



ACADEMIC SENATE

Adopted Minutes

November 16, 2015

3:00 pm – 5:00 pm

<p>1. Call to Order</p>	<p>Academic Senate President Michael Wyly called the meeting to order at 3:01</p>																																										
<p>2. Roll Call</p>	<p><u>Members:</u></p> <table border="0"> <tr> <td>Michael Wyly, President</td> <td>P</td> <td>Lue Cobene</td> <td>p</td> </tr> <tr> <td>Amy Obegi</td> <td>P</td> <td>Marivic Macalino</td> <td>p</td> </tr> <tr> <td>Andrew Wesley</td> <td>P</td> <td>Mark Berrett</td> <td>p</td> </tr> <tr> <td>Erin Duane, Secretary/Treasurer</td> <td>P</td> <td>Narisa Orosco-Woolworth</td> <td>p</td> </tr> <tr> <td>Janene Whitesell</td> <td>P</td> <td>Nedra Park, Admin. Assist.</td> <td>p</td> </tr> <tr> <td>Jeff Kissinger</td> <td>A</td> <td>Nicholas Cittadino</td> <td>p</td> </tr> <tr> <td>Joseph Conrad</td> <td>P</td> <td>Sabine Bolz</td> <td>p</td> </tr> <tr> <td>Ken Williams</td> <td>P</td> <td>Teri Pearson-Bloom</td> <td>p</td> </tr> <tr> <td>LaNae Jaimez, Vice President</td> <td>P</td> <td>Thomas Bundenthal</td> <td>p</td> </tr> </table> <p style="text-align: center;">A= Absent P=Present</p> <p><u>Ex-Officio & Committee Chair Members:</u></p> <p>Joshua Scott Dale Crandall-Bear</p> <p><u>Guests:</u></p> <table border="0"> <tr> <td>Stan Arterberry, Interim President</td> <td>Leslie Minor, VP of Academic Affairs</td> </tr> <tr> <td>Greg Brown, VP of Student Services</td> <td>Thao Brabender, Articulation Officer</td> </tr> <tr> <td>John Yu, Dean of Math & Science</td> <td></td> </tr> </table>	Michael Wyly, President	P	Lue Cobene	p	Amy Obegi	P	Marivic Macalino	p	Andrew Wesley	P	Mark Berrett	p	Erin Duane, Secretary/Treasurer	P	Narisa Orosco-Woolworth	p	Janene Whitesell	P	Nedra Park, Admin. Assist.	p	Jeff Kissinger	A	Nicholas Cittadino	p	Joseph Conrad	P	Sabine Bolz	p	Ken Williams	P	Teri Pearson-Bloom	p	LaNae Jaimez, Vice President	P	Thomas Bundenthal	p	Stan Arterberry, Interim President	Leslie Minor, VP of Academic Affairs	Greg Brown, VP of Student Services	Thao Brabender, Articulation Officer	John Yu, Dean of Math & Science	
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<p>3. Approval of Agenda</p>	<p>Senator Bolz made a motion to approve the Agenda of 11/16/15 and it was seconded by Senator Cittadino.</p>																																										
<p>4. Approval of Minutes</p>	<p>deferred</p>																																										
<p>5. Comments from the Public Equity Plan Karen McCord, Professor</p>	<p>Professor Karen McCord thanked the senate for moving the meeting site so the Peace Summit activity could be held in the board room today. She received a copy of the Equity Plan that is to be submitted this Saturday. The committee has met only once this semester for one hour and she has concerns about the Equity Plan. Professor McCord read an email she wrote to VP SS Greg Brown outlining her concerns. She felt the plan was ambiguous and may be rejected by the state. Additionally, she is concerned that the funds are allocated for positions that are not dedicated to the target populations designated by the state. President Wyly noted the Equity Plan is on the agenda, item 10.3 and will be discussed later.</p>																																										

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<p>6. AS President's Report</p>	<p>President Wyly sent an email to the senators listing the resolutions that were passed at the 2015 Plenary. Some of the recommendations will be discussed later as listed on the agenda. Many of the resolutions directly affect the college. In addition to President Wyly, VP AS LaNae attended the meeting.</p>
<p>6.1 Fall Plenary Meeting Highlights</p>	<p>Upcoming ASCCC meetings are listed on the agenda. President Wyly and the AS Executive committee will be working to identify who should go and how to fund them. The 2016 Spring Plenary will be in Sacramento this April please contact President Wyly if you are interested in attending.</p> <p>Last Friday, November 13, 2015, SCC hosted the ASCCC 2016 Northern Curriculum meeting. President Wyly thanked VP AA Minor, Senators Ken Williams, Amy Obegi and Janene Whitesell, Joe Conrad and Basic Skills Chairman Joshua Scott for their assistance during the day, which helped everything go very smoothly. The Chancellor's Office and ASCCC personally thanked President Wyly for a successful and well organized meeting.</p>
<p>6.2 Hiring Priorities Update</p>	<p>The deans are working with faculty to determine hiring priorities. The priorities will be presented to the senate at the November 30, 2015 meeting for discussion, the recommendations will then inform Superintendent/President Arterberry and his executive team. VP AA Minor reminded the senate that the list is prioritized so when we can actually hire, everything is in place. She also noted that this budget is composed of quite a bit of one-time funding sources. Hiring full time faculty is a about a 20 year commitment to the people, so the college must be judicious and fiscally responsible to avoid further debt. Senator Thomas Bundenthal inquired what the one-time money is being spent on. VP AA Minor responded that there are several sources of one-time funds that could potentially fund about 4 full time faculty. She added that about 16 faculty members are retiring or resigning this year. President Wyly summarized that at this point the actual number of positions is undetermined, but there is a commitment to determine hiring priorities. VP AA Minor said she will have more information at the December 7th AS meeting. Currently HR is working on job descriptions and should any of the faculty have suggestions on the job descriptions, they should contact their dean. Senator Obegi requested data on the FTEs associated with the jobs. VP AA Minor responded that there is a form for the data that the deans review. Dean Peter Cammish is collecting the data. Senator Whitesell asked if the deans are starting from last years' prioritization list. VP AA Minor said yes it is a good place to start from, but there could be changes. VP AA Minor said some programs have externally mandated staff and the deans are excluding them from this process. President Wyly noted that counseling positions are based on ratios and how they are counted is confusing. Counselors need to be included in the conversations and a process developed to clarify the how to prioritize the externally mandated hires.</p>
<p>7. Interim President's Report Stan Arterberry</p>	<p>None</p>
<p>8. Vice President for Academic Affairs Report Leslie Minor, VP of Academic Affairs</p>	<p>VP AA Minor, Interim S/P Stan Arterberry and Dean Shirley Lewis met with their Sonoma State counterparts to review the articulation agreement between the two colleges for Liberal Arts students. They also discussed expanding articulation agreements to other areas in the future.</p> <p>VP AA Minor attended the ACCJC workshop for regional colleges having their site visits in spring of 2017. The group discussed new standards. She also attended the Institutional Effectiveness Partnership Initiative (IEPI) meeting. At this meeting outside consultants (unpaid teams of volunteer peers from other colleges) met to consult with the college about improving processes.</p> <p>VP Minor invited Dean John Yu to provide an update on the baccalaureate program. Last May the college was approved to offer a Bio Manufacturing baccalaureate degree. A campus-wide advisory committee was formed and is chaired by Dr. Jim DeKloe. This committee subdivided to include the Substantive Change committee as the college is changing to offer a baccalaureate degree and VP AA Minor is the committee chair. The Baccalaureate Curriculum committee was created and is also chaired by Dr. DeKloe. Lastly the Student Services Committee, chaired by VP SS Greg Brown was created. Having baccalaureate programs in</p>
<p>9. Information & Discussion Items</p>	<p>Academic and professional matters means the following policy development and implementation matters: (1) curriculum, including establishing prerequisites and placing courses within disciplines; (2) degree and certificate requirements; (3) grading policies; (4) educational program development; (5) standards or policies regarding student preparation and success; (6) district and college governance structures, as related to faculty roles; (7) faculty roles and involvement in accreditation processes, including self-study and annual reports; (8) policies for faculty professional development activities; (9) processes for program review; (10) processes for institutional planning and budget development; and (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate. [Title 5, §53200]</p>

community colleges is pioneering work. The piloting period is from 2017 to 2023; shortly before the ending period the legislature will consider expanding baccalaureate degree programs to more community colleges. Each of the 15 pilot colleges are allotted \$350,000 to spend for equipment, faculty and teaching materials. There is 30% release time for baccalaureate designers (2 current faculty members). The Faculty Association and HR are working to approve these positions. The current plan is to have the Substantive Change report submitted in February and the curriculum passed by end of Spring 2016 semester. President Wyly added, SCC is working in cooperation with of Mira Costa, who is creating a parallel Bio-Manufacturing baccalaureate degree program in southern California. He mentioned AP AS Mike Fino is the contact at Mira Costa College.

9.1 Discontinuance Policy

There have been various conversations proposing a name change for the policy. Changing the name to include "improvement or revitalization", has been suggested. Around the state this is called "Program discontinuance & revitalization" or "Program Discontinuance Improvement". Additionally, the Curriculum committee has asked to discuss the triggers for the policy as recommended by the committee. Senator Bundenthal stated that the policy as it is being implemented, is repurposing the policy and is at odds with how it was originally written. He noted that his dean said he was instructed to pick programs to be reviewed for discontinuance every year. The policy was never intended to be an inducement to look for programs to discontinue. Additionally, faculty have not approved the altered policy. He further stated that the Senate should not let this slide by as it is a violation of the policy as it is intended. VP Minor responded that the deans selected programs based on data indicating that a program was struggling, not healthy, or had some other problem. Senator Wesley asked, "how do Program Review, Curriculum Review and Program Discontinuance come together and what if Program Review finds a problem?" He also noted that deleting a course can impact other programs to the degree that the program may have to be discontinued, especially if it is a prerequisite of a program. Senator Conrad agreed with Senator Wesley, this approach to program discontinuance could undermine other programs. Senator Bundenthal added that if the college doesn't replace the 16 people who are leaving, then some of the programs can't be offered, leading to more "back door" discontinuance. Senator Duane stated that a crucial step is missing. A course was almost deleted by the curriculum committee. They wanted to discontinue the class because there are no faculty members to teach it. Senator Berrett recalled the writing of the Discontinuance Policy by faculty as the purview of the faculty. The Senate Exec Board agreed to work out what the next steps will be regarding the request by administration to engage in the Program Discontinuation process. Senator Bundenthal suggested that we focus on initiation of the process and the triggers for the process as written in the policy. Senator Obegi reported that the while developing the program review process there was a lot of concern that program review be very different from program discontinuance. Program Review and Program Discontinuance were kept as separated processes because the task force was afraid of what could happen.

9.2 Flex Cal

Faculty are frustrated by what is deemed an eligible Flex Cal activity and what is not. Recently faculty have looked at ASSJC guidelines on Flex Cal activities. The senate and VP Minor agreed that this is a good resource. Even with this document, there is still some disagreement. The senate and administrators will work to more clearly specify what is or is not Flex Cal eligible. The form that is used for Flex Cal activities is outdated in lieu of the newer guidelines. A new form is needed. Flex Cal falls under #8 in the 10+1. VP AA Minor mentioned that Flex Cal activities were the focus of auditors and could result in the college paying money back to the state. President Wyly noted that a taskforce could be created to work on a new form. He suggested check boxes be added to the form to make it easier for faculty and easier for deans. Senators Whitesell and Bolz offered to be a part of the taskforce. President Wyly asked VPAA Minor to appoint administrators as well as including Charles Spillner, Professional Development chair, on the taskforce. Senator Cittadino asked that the form include examples of activities.

9.3 Program Review

Amy Obegi, Program Review committee chair reported on the proposed committee composition. The committee split the members as follows:

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Voting members:
 1 Chair, Academic Program Review Faculty Coordinator with reassigned time, vote only in case of a tie.
 1 faculty representative from each school, totaling 5 members
 1 Student Services faculty representative (Counseling or Library)
 Quorum is 4 faculty members in attendance.

Advisory members:
 Associate faculty reviewers (0-4 as interested)
 Curriculum Committee Chair (ex-officio)
 Member of the Office of Institutional Research and Planning (ex-officio)
 Dean(s) of program(s) under review (ex-officio)
 Vice President of Academic Affairs
 Advisory members do not participate in the faculty review of the program review self-studies by the Academic Program Review Committee. They also do not count as quorum.

Chairperson Obegi added that the committee primarily provides guidance and doesn't vote on much. The student representative was eliminated because students give feedback via surveys. Senator Conrad added that the meetings are public and a student could speak to the committee under the "public comments" section of the agenda if they so choose.

9.4 Lack of club advisors The discussion on the lack of club advisors brought forth the lack of communication between students and the senate. AS President Wyly asked the senate to discuss with their constituents the proposal to include a non-voting student liaison on the AS.

10. Action Items

10.1 Academic Calendar Draft Senator Conrad was concerned that in the summer the calendar doesn't indicate a "hanging" Monday to make up for the 4th of July holiday. This is not good for students; they will have a day of class and the next day take a final. The addition of a "hanging" Monday allows student to have a weekend off before finals. Additionally, without the Monday, it will be a problem to schedule the required 24 days in 23 days. In his experience as a dean, Senator Conrad said the ramifications of the calendar, as is, would be difficult and the "hanging" Monday is needed to correct this. The Faculty Association has a problem with the calendar due to the lack of some Flex Cal days. Senator Duane reported that the optional days must be done on faculty's non-contracted work days if they are not on the academic calendar. Since the calendar is not acceptable, President Wyly recommended that no action be taken. **Senator Duane motioned to table the Academic Calendar until it is corrected. The motioned was seconded by Senator Cittadino. The senate voted unanimously in favor of the motion.**

10.2 CCCO Taskforce on Accreditation As discussed at previous AS meetings, the State senate Executive committee endorsed the accreditation recommendations and it was passed by the state senate at the 2016 Fall Plenary. To strengthen the position of the Chancellors Office and ASCC, it has been requested that local senates, if they choose, should endorse the Resolutions. See hand out – Resolution 11.16.2015 **VP AS Jaimez motioned to approve the resolution as revised and Senator Cobene seconded the motion. The motion was passed unanimously by the senate.**

10.3 Student Equity Plan Greg Brown VP SS Greg Brown said the committee wrote the plan as quickly as possible due to the fast approaching deadline. VP SS Brown agrees with Professor McCord's concerns regarding the plan. He is planning to submit as is and modify the plan as needed in the future. It is very general and needs more detail. He noted that commitments from last spring will be honored in the plan. Everything else will be added and budget detail will follow as he is uncertain about how much funding will be allocated by the state at this time. He thinks it is possible that it will be rejected by the Chancellor's office and a new plan will be needed. Senator Cobene asked VP AA Brown to communicate Professor McCord's concerns to the board. Basic Skills Chair, Joshua Scott voiced his concern that too many important issues are not in the proposal. President Wyly agreed that many details still need to be worked out and asked if the deadline can be extended. VP SS Brown said we can ask the CO for an extension, and added that a better plan will be needed regardless of what the CO does with this proposal. **Senator Pearson-Bloom asked if apportionment**

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<p>10.4 Resolution to adopt baccalaureate guidelines</p> <p>4.Adjournment</p>	<p>is available for things that Equity funds support and can Equity funds be used to match categorical funds? VP SS Brown responded that Equity funds can't be used for either. Senator Obegi asked if it was possible to meet in the next few days and improve the proposal. President Wyly responded that there is no time, any proposal would have to through a participatory process and committees. Senator Wesley noted that the incarcerated student population was left out of the plan and they should be served by the Equity plan. Professor McCord advocated that an extension be pursued as in her experience, certain items left out of the plan can't be added later. She volunteered to help VP SS Brown since she has served as a reader on previous equity proposals and was trained by the state to do this. President Wyly asked for direction from the senate. The senators were not in favor of proceeding with the plan as is. They asked if there is a penalty for turning the document in late and VP SS Brown said he did not know. Senator Cobene motioned to delay signing the document until pending changes are made and deliver the plan on November 30th. Senator Bundenthal seconded the motion with the friendly amendment that VP SS Brown request an extension. Three senators voted in favor, 4 senators opposed the motion and 8 senators abstained. The motion did not pass. Senator Conrad pointed out that everybody was late submitting their plans last year without being penalized. The penalty for submitting it late maybe worse than if the plan is simply rejected by the CO. If it is submitted unsigned, it will likely be rejected, giving the college more time to improve the plan. Submitting the plan as is, runs the risk of being accepted by the CO and the college would then be committed to a poor plan. Senator Conrad motioned to direct President Wyly not to sign the plan until it is corrected and Senator Duane seconded the motion. VP AS Jaimez made the friendly amendment to include that VP SS Brown request an extension from the CO. The senate voted unanimously to pass the amended motion.</p> <p>Senator Conrad moved to endorse the baccalaureate resolution 11.16.20015.2, 903 through 906 That have been discussed at previous meetings. The motion was seconded by Senator Wesley.</p> <p>VP AS Jaimez moved to adjourn the meeting and Senator Williams seconded the motion. The motion passed unanimously.</p> <p>Attachments: AS Resolution 11.16.2015 ASCC Taskforce Recommendations BS Degree Revised Academic Calendar Draft Program Discontinuance Recommendations Student Equity Plan 11/15</p>