



**ACADEMIC SENATE**  
**Draft Minutes**  
**February 22, 2016**  
**3:00 pm – 5:00 pm**

<b>Call to order</b>	The meeting was called to order by Senate president Michael Wyly at 3:02 pm
<b>Roll Call</b>	<p><u>Present</u> Michael Wyly, President; LaNae Jaimez, Vice President; Erin Duane, Secretary/Treasurer; Amy Obegi; Andrew Wesley; Joseph Conrad; Ken Williams; Lue Cobene; Marivic Macalino; Mark Barrett; Nedra Park; Sabine Bolz; Scott Parrish; Joshua Scott; Nicolas Cittadino</p> <p><u>Guests</u> Celia Esposito-Noy, Superintendent-President Leslie Minor, VP of Academic Affairs Yulian Ligioso, VP Finance Sandy Lamba – new Dean of Social Behavioral Sciences Shirley Lewis – Dean of the Vallejo Center</p> <p><u>Absent</u> Jeff Kissinger; Janene Whitesell; Narisa Orosco-Woolworth</p>
<b>Agenda approval</b>	President Wyly proposed a motion to approve agenda with item 11.1 moved to the post report period; the motion was approved with no abstentions; motion carried.
<b>Approval of Minutes</b>	There were no minutes to approve.
<b>Public Comments</b>	There were no public comments.
<b>AS President Update</b> 6.1 ASSC	Last weekend ASCCC held its 2016 Accreditation Institute; no SCC attendees. ASCCC 2016 Academic Academy is in March in Sacramento and will be dedicated to student equity and SSSP; President Wyly will be attending and advised the fiscal responsibility committee that they consider sending a representative, and recommends that SCC send a team – last year’s session felt empowering but was a challenge putting into action; would be more effective to have administrative partners to assist. April 1, 2016 is the Spring 2016 Area B meeting; Senator Duane is scheduled to attend in President Wyly ‘s place. In the newest issue of <i>Rostrum</i> an article on page 13 is of interest to all – highlighting disenfranchised students. There is an accompanying survey in circulation to determine services offered to disenfranchised students, including best practices, gaps, etc.

*6.2 Peer Review Task Force*

Held the final meeting on FlexCal from 9-noon; solidified recommendations and currently finalizing documentation; hope to be available for Senate review and vetting by next meeting (March 7); work will conclude for task force at that point.

*6.3 Bachelor's Program Update*

On fast track to get key pieces composed in prep for successful submission of substantive change report. Senate first involved with vetting and approval of additions to curriculum process to allow for approval of upper division coursework. Will discuss further under agenda Item 11. The Bio-Manufacturing Project Designers (Ed Re and Jim DeKloe) have partnered with Mira Costa College in San Diego to develop curriculum for the upper division (UD) portion of the Baccalaureate program; goal to have 10 courses designed and in queue as we put together approvals process. Meeting for UD general education identifying key faculty to reach out to their respective disciplines. Course identified are UD technical writing, Bio ethics and Project Management courses. Awaiting an apparatus to approve those courses.

*6.4 Emergency & Part time hiring Policy & Procedures*

To date, we have reviewed, vetted and approved; still in HR awaiting action.

*6.5 Code of Ethics Update*

Proposed amendments by AS to the policy made it to the Board of Trustees and was approved.

*6.6 Other*

President Wyly met with professional development committee (PDC) who expressed frustration with process for securing PD funds to refund petitions of faculty. We have developed the apparatus, solicited the applications which were vetted and approved by committee and forwarded on to the office of fiscal responsibility, however faculty have yet to be reimbursed. Not okay with possibility of faculty being reimbursed at end of school year. Discussed with Superintendent-President and this will be a priority topic for joint meeting this Friday.

**Superintendent Report**

S-P Esposito-Noy passed out her response to lack of confidence in the SCC Administration of Hiring Policy & Procedure. Looking for a fix in Banner to prevent scheduling adjuncts above the 67% limit. Goal to have at least 1 FT Faculty. Looking at bringing in faculty with categorical funds in future. Had a contract review with Mary Jones in HR to understand basics about the contract and good to review as new faculty and admin come on board. Looking at contract training on a regular basis. Scheduling a training session with ALG on hiring process from start to finish, starting with managers. Ideal to have a coordinated program. Senator asked if Banner is working, and S-P Esposito-Noy said yes. Senators are excited to see training offered: it will be very helpful; also advised that when hiring with categorical funds, they are not on tenure track. S-P Esposito-Noy advised will be studying further. Sometimes the position truly are just temporary. Senator asked how we can hire five additional faculty. CCCC did a directive about mid-year hires; 18 retirements this year; FON 50% rule can

**VP of Academic Affairs  
Report**

result in fines of \$72K. Senator Bolz discussed appreciation for how quickly S-P Esposito-Noy handled the hiring issue; last five to ten years have caused erosion of trust and morale.

S-P Esposito-Noy and VP Minor will work with Mary Jones in HR to fast track hiring policy awaiting HR approval since May 2015. Senate concerned with the manner that newest faculty have been treated since they came on board such as office space and intro to other faculty.

Dr. Minor advised of suggested edits to FlexCal – should we include an SLO or PLO goal to attach to the FlexCal activity. Question from senator – would it have to be tied to it; advised that there has to be a reason that four standards in accreditation, taking it one step further. Dean of CTE/Business Morinec attended ACCJC Training where colleges were encouraged to tie everything to the mission of the college. President Wyly suggested it be revisited at a later meeting.

Need a formal mechanism to dialog with constituent group (students) to see what they like, what they think and what they want changed. Tool from University of Texas at Austin is the CCSE, used widely to survey students. The student engagement survey as a benchmarking instrument, a diagnostic tool to tell us where we are seeing gaps. It is a standardized and nationally normed tool; would like a consensus that this is something that we might want to use; could be paid out of the IEPI with a goal of Fall 2016 implementation. President Wyly asked that senators review documents and we will put on next agenda. Question – if administered, will they be on-line or paper? Dr. Minor advised could be either but will be a true random sample. Dr. Minor read some sample questions from survey; can also add our own questions at an additional cost. President Wyly asked if this survey will replace one taken last year and will it be administered annually. Dr. Minor would like this to replace last survey because the questions were not normed and there was not a random sample, but due to costs does not anticipate annual survey. Will be more sound and valid and less likely to elicit questions from faculty. A senator asked if there is an incentive for completing the survey; Dr. Minor advised that is not built into the survey.

Moving forward with Curricunet module that allows you enter student learning outcome and data. Can enter yourself and edit; easy to use and easy to track. Negotiated a 20% discount; total cost will be \$24K, eligible for payment through the IEPI funds. Price includes training sessions and for an additional cost they will be on call for us for other sessions if needed. Adding to agenda for next fiscal meeting. Senator advised that they were impressed by the product.

**Sub Committee Reports**

*9.1 Assessment*

Assessment Coordinator Gene Thomas asked that make up of committee be agendized so it can be formed. Of the 249 GE courses available for student assessment, 48 have not been assessed (20%); 43 (17%) only have a single assessment; most unassessed courses are in Liberal Arts; 8 unassessed in English; many classes have not been offered in several years (foreign language);

recommends that if we have not offered a class after 5 years, should they be on our books? A senator questioned how many of the 48 have not been scheduled and Thomas advised approximately half (including German, Italian and Latin). President Wyly advised that Curriculum Committee is reviewing at request of AS; also cautioned that getting rid of courses means program discontinuance. Thomas concerned with lack of action due to next year's self-study and senate needs to come up with something to address this problem when we have to report to commission that only 80% of GE courses have been assessed. Subject to be added to next agenda with Curtiss Brown also at meeting. Senator Bolz asked for clarification on rules of assessment; Gene Thomas advised that it has been up to the discipline; most don't do during a program review year, but may need consistency. Any new course must be assessed (i.e., Art 3 A&B).

## *9.2 Program Review*

Amy Obegi advised that at initial meeting they discussed changes to the program handbook; they reviewed CIS program review (awaiting feedback) as well as Business Marketing & Management. Anticipating a busy semester with Social Sciences coming up next.

### **Action Items**

#### *10.1 Proposed action in support of President Wyly's letter to BoT re: ConServ contract*

Documentation circulated regarding proposed ConServ contract with VP Ligioso's response to Senate questions. President Wyly called for a motion to take action; motion made and seconded and opened for discussion. Senator in favor of recouping funds – 80% is better than zero; does not support letter as originally written. No additional discussion. VP Ligioso advised that this was designed to address the instructional deficit (revenue and expenditure) if not recouped eventually needs to be written off. It is \$400K spread out over 1600 inactive students. Request was made to restate the motion since it contains double negatives. President Wyly restated the motion. A senator wanted to address remind AS that 20,000 students were recruited, enrolled, attended classes, took remedial English and gave up before end of semester. Perhaps we failed them which is reason they never returned. Trying to recoup the monies could be a PR disaster. Ligioso cautioned that writing it off would wipe us out; now at \$5.2M and was \$3M in 2024; every year goes up. President Wyly asked if the \$40-50K is international students is probably not recoverable. Vote called - 6 in favor; 2 opposed; 4 abstained; president cast deciding aye vote. The motion passed.

#### *10.2 Program Review Handbook*

Michael thanked Amy Obegi and the Academic Program Review committee for the development of the proposed changes to the program review handbook to prepare for the review of upper-division programs. They would go into effect pending substantive change report review and acceptance by ACCJC. Senator Conrad made the motion and VP Jaimez's seconded to accept. President Wyly argued for review of the BS program every two years: cited concern that CCCC may have issue since upper division coursework is not defined in Title 5 for community colleges; disconnect that lower division CTE course reviewed every two years while the upper division would be reviewed every 5; CCCC suggested that until Title V is updated, review Baccalaureate program every two years. Motion carried unanimously.

**Discussion Items**

**11.1 Curriculum Approval Process for Upper Division**

If we are going to provide upper-division courses and programs, we need an appropriate approval apparatus; no clear language in Title 5; CCCC and ASCCC is “inventing as we go” – need to develop a local procedure for how we are going to go about approving UD coursework; need to recognize that ACCJC and Department of Education will be paying us a visit to review our programs and all indications (from other schools who have gone through the process) is how to identify UD verses non UD. President Wyly is proposing a process that will complement existing process and wants senators to take back to their schools for discussion and come prepared to next meeting to deep dive. Hope to have procedure put to a vote in next session so it can be immediately put into action prior to the SCR submission.

President Wyly reviewed the proposed additional processes in detail. Like Distance Education, utilizes an additional form. U of Nevada, Reno provided succinct outline of upper vs. lower division; gives primary for discipline experts and allows them to make their case without being confined. Recommending that process be approved as a pilot process to allow learning lookback prior to it becoming a formal part of curriculum handbook.

Discussion that only one third of Blooms was being considered; just cognitive skills do not make it a CTE; will include entire Blooms in appendix. Will discuss further at next meeting so we can move further with the baccalaureate program.

**11.2 Program Discontinuance: Senate Updates**

President Wyly reached out to CTE via Senator Berrett regarding two programs Senate agreed to pilot – Interior Design & Mechatronics. Once recommendations are made by VPAA to Curriculum, Senate to appoint committees. President Wyly will solicit members via emails. Will need to evaluate process and assessments in coming weeks.

**11.3 Elections**

President Wyly solicited nominees for President, VP, Senator at Large, and Adjunct Faculty Rep. Nominations closed at noon today (1 name for President; 1 for VP; 2 for Adjunct Faculty Rep and 0 for Senator at Large); per by-laws elect by acclamation if a single candidate; will hold election for adjunct representative ASAP. Need to reach out to find Senator at Large and soliciting an appointed representative while Senator Orosco-Woolworth is on maternity leave.

**11.4 Tenure Tea**

Tentatively will be in library; need to choose date (either the 6<sup>th</sup> or 13<sup>th</sup> of May)

**11.5 Commencement**

Reminder that all senators will attend

**11.6 Distinguished Faculty Awards**

Senator Williams is out ill so topic will be revisited in next meeting

**11.7 Hiring Calendar Process**

President Wyly will inform via email that topic will be revisited in next meeting

<b>Action Reminders</b>	Review discussion regarding Peer Review Task Force recommendations, as well as Dual Enrollment and High School outreach program recommendations. Three faculty appointed to that task force
<b>Next Meeting</b>	March 7, 2016
<b>Adjourn</b>	Senator Parish moved to adjourn and Senator Cobene seconded.

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