



# ACADEMIC SENATE

## Adopted Minutes

Dec 7, 2015

3:00 pm – 5:00 pm

<p><b>1. Call to Order</b></p>	<p>Academic Senate President Michael Wyly called the meeting to order at 3:05</p>																																				
<p><b>2. Roll Call</b></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>A= Absent      P=Present</p> <p><u>Ex-Officio &amp; Committee Chair Members:</u> Joshua Scott</p> <p><u>Guests:</u> Yaschia Crawford, Chief of Staff Greg Brown, VP of Student Services John Yu, Dean of Math and Science Neil Glines, Dean of Liberal Arts Technology &amp; Business, Vacaville Center Keydron Guinn, Dean of Social &amp; Behavioral Sciences Shirley Lewis, Dean of Vallejo Center</p> <p>Leslie Minor, VP of Academic Affairs Thao Brabender, Articulation Officer Mora Morinec, Dean of Applied Robert Gabriel Dean of Health Sciences</p>	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
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<p><b>3. Approval of Agenda</b></p>	<p>Senator Amy Obegi motioned to approve the amended agenda of December 7, 2015 and Senator Ken Williams seconded the motion.</p>																																				
<p><b>4. Approval of Minutes</b></p>	<p>Deferred</p>																																				
<p><b>5. Comments from the Public</b></p>	<p>None</p>																																				
<p><b>6. AS President's Report</b> Michael Wyly, AS President 6.1.2 FAC Decision Making</p>	<p>AS President Wyly expressed concerns from various committee members regarding the decision making capacity of the Fiscal Advisory Committee (FAC). The committee has held numerous meetings and a disturbing pattern is occurring. Committee members are urged to speak with constituents, but reminded beforehand that the committee is advisory only. It feels as though the decision is already decided. President Wyly plans to write a letter to the committee regarding this issue.</p>																																				

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<p>6.1.3 Collections Agency</p> <p>6.2 Student Survey</p> <p>6.3 Hiring updates</p> <p>6.4 ASCCC Updates</p> <p>6.5 Peer Review Taskforce</p> <p>6.6 Bachelor's Program Update</p> <p>6.7 Emergency Meeting Update</p> <p>6.8 Superintendent-President Transition Planning</p> <p><b>7. Interim President's Report</b> Yashica Crawford, Chief of Staff</p>	<p>At the last FAC meeting it was proposed to contract with a collection agency to collect student debts from 3 years ago to present. Important questions that committee members asked about the specific company could not be answered, although President Wyly was told the Fiscal office vetted the company. Additionally he was reminded the FAC is advisory only. A quick internet search did not produce a favorable profile of the chosen company. No work has been done to explore why the students are defaulting on their debts and no other options to address the problem were offered or solicited from the committee members. President Wyly and 2 other faculty members voted against this proposal, however it was passed. President Wyly will be composing a letter prior to Wednesday to explain his concerns to the FAC and the senate will be able to preview it.</p> <p>A Student Survey was sent to students, some survey questions suggested curriculum evaluation, program evaluation and programmatic evaluation; all of which are under the purview of the Program Review Committee, the senate and fall under 53200. The senate was not part of any dialog regarding this survey. Nor could President Wyly access a complete copy of the survey. President Wyly has requested a copy of the survey so it can be discussed and a course of action formulated. Faculty was excluded from participating in creating the survey as well. President Wyly sent an email to Interim President Arterberry.</p> <p>None to report.</p> <p>Registration is open for Instructional &amp; Innovation Design Conference and Senator Whitesell will be presenting at the conference this January. Additionally she will be representing the senate at the rest of the conference. President Wyly noted there are many interesting items on the agenda and he is encouraging our administrative partners to send representatives. He encouraged others to attend if they are interested.</p> <p>President Wyly will be attending the meeting in Long Beach, Friday, December 10, 2015 as a member of the Transfer and Articulation Student Services Committee. The purpose of this meeting is to plan the Academic Academy to be held March 17-19, 2016 in Sacramento. The Academy is dedicated to student success and equity. People who attended last spring reported that it was a very useful conference. Faculty members Nicholas Cittadino, Joshua Scott and Genele Rhoads presented at last year's conference on the FYE program.</p> <p>Peer Review taskforce met Friday, December 4, 2015. The taskforce continued their discussion regarding best practices for peer evaluation and identified principal points. The group is working on language and will have a document to present to faculty at the January Flex Cal.</p> <p>President Wyly was charged with composing the evidence for the Substantive Change Report from the data. Jim DeKloe and VP Minor are assembling the document and are hoping to have it for senate review in January.</p> <p>Enough senators have confirmed their attendance to make quorum at the emergency meeting to be held on Monday, December 14, 2015. President Wyly thanked the senators for making time for this meeting. After the meeting we will have some holiday refreshments and you may choose to wear an ugly t-shirt or sweater. The meeting will start at 3:30.</p> <p>President Wyly and Interim President Stan Arterberry are working to facilitate this transition. Senate goals and plans will be presented to the new Superintendent-President, Dr. Celia Esposito-Noy to provide her with a sense of what the senate does; she may have additional ideas and suggestions.</p> <p>Dr. Crawford presented the report for President Arterberry, who was out of town. She thanked those who participated in the presidential search. The new Superintendent-President, Celia Esposito-Noy, is working to close out items on her former campus.</p>
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VCUSD Partnership	<p>Conversations with the Vallejo City Unified School District (VCUSD) began before 2014. The VCUSD wanted something different than the SCC middle college program currently offered in Fairfield and Vacaville. The plan is for all students to have the opportunity to simultaneously attend high school and college in one of about 8 academies, termed “wall to wall” academies. The MOU authorizes SCC and VCUSD to continue planning for the academies and collaborate to make 2 models early college and something different. The MOU will be presented to the BoT on December 16, 2015 for approval. Page 5 of the MOU highlights SCC’s work to be done. Dr. Bishop identified the specific academics that she felt were most valuable to Vallejo residents. President Wyly noted the role for senate and or subcommittees will be to ensure proper hiring procedures are followed and minimum qualifications are met. SCC staff will be working directly with high school teachers to prepare students.</p>
<p><b>8. Vice President for Academic Affairs Report</b>  <b>Leslie Minor, VP of Academic Affairs</b></p>	<p>There is an internal investigator on campus to investigate a complaint to the Chancellors Office regarding incorrect reporting of student’s time in the math lab as well as policies and procedures. The investigator will be here for 3 days.</p>
8.1 Email Advertising	<p>Student Life Director, Rischa Slade, asked if the AS would approve sending email to advertise classes. In general the senators felt this could be an overwhelming number of emails that will not be read. If it is done it should be targeted advertising and or criteria should be created to control advertising content. Also the SCC website could be improved and help with some of these issues.</p>
8.1 Public Sabbatical Schedule	<p>A faculty member requested an approved sabbatical schedule be available since it is an expenditure of public money. The faculty member also would like to see unapproved sabbaticals, however VP AA Minor stated there is no need because there is no public expenditure. Senator Berrett stated that expenditure is not the problem, it is the process of who gets approved and not approved that is of concern. Sabbaticals fall under the Faculty Association purview. However the senate may want to discuss where and how we make documents public as a future agenda item. President Wyly will discuss the matter with the Faculty Association.</p>
8.2 Student Survey	<p>The Student Survey is a customer satisfaction survey program. The intent was to understand what the students’ needs are, what they think about our processes, look at trends of responses over time and many other things. It was not designed as a tool to evaluate programs or faculty. There are no questions about specific courses. There are questions such as is the Library good place to study, is it open at convenient times, is the Library staff helpful and knowledgeable, is counseling department helpful and knowledgeable. There are 6 questions regarding customer satisfaction of instructors. President Wyly stated that since there are questions about library services and faculty members, they should have consulted with the senate about the survey questions. VP AA Minor did not realize that this was problem. President Wyly preferred to read the survey prior to it going out so the senate can be participatory instead of reactionary. Senator Pearson-Bloom saw the survey before it went out and provided some input and added questions. President Wyly just received a copy and sent it out to the senators. However it is difficult to discuss it until all have reviewed the survey. Senator Pearson-Bloom liked the survey because she did not have to do a separate survey. However others were not given the opportunity to provide input. Senator Whitesell voiced concern over the questions regarding instructors; it is very dependent on if the student had a bad or wonderful experience with an instructor, no distinction is made on the survey. Senator Cittadino was concerned about too many surveys going out, as counseling also does a survey. Senator Thomas Bundenthal recalled a survey done by Dean Peter Cammish several years ago. While instructor names were redacted, it was obvious who students were writing about on the survey and the results were published. He reminded all that the established processes need to be followed to avoid mistakes. While most senators thought the questions on the survey should be asked and will yield valuable data, their concern was over the potential evaluative questions regarding faculty and programs and the lack of faculty input in the creation of the survey. President Wyly said the survey will be a discussion item on a future agenda. VP AA Minor said it is too late to change the survey questions as it has gone out to students. However, if the results are problematic, they can be deleted. Some of these results will be used in an upcoming ACCJC report.</p>

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<p>8.2 Hiring Update</p>	<p>Senator Joe Conrad asked VP AA Minor if there is any update regarding hiring. She has recommended that the first 4 positions on the list will be advertised while others will be followed up as funding permits. President Wyly inquired if positions 5 through 8 can be included in the advertisement and contingent on funding. VP AA Minor said that this would be possible and the library and counseling positions will also be included in the advertising material. The library and counseling positions are not under the Academic Affairs so they are not on the prioritization list, but there is broad support for hiring these positions. Senator Cittadino asked when the Articulation Officer will be a permanent part time position. VP AA Minor said that will occur independent of the prioritization list, since it is not a new position. He also asked when the new Superintendent-President will start. VP Minor said she will start January 4, 2016.</p>
<p><b>9. Subcommittee Reports</b></p>	
<p>9.1.1 Basic Skills Joshua Scott, Chairman</p>	<p>No report</p>
<p>9.1.2 Curriculum Curtiss Brown, Chairman</p>	<p>Chairman Curtiss Brown reported the Curriculum Committee has moved the final Music class forward for CID approval which will then enable the class to move to the Chancellor's Office for ADT approval. Tomorrow 41 art courses will be evaluated. Cosmetology curriculum is being worked on as more clarification is needed. Additionally Horticulture 101 has been evaluated.</p>
<p>9.1.3 Distance Education, Dale Crandall-Bear, Chairman</p>	<p>No report</p>
<p>9.1.4 Professional Development, Charles Spillner, Chairman</p>	<p>No report</p>
<p>9.1.3 Academic Program Review Amy Obegi, Chairperson</p>	<p>Commencing this semester the Academic Program Review Committee (APRC) decided to vote that a program has completed the program review process. This is not an approval of the documents, only that the program has completed the steps and is ready to publish online documents and forward the documents on to the president and the BoT. Physics, anthropology and psychology were just voted on. The CTE programs are working on abridged program reviews, however the APRC is less involved since it is not a 5 year review, but APRC does provide consultation if needed.</p>
<p><b>10. Action Items</b></p>	
<p>10.1 Student Equity Plan, Gregg Brown, Vice President of Student Services</p>	<p>10.1 removed from agenda.</p>
<p>10.2 AY 2014-15 Goals Update Michael Wyly, Academic Senate President</p>	<p>President Wyly has emailed a copy of the updated goals to the senate. He noted that a great deal of progress on those 19 goals has been achieved and reported highlights of the goals as follows: <b>Goal #1</b> The senate should expect a discussion of Advanced Degree Transfer (ADT); the UCs working towards a set transfer pattern. Common assessments impact curriculum committee <b>Goal #2</b> The senate will need to work more closely with the Professional Development committee to transition and plan for new chair. Two committee members, chairman Charles Spillner and Marion Cowee are retiring. Additional work needs to be done to facilitate the use of the Professional Development Funds Request process. Senator Cittadino commented that it is too new, possibly faculty is not aware of it and suggested including an article in the Hot Topics newsletter. Senator Pearson-Bloom commented</p>

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that perhaps faculty members decline to request funds, because it is not enough of a reimbursement to make it worth requesting. She also suggested a survey of the users at the end of spring to collect their opinions.

**Goal #3** The senate will continue to work with VP SS Brown to develop and approve SSSP and Student Equity plans. To that end an emergency meeting is scheduled December 14, 2015 to review and approve the Student Equity Plan. The SSSP plan was approved in October.

**Goal #4** As plans for dual enrollment (students enrolled in high school and college simultaneously) move forward, the senate and appropriate subcommittees will need to be concerned with minimum qualifications, assessment of dual enrollment courses. Questions such as how assessment will be standardized and work on hiring processes to avoid reliance emergency hiring. President Wyly is currently working with Wade Larsen (HR) and Laurie Gorman on a part-time hiring policy and to date this policy has not been presented to the BoT.

**Goal #5** President Wyly stated that this goal, Student Success and Taskforce planning, may be collapsed into goals 1 and 4.

**Goal #6** Accreditation –This committee is preparing for the next self- study. Steering committee met in November and all plans are moving forward. Co-chairs for each standard have been assigned thank to VP AA Minor. She has provided a lot of support material and arranged for professional development through an ACCJC workshop. Senators are encouraged, as faculty members to serve on a standard committee.

**Goal #7** Committee appointments, Brown Act updates and Senate appointees- This is an ongoing effort and progress has been made by various subcommittees to meet these goals. Some committees still have work to do on these goals.

**Goal #8** Discontinuance Policy – The senate will continue to discuss this process and it is on today's agenda. All subcommittees have been asked for their input on this.

**Goal #9** Peer Review – The taskforce and has been meeting every week. The committee is on track to present their work at the January Flex Cal meeting. After the presentation, it will come back to the senate.

**Goal #10** Branding Campaign- No update. Senator Pearson-Bloom noted money has been spent so we do need a report on its status. President Wyly will contact Shemila Johnson, Director of Enrollment Services for information on the status of this effort.

**Goal #11** Block Scheduling and Compressed Calendar- Work on this will continue this year. The deans are discussing these items as part of their enrollment management strategies. However the senate has not be consulted on either topic. VP ASA Minor said the compressed calendar will take 3 years to start. Currently they are reviewing models to determine the best one. This item will be put on the joint meeting in January.

**Goal #12** Inmate Education – The senate has passed a resolution in support of the face to face program as well as encouraging faculty to teach at the prisons and will work with administration to assess the program in spring 2016. Senator Westley reported that Dean Morinec included a question regarding willingness to teach at the prisons in the job interviews of new adjuncts.

**Goal #13** Shared Learning-There is no update. VP AA Minor noted that this is a continuing conversation with Winters and Dixon High Schools.

**Goal #14** Hiring Priorities for AY 15-16 and Subsequent Years– The November 30, 2015 senate meeting was dedicated to discussing the hiring priorities with the deans. Recommendations of the senate regarding the hiring priorities have been sent to President Arterberry. Different metrics need to be developed for some programs. Senator Andrew Wesley had issues with the hiring priorities presented at the November meeting. In an effort to clarify his issues her prepared and read the attached statement to the Senate. President Wyly noted that the college has always struggled with this, and it would behoove us greatly to create a better plan.

**Goal #15** Dare to Declare – The senate hasn't discussed this. However the Senate should plan to attend and/or participate in the 2016 commencement ceremonies. President Wyly will be asking the senate to pass a resolution like they did last year to commit the senate to attending. Senator Cittadino who is also the athletic counselor noted that the athletes work very hard and yet attendance is very low college representation at the games. In February a basketball tournament is scheduled; a special VIP box is planned and a celebration to encourage faculty attendance.

**Goal #16** IE Indicators and IE Baselines- Not discussed at the meeting.

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**Goal #17** ILOS & GELOS & Assessment- ILOS and GELOS have been amended and passed the senate and the Shared Governance Council and will be presented to the BoT in January 2016.

**Goal #18** AS Self-Assessment Survey – Not discussed at the meeting.

**Goal #19** BA Taskforce –The senate passed all the recommendations of the taskforce. The recommendations also passed the Curriculum Committee, BoT and the Baccalaureate Steering Committee. President Wyly noted that the senate will need to support biotech faculty hiring in the future.

These goals will be discussed in January to determine if the Senate needs to make changes.

**Senator Pearson-Bloom moved to approve the goals and Senator Whitesell seconded the motion. The motion passed unanimously.**

10.3 AY 14-15 Program Review of Senate Recommendations  
Amy Obegi,  
Chairperson

Deleted from the agenda

10.4 Program Review Changes  
Amy Obegi,  
Chairperson

Deleted from the agenda

10.5 Student Liaison to the Senate

The presentation by Zack Freeman regarding the lack of club advisors brought to the senate's attention the need for a Student Liaison (non-voting member) to facilitate communication between the students and faculty. **Senator Mark Berrett moved that a Student Liaison be invited to the senate meetings and Senator Wesley seconded the motion. The motion passed unanimously.**

10.6 Academic Calendar

The academic calendar is under the purview of the Faculty Association (FA) however the senate was solicited by the FA for input due to Flex Cal being under senate purview per 10+1. Senator Conrad participated on the Calendar Committee on behalf of the senate and did an excellent job. Senator Obegi felt that 2 required Flex Cal days are needed instead of 1; there is simply too much work to be done. The senators agreed with this request. VP AA Minor suggested this matter relates to the Professional Development Committee. **Senator Erin Duane moved to approve the calendar with the friendly amendment that the FA consider 2 required Flex Cal days per semester, with one of those days being dedicated to program business. Senator Pearson Bloom seconded the motion. The motion passed unanimously.**

11. Information & Discussion Items

Due to the lack of time, Information & Discussion Items will be carried over to the next agenda.

12. Adjournment

Senator Williams motioned to adjourn the meeting and Senator Wesley seconded the motion.

Attachments:

- 1) Student Survey
- 2) VCUSD and SCC MOU
- 3) VCUSD Wall2Wall Academies
- 4) Senator Wesley' Hiring Priorities statement
- 5) Academic Calendars: AY 2016-17, AY 2017-18, AY 2018-19


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