



ACADEMIC SENATE

Adopted Minutes

August 25, 2014

ASSC 1421

3:00 pm – 5:00 pm

<p>1. Call to Order</p>	<p>President Michael Wyly called the meeting of the Academic Senate to order at 3:05 pm.</p>
<p>2. Roll Call</p>	<p>Present: Michael Wyly, Mark Berrett; Sabine Bolz; Curtiss Brown ex-officio; Thomas Bundenthal; Nick Cittadino; Lue Cobene; Catherine Cyr; Dale Crandall-Bear ex-officio; Joe Conrad; Lisa Giambastiani; Les Hubbard; LaNae Jaimez; Amy Obegi; Terri Pearson-Bloom; Ken Williams ; Connie Adams, Admin Assistant Absent/Excused: Erin Duane; Susanna Gunther ex-officio Guests: Jowel Laguerre, Annette Dambrosio, Erin Moore, Melissa Reeve</p>
<p>3. Approval of Agenda</p>	<p>President Wyly asked to defer Item 4 (IVP White unable to attend) and Item 7 (the minutes have not been reviewed). Moved by Senator Cobene and seconded by Senator Pearson-Bloom to approve the August 25 agenda as amended. Motion carried unanimously.</p>
<p>4. Approval of Minutes</p>	<p>August 11, 2014 - Deferred</p>
<p>5. Comments from the Public</p>	<p>None</p>
<p>6. President's Report</p>	<p>President Wyly presented his report: Good afternoon. I hope this semester has begun well for each of you.</p>
<p><i>Shared Governance & Board Policies</i></p>	<p>Since our last meeting, I attended Shared Governance on Wednesday, August 13. At that meeting, proposed revisions to multiple Board Policies were presented for information. (These items also received their first reading at the Board meeting this past Wednesday, August 20.) I encourage Senators to review these draft policies and to communicate any suggestions for conversation to me by the next SG meeting, scheduled for Wednesday, September 10. I especially invite the Senate to review the proposed language on Policy 2070 wherein there is the following line: "the VP of Academic Affairs and/or Accreditation Liaison Officer (ALO)." This line is repeated throughout. Traditionally, at SCC, the VPAA is the ALO whereas this line would seem to suggest latitude for the assigning of ALO duties to another person, one perhaps outside of AA. My sense is that this change could be more carefully vetted, and I invite your comments one way or the other in the interim. If needed, I can agendize this item for a subsequent meeting.</p>
<p><i>Classroom Utilization</i></p>	<p>Also discussed at SG were topics associated with classroom utilization. Leigh Sata and his team presented compelling comparative data to show how unused and/or under-utilized classroom space is calculated by the State and how it impacts our funding. In summary, the state calculates room efficiency at a ratio that accounts for square footage, not local available space, such as desk size. In addition, our classrooms are much underutilized in the afternoon hours. No action plan was developed. However, I expect that this topic will resurface at Enrollment Management and elsewhere.</p>
<p><i>Student Representatives</i></p>	<p>In addition to the aforementioned proposed policies, two other topics of immediate interest to the Senate were presented and/or discussed at the Board Meeting this past Wednesday. For one, the President of the ASSC presented his concern that student representative positions were not being adequately solicited or filled on hiring committees. He ASSC President identified eight (8) committees where he believed there should have been student representation but there was not. These specific committees were not named, and I cannot attest to the accuracy of the statement. Nevertheless, as</p>

<p><i>MOUs – Senate/Faculty Purview</i></p>	<p>student participation is a matter of policy and procedure at SCC, their inclusion does impact our purview. Therefore, I will follow up with the aim of making sure student representatives appointed are sought where required. Please look for an update down the line.</p> <p>The second item was the passing, as an action item, of an MOU between the International Ed Center and SCC and SCCD. (See page 44 of the Aug 20 Board agenda.) In conversation with Dr. Laguerre, I expressed concerns re: implications for AB 86 reporting, purview of academic matters as it relates to the faculty and its Senate, as well as the inclusion of Academic deans where appropriate. Dr. Laguerre advised me that this document was one which was reviewed a couple of years ago, had been vetted by ESL faculty and that this document was a necessary step per Homeland Security to solicit international students. This MOU was passed by the Board. As it does relate to faculty purview, I encourage the Senate to review this document. If desired, we can make copies available to the Senators.</p>
<p><i>Elections</i></p>	<p>Per our Constitution/bylaws, I solicited nominations for two adjunct representatives as well as internal nominations for Secretary/Treasurer. Both items are agendized, and I will report as we arrive at those items.</p>
<p><i>Image Campaign</i></p>	<p>Today, I attended the President’s Cabinet meeting which was given over to an initial planning and idea-generation with KPS3, the media company with which SCC has contracted to work on its rebranding efforts. Overall, principal topics explored included perceptions of how SCC is currently regarded by the community and why as well as how we would like the community to perceive the College.</p>
<p><i>Enrollment Input</i></p>	<p>At the last meeting, we agreed to solicit emailed comments regarding enrollment. I received some input verbally, and I have the notes from that meeting, but I would encourage more response. Part of this is my fault as I should have put out a reminder email. Is email going to be sufficient at this juncture, or should we consider this item in discussion as well?</p>
<p><i>Senate Goals</i></p>	<p>Once we finalize our priorities, I will send out a State of the Senate email which includes these goals.</p>
<p><i>10 + 1 Meeting Items</i></p>	<p>This Wednesday is the first 10+1 meeting. Two key items I plan to address concern funding given the budget freeze: faculty development and Senate conferences.</p> <p>If anyone would like more information on topics in this report, contact President Wyly. Proposed revised /new policies from the Board of Trustees meeting will be emailed to Senators and can be found at http://www.solano.edu/governing_board/2014/August202014Attachments.pdf. President Wyly can present concerns at Shared Governance only as advisories. The Board will decide policy.</p> <p><u>Comments/Questions:</u></p> <ul style="list-style-type: none"> ○ Accreditation Coordinator Dambrosio pointed out the <u>ALO function</u> is not in the VPAA job description and other offices have covered the ALO function at times. ○ State calculations don’t account for how many desks are in a room; schedule middle college classes during the underutilized hours (after 2:30 pm); request a condensed presentation for the Senate of <u>classroom utilization data and design</u> from Leigh Sata, Executive Bonds Manager; President Wyly urged everyone to consider this topic for a future meeting. ○ The only example given regarding <u>student reps on hiring committees</u> was for the Dean of Liberal Arts position. Students aren’t meant to be on every hiring committee, but the Senate will vet this item to ensure process is being followed. ○ <u>Image campaign</u> – as the plan is developed, input from across campus will be solicited; the Senate office will email Senators a copy of the K3P report that Senator Pearson-Bloom passed around at the meeting; a faculty survey will be done and faculty help requested; Research & Planning is working on a big student survey and a part on the image campaign could be added. ○ President Wyly will encourage more response for <u>enrollment</u> ideas and agendize this item again at another meeting.
<p><i>Curriculum Update</i></p>	<p>President Wyly invited Erin Moore, Curriculum Analyst, and Curriculum Chair Curtiss Brown, to present C-ID and catalog updates. Ms. Moore reported she and Curriculum Chair Curtiss Brown have been discussing plans for getting C-ID approval that is needed for courses in Associate Degrees for Transfer (ADTs). They will propose a deadline for this semester’s C-ID submissions at tomorrow’s Curriculum meeting. C-ID approvals are needed for courses in a few degrees that are being developed. Also a few</p>

degrees that were approved by the Chancellor's Office, prior to January 2013, are now required to have course C-IDs approved by June 30. The Curriculum Committee and President Wyly have the list. Although it is daunting, it is not as big a list as anticipated. There are currently eight pending ADTs in the Chancellor's Office queue. When the Chancellor's Office reopens in September, Ms. Moore will submit some small detail pieces and there are some articulation agreements we will have. Ms. Moore reported she has received many compliments from the Chancellor's Office on narratives and paperwork, acknowledging very good work that has been done here in terms of submissions.

Ms. Moore reported on a catalog issue she had discussed with President Wyly. She submitted nine degrees (not ADTs) upwards of eight months ago, before going on maternity leave, to the Chancellor's Office that have still not been approved. President Wyly explained the problem as reported at the Curriculum Institute. The Program & Course Approval Handbook (PCAH), in its most recent iteration approved last September, did not include an apparatus for the whole State for the approval of programs that have local GE requirements. The Chancellor's Office recognized this was an oversight on their part. The information cannot just be added in; the PCAH has to be revised and then approved. It is unknown how long the revision will take and when programs/degrees will be approved. Title 5 requires the Chancellor's Office to use the most recently vetted and approved version of the PCAH and there is currently no apparatus to approve the submitted degrees. All community colleges were asked not to submit more degrees unless they are transfer specific. In order to address the unapproved degrees that are published in the catalog Ms. Moore discussed the problem with IVP White and she is now working with faculty and deans to put together waivers. A lot of program changes exist because there are courses no longer in those programs and now programs have to revert back to AY 13-14. Curriculum will work with faculty who originated the programs to create blanket waivers; Admission and Records is also aware of the problem; at least students will be able to get degrees as they really are designed. Ms. Moore is working with IVP White to publish an addendum to go out with the catalog distribution to describe what the degrees look like from previous years.

Curriculum Chair Brown explained that a two-year wait on course approvals not directly tied to ADTs is a possibility. ADTs and C-IDs tied to them will be the focus until June 30. All other courses will be stalled. President Wyly responded to BSI Coordinator Melissa Reeve's question if certificates are also affected, noting the conference conversation only focused on degrees and not certificates which are also submitted to the Chancellor's Office. Coordinator Reeve asked the question because a lot of conversation has pointed to creating certificate programs. It would be helpful to know and pace the work if it could be two years out. Accreditation Coordinator Dambrosio reported that one of the Accreditation team recommendations in Auto Tech, after the substantive change visit, was to fast track those courses through the Curriculum Committee. Ms. Moore replied that local approval can be done, followed by submission to the Chancellor's Office. The unknown is when they will do anything with it. Auto Tech is being completely overhauled and courses in the program don't match up with the original, making it a good idea to have a blanket waiver.

President Wyly expressed hope the new iteration will be approved soon and then at least submissions could be made and reported for Accreditation purposes although we're still beholden to their approval timeline. Chair Brown reported some statutory adjustments to Program and Curriculum Review will be made and presented to Senate, due to changes in schools and divisions. Senator Bundenthal asked, for faculty who already followed through the C-ID process at their level for courses on Ms. Moore's email list, if there is anything else to do at their level. Ms. Moore replied that all courses need to be submitted for C-ID approval on that list she put together with required courses and List A. She is working with the Articulation Officer to ensure things are submitted. Chair Brown noted he should have an idea of C-ID approval status at the next meeting.

**7. Superintendent-
President's
Report
Hiring Update**

In response to questions from the last Senate meeting about position vacancies, S/P Laguerre reported there will be extensive advertising and recruitment in September for the Vice President of Academic Affairs and Dean of Counseling positions.

ESL Support

S/P Laguerre reported the collaboration with Diablo Valley College for non-credit international intensive English as a second language probably won't have an impact on our students here but it will be an avenue for more revenue. One goal that will be beneficial to us is to take the revenue from this program to support ESL on campus as promised.

Activities	<p>S/P Laguerre sent out a list of activities we are working on that was also shared with the Board of Trustees. He will continue to update and upgrade information. Activities include:</p> <ul style="list-style-type: none"> • <i>Early College High School:</i> An experience of S/P Laguerre’s at another college was similar to Senator Pearson-Bloom’s earlier suggestion to have high school students take their courses in the afternoon to eliminate competition for classrooms. That input will be good for IVP White and others working with the high school programs. Vacaville students come to campus at noon, so there is not much issue of conflict with regular courses. The College currently has two middle college high school programs and an MOU in process with Dixon High School that would have students taught at their high school. Benicia is also interested in the same activity although they would like to partner with the Fairfield-Suisun District and have their students on campus here. That should help the College bring more students in. Discussions are also taking place regarding similar activities with Vacaville Unified School District as well as a comprehensive package to put together with Vallejo and their academies. • <i>Vacaville Prison:</i> We began working with the prison to provide instruction, hit some road blocks on our part and with the Chancellor’s Office, and started moving forward again. S/P Laguerre will attend a meeting tomorrow at the prison. There are about 4,000 inmates there interested in school. If this collaboration takes place, it could help enrollment considerably. Due to our proximity, it would be easier for us than others to work with them. • <i>County Jail:</i> Another conversation took place at the Board of Trustees meeting regarding the new \$25 million addition the County will have built for training that will provide an opportunity to provide credit and noncredit instruction to County jail inmates. • <i>National Aviation Program:</i> We are still pursuing this program that S/P Laguerre shared information about last year. • <i>International nursing program:</i> Although more difficult than it should have been, the program piloted this summer was pretty successful. • <i>Video conferencing:</i> S/P Laguerre has been speaking for five years about what used to be called interactive television. Faculty could be at the Fairfield campus and have students at other campuses enrolled in interactive classes where they see instructors and ask questions. This could help low enrollment at some sites. This item will be discussed at the next 10 + 1 meeting. A visit to view the technology at Cisco in San Jose is scheduled for September 11. • <i>Juvenile Detention:</i> Currently one promising student is accompanied by someone who sits in College classes with him. Discussions are taking place with the director who would like the College to step up and do more to help their youth.
8. Interim Vice President’s Report	No report
9. Information / Discussion Items: 9.1 Accreditation	<p>Accreditation Coordinator Annette Dambrosio reported she has been adding and revising new pieces of information for the report that continue to be sent to her. She is working to fill in all the missing parts and will meet with Institutional Research Dean Peter Cammish to review items and look for what is missing. There is a lot of overlap and cross checking is needed, adding to the complexity of the report work. Coordinator Dambrosio alone cannot fully assess completeness and everyone needs to review submissions to ensure completeness and accuracy. The five documents emailed to the Senate for the August 11 meeting have been compiled into one document. It is a huge report, currently about 90 pages. The first section includes the nine recommendation items that have been worked on the last two years. The second section includes all the planning items that came from the 2011 Self-study. This year she is going back to see if the planned work has been accomplished and find reasons for work not completed. Any items not completed have to be included in the Self Study 2016-17 report. The report must show what we’ve done, where we’re at, and where we’re headed. Coordinator Dambrosio will meet with the Distance Education Committee that is working hard to make realistic projected plans for 2016-2017. Of course plans can continue to change.</p>

Coordinator Dambrosio pointed out there are no page numbers yet due to continuing additions and revisions. Substantive change was approved for Auto Tech and remaining courses will be going to the Curriculum Committee. Students taking courses now know where they are in the Program, however. The Auto Tech Report must be updated in the Accreditation report.

Coordinator Dambrosio hopes to have an updated Midterm Report sent to ALL by Friday. She is working closely with President Wyly and the Accreditation Task Force will be meeting.

President Wyly queried if ACCJC questions for the Accreditation Report will be similar to the type of interrogation for the substantive change in Auto Tech. Coordinator Dambrosio's reply was yes, rigorous questioning is the standard. She encouraged Senators to look at the 42 planning agenda items and the detail. ACCJC will be looking at everything. Continuity and continuous assessment is the goal and a big challenge has been the normal shifting of College, division, and committee leadership. Student Services Chief Shirley Lewis is working on updating the Student Equity Plan and Coordinator Dambrosio is in charge of updating the Staff Equity Plan, along with EIAC and HR. These revisions are huge documents that will be used as evidence. Coordinator Dambrosio urged everyone to take time to examine areas where they have interest and knowledge and send input to help accurately complete the report. Unless people send evidence and information, she can't know or remember all that is needed. The report "substance" won't be changed but it will be updated for accuracy. Information continues to come in. Please email any comments and corrections to Coordinator Dambrosio.

**9.2 Senate
Goals for
AY 2014-2015**

President Wyly reported that nothing new has been added to the list of goals identified at the August 11 meeting. However, he read over them for an update and to ensure everyone is on the same page. Because some of the items are more task-like, it might be better to title the list "priorities". President Wyly read the list headings and updated work in progress.

1. Planning for C-ID and ADT compliance

2. Review of Proposed New Policy for Co-requisite and Prerequisite Approval – on today's agenda

3. Faculty Development Committee – on today's agenda

4. Student Equity Committee – working on its assembly and toward the Student Equity Report. Senator Jaimez pointed out it is not a subcommittee of the Senate; they are updating the report; combining committees proposal on today's agenda.

5. High School Outreach, CAPP, and Forthcoming Taskforce – talked about working with S/P Laguerre by appointing faculty to a taskforce to identify ways that the College can engage in Outreach without trying to be everything to everybody.

6. Student Success Taskforce Planning, including Common Assessment and AB 86

7. Accreditation, Midterm Report and Preparation for Next Self-Study

8. Committee Appointments, Brown Act Updates, and Senate Appointees – President Wyly noted there is currently an Accreditation Taskforce that precedes this semester that is essentially charged with working on the mid-term report. However, as we move into self-study more and more of the onus of accreditation necessarily needs to come back to the Senate, as part of the 10+1. The Taskforce needs to morph into an accreditation steering committee of some sort. Ideally the Senate will be working with Flex Cal and other committees on campus as soon as January to plan for the self-study. Committee appointments and Brown Act update is on today's agenda.

9. Program Discontinuance Policy and the Completion Agenda – plan to place on the next agenda

10. Peer Review – anticipate it will be on the next agenda to introduce options

11. Emergency and Part-Time Hiring Policy – a carryover from last year that is an item on the mid-term report and an action item today.

Comments/Questions: President Wyly asked for any input for additions or changes. Senator Cobene suggested adding classroom use, including underutilization. President Wyly noted after the conversation today about branding and an image campaign, the Senate should find a way to work with those efforts. Senator Pearson-Bloom felt, as a big change for the College, it should start with the Senate. She also pointed out that block scheduling and compressed calendar are being discussed like they're going to take place this year. The compressed calendar might not happen for multiple years because of Banner. President Wyly noted the Senate was told last spring that this was needed. The College Faculty Association (SCFA) needs to be part of the conversations as well for needed negotiation. Due to the stall, the SCFA decided not to participate. President Wyly communicated that we can't have the conversation without them at the table along with the Senate. Senator Pearson-Bloom was concerned it could be

made a priority although it's not a reality. President Wyly suggested the priority would be to get conversations started. It was partly on the table last spring because the semester started so quickly and the sense was that students weren't enrolling early and going to other schools that start later. Also, without the SCFA being willing to be part of the dialog, why make the effort. To provide leadership, at least in terms of how programs are marketed, it seems high school outreach needs to be one item to fall under image and how to reinvent the College in the minds of the community. Professor Reeve queried if the surveying is also done with high school students. Senator Pearson-Bloom passed around the agenda and company scope of budget from the Branding Campaign meeting. An electronic copy will be sent to the Senate. She will be working with Shemila Johnson on the Branding Campaign. Senator Cittadino asked about the current status of technology changes that are to be made. President Wyly will ask CTO Roger Clague to speak to the Senate. Senator Bolz asked that preliminary feedback on how the calendar modification could be handled be added to the technology update. Some way is needed to project into the future in order to set goals. In response to questions, President Wyly reported he was told the Calendar Committee goes straight to the SCFA. He doesn't have a Committee list to know who is on it. Senator Pearson-Bloom said that many colleges have calendar committees that report to their senate for approvals. Professor Reeve stated the Board of Trustees has already approved calendars through 2017. President Wyly noted the items suggested to add to the list were:

- Classroom use and space, working with various constituencies on campus to maximize use without sacrificing good pedagogy
- Branding Campaign, working within a leadership role
- Compressed calendar and block scheduling, connect also to Banner/ed plan, not just in short term, how ready are we to receive State mandated education plan.

9.3 Brown Act / Senate Responsibility Guidelines

President Wyly spoke about the Brown Act in his report two weeks ago. He put together some ideas the Senate might expect of committee chairs and members. Rather than sharing those ideas now, President Wyly suggested having two or three Senators put together a preliminary document the Academic Senate could preview, approve, and distribute to subcommittees.

9.4 Code of Ethics, Report to Shared Governance

President Wyly presented the background for the Code of Ethics proposed revision. The Shared Governance previously approved version of the Code of Ethics (COE) had the support of the Senate last year when Accreditation became the catalyst to move it forward. The Senate President at that time voiced Senate concerns at Shared Governance and other venues. Although it was fast-tracked, very real concerns existed that needed to be revisited. President Wyly pointed out that the Senate did vote for it, followed by the Board of Trustees, so it is the current College COE. A Senate taskforce was formed to take a closer look and make suggestions for change. The new iteration was approved by the Academic Senate last spring. Senators agreed the Academic Senate should take the lead in the conversation and follow through with the process. President Wyly will have the COE placed on the SGC agenda for discussion, see if it gains traction there and report back to the Senate.

9.5 AB 86 Update and Report Presentation – Melissa Reeve and Michael Wyly

AB 86, part of the Student Success initiative, essentially compels every district and county to work via consortium to address possibilities for overlap in adult education, ESL and Basic Skills. For example, some counties have extensive noncredit ESL programs and adult ESL education and may also have nonprofit entities contributing to ESL education. The goal is to eliminate overlap and, at a minimum, develop a series of reports on potential overlap in these key areas. Leslie Fey is the College representative on the steering committee. Kay Hartley, Principal of Fairfield-Suisun adult school is essentially the lead. She put together the steering committee and is working with the College to write a report. Funding is split between AB 86 funding through the County and the College is paying the better half. The first report draft was due and submitted in late July. President Wyly reported he recently attended a meeting, although not officially invited. A lot of work was already done without involvement of the Academic Senate or any faculty. Professor Reeve asserted herself as someone interested and also attended the July meeting. She stated it was a good meeting of earnest people with a focus at that time on the idea of articulation and getting adult basic education students to a place where, if finishing their program through adult school or high school, they should be college ready. Once students complete their basic education they shouldn't have to be told at college that they need another year or so of remediation. Assessments we use were discussed. For their student population, certificate programs are the most likely route. Professor Reeve didn't have a list with her of what certificate programs are currently available. She was surprised knowing that AB 86 has been a year-long funded effort with a goal

	<p>of articulation at the College yet the entire planning had been at the adult school. President Wyly reported there were representatives from the College but no faculty in conflict with an ASCCC resolution which argued for the involvement of local Senates per the 10+1. Future faculty involvement and Senate purview over the appointing of faculty to any working committees will be the result of President Wyly's and Professor Reeve's efforts over summer to have faculty involvement per the ASCCC resolution. Subsequent reports are due in October and December and the final report is due in late March. The next step put forth by the consortium is the need for Academic Senate support and eventual approval via Senate vote and the signature of the Academic Senate President. The document (emailed and distributed) is the background information and a starting place for dialogue. President Wyly was invited to a meeting tomorrow which he will attend. He hopes to have some updates on documents and will place AB 86 back on the next agenda. He encouraged everyone to review the document and forward input. Senator Williams heard recently the Vallejo adult school was closed down and students were told to attend Solano College. President Wyly will check on that. Professor Reeve noted the CAPP project has also been an eye opener working with K-12. The process is top-down and they don't recognize faculty as the locus of curriculum nor do they understand the process by which we modify curriculum. Conversation is needed with faculty. President Wyly will send an email update after tomorrow's meeting if there is anything pressing.</p>
<p>9.6 Faculty Development Committee: composition, policy, process, who will develop – Michael Wyly</p>	<p>President Wyly attended the Committee meeting last Monday and shared the decision, from the August 11 Senate meeting discussion, to expand the charge of the Flex Cal Committee. Decisions are needed regarding the committee composition, policy, process, and who will develop all of that. Committee members asked to have the Academic Senate draft policy and procedures as mentioned and also a calendar and rubric. The ASCCC has a white paper on what faculty development looks like. President Wyly suggested the need to develop a taskforce. A few Senators are needed to step up as a starting place. Flex Cal members can be invited to participate and Flex Cal Chair, Chuck Spillner, is willing to take part. There will be a budget attached for faculty development. VP Jaimez and Senator Pearson-Bloom volunteered to serve on the taskforce. Chair Spillner asked Senators to inform their schools that more reps are needed.</p>
<p>9.7 Senate Elections</p>	<p>9.4 Senate elections (see President's Report)</p>
<p>9.8 10+1 information/ Training – Michael Wyly</p>	<p>9.5 10+1 Information / Training – Michael Wyly President Wyly asked what type of training and materials Senators would prefer to become more familiar with 10+1. Possibilities include developing an Academic Senate handbook and setting up a 10+1 training. Resources and cheat sheets for Brown Act and Robert's Rules could be helpful to have key facets for the Senate to operate above board. President Wyly asked if someone would take the initiative to put together a draft list of expectations to be vetted at a subsequent meeting. The Senate should be able to communicate expectations of committee chairs and have detailed procedural process available for them. It shouldn't be difficult to set up but some procedure and guidelines are needed to be more effective. There was general consensus with Senator Pearson-Bloom's suggestion that President Wyly could develop a solid draft of his good ideas to turn over to present to the Senate.</p>
<p>9.9 AS/SCFA – monthly reports – Michael Wyly</p>	<p>Moved by Senator Pearson-Bloom and seconded by Senator Williams to table Items 9.9 – 9.12 due to time constraints. Motion carried unanimously.</p>
<p>9.10 Solutions for Additional Procedural PR Language</p>	<p>Tabled (see 9.9)</p>
<p>9.11 Creation of Task Force to Develop One Annual Form For Updating/</p>	<p>Tabled (see 9.9)</p>

<p>Reviewing PR/EMP/PLOs</p> <p>9.12 SLO/ Assessment Committee: charge/composition/rubric, etc.</p>	<p>Tabled (see 9.9)</p>
<p>10. Action Items</p> <p>10.1 Emergency and Part-time Hiring Policy (revised)</p>	<p>Moved by Senator Conrad and seconded by Senator Cittadino to table the proposed policy revision. Motion carried unanimously.</p>
<p>10.2 Co/Pre Requisite Policy & Calendar</p>	<p>Moved by Senator Berrett and seconded by Senator Pearson-Bloom to approve the Co/Prerequisite and associated documents. Motion carried unanimously.</p>
<p>10.3 Student Success Taskforce – Specific Subcommittee Tasks</p>	<p>Moved by Senator Conrad and seconded by Senator Giambastiani to table and reagenda Item 10.3 and 10.4. Motion carried unanimously.</p>
<p>10.4 Student Equity Plan Combining Committees Proposal</p>	<p>Tabled (see Item 10.3)</p>
<p>10.5 Secretary/Treasurer Election</p>	<p>Moved by Senator Conrad and seconded by Senator Cobene to accept Les Hubbard’s nomination as Secretary/Treasurer. Motion carried unanimously.</p>
<p>10.6 High School Outreach – Proposed Taskforce</p>	<p>President Wyly placed High School Outreach on the 10+1 Committee agenda to discuss with S/P Laguerre. Although the proposed taskforce would not be a subcommittee of the Senate, President Wyly asked to have the Academic Senate participate in dialogues and development of a plan. Moved by Senator Giambastiani and seconded by Senator Pearson-Bloom to approve a High School Outreach taskforce. Motion carried unanimously.</p>
<p>11. Reports</p>	<p>11.1 Subcommittees (due to time constraints only Program Review reported)</p>
<p>Program Review</p>	<p>11.1.1 Basic Skills – Melissa Reeve 11.1.2 Curriculum – Curtiss Brown 11.1.3 Distance Ed – Dale Crandall-Bear 11.1.4 Flex Cal – Chuck Spillner 11.1.5 Program Review – Amy Obegi</p> <p>Program Review Coordinator Obegi reported the Committee met Friday for Flex. Numbers reported that should have increased significantly. The report deadline was the 22nd and there are still a lot of things missing. Coordinator Obegi acknowledged many people are doing a great job and there was a big improvement with the new rubric for assessment quality that the Committee approved. Grades are not as useful as they were. Everyone is happy the Committee decided to assess courses.</p>
<p>Assessment</p>	<p>11.2 Other Committees 11.2.1 Assessment – Gene Thomas</p> <p>Assessment Coordinator Gene Thomas reported that, unless delinquent, courses will be assessed twice within a five-year program review cycle and all new courses will be assessed the first year they are</p>

offered. The IVPAA suggested that ILOs be posted in every classroom. The Dean of Research and Planning suggested that ILOs be revised before making posters. Several faculty and the Dean will do so and make recommendations to the Committee. The IVPAA stated that ACCJC requires that assessments be used; in fact, this directive appears in several places in the new standards. Time will be given to faculty at School meetings at required Flex and at School meetings throughout the semester to accomplish this work. There is considerable variation of assessments within one course. To be able to compare assessments across sections/instructors of the same course, common assessments and rubrics will be written for all courses with multiple sections by March 1, 2015. As above, faculty will be given time during School meetings to accomplish this work. Discussion will include adjuncts. There was general agreement that faculty should note those factors that contribute to a lack of success; in particular, faculty may want to take attendance every day. But we should also attempt to find out whether students are benefitting from office hours, the Reading/Writing lab, Math Activities Center, tutoring center, and the Academic Success Center; objective measures are needed.

11.2.2 Equity – Shirley Lewis no report

11.2.3 10+1 – LaNae Jaimez no report

11.3 Treasurer no report

**12. Action
Reminders**

Program Review needs reps from Health Sciences.

13. Announcements

The next regular Senate meeting will be held on September 15, 3:00-5:00 pm in ASSC 1421

14. Adjournment

Moved by Senator Conrad and seconded by Senator Cittadino to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 5:02 pm.