 Enrollment Management

Report included in Item 6.

#### 7.4 Ed Admin Goals

IVP White suggested the deans return to the September 16 Senate meeting to discuss their goals after the needed conversation is held. Completion of TMCs (Transfer Model Curriculum) is a priority this year and a timeline would be helpful to work with the Curriculum Committee in order to process them through in a timely manner and not all at once. Senate VP Wyly pointed out that all departments will begin working on program assessments tomorrow and he suggested those assessments and the results could be included for discussion with the deans later as well.

#### 7.5 Senate Goals

At the morning meeting Senators discussed and chose the following goals to work on this year.

Accreditation

Enrollment Management /Class Scheduling

Update Bylaws to reflect current subcommittee structure

### 7. **Announcements**

Dean Espinoza announced the SCC Golf Tournament will be held on Friday, September 27, at Hiddenbrook Golf Club in Vallejo to benefit the athletic department. Last year's tournament was a huge success that should be doubled this year. Register to golf for \$150 or arrive by 5 p.m. for dinner and the auction. Construction companies, unions and other groups have been coming forward to support this event.

### 8. **Adjournment**

Motion to adjourn – Senator Pearson-Bloom; Seconded – Senator Brewer

The meeting adjourned at 2:53 p.m.

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