



**ACADEMIC SENATE  
Meeting Minutes  
March 21, 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; Janene Whitesell; Joseph Conrad; Ken Williams; Lue Cobene; Marivic Macalino; Mark Barrett; Nicolas Cittadino; Nedra Park; Sabine Bolz; Joshua Scott; Thomas Bundenthal; Jeff Kissinger</p> <p><u>Guests</u> Celia Esposito-Noy, Superintendent/President Leslie Minor, VP of Academic Affairs Melissa Reeve, ESL English, Presenter Kelly Penwell, associate dean, Presenter</p> <p><u>Absent</u> Jeff Kissinger; Narisa Orosco-Woolworth; Scott Parrish</p>
<b>Agenda approval</b>	President Wyly moved agenda item 10.3 to front of agenda just after Superintendent-President’s report to accommodate S-P’s schedule. Senator Bolz motioned to approve minutes; seconded by Senator Obegi, and the agenda was approved.
<b>Approval of Minutes</b>	Minutes for January 7, 2016 were approved with Senator Conrad abstaining.
<b>Public Comments</b>	There were no comments from the public.
<b>AS President Update</b> <i>6.1 ASCCC Updates</i>	President Wyly attended 2016 ASCCC Academic Academy; well received conference; facilitated breakouts by the RP group. Next two Senate events – Area B meeting is on 4/1 at the College of Marin and 2016 Spring Plenary is 2.5 weeks later. President Wyly will attend the Area B meeting.
<i>6.2 Program Discontinuance</i>	No updates at this time
<i>6.3 Bachelor’s Program Update</i>	Deferred
<i>6.4 Emergency &amp; PT Hiring</i>	Deferred

6.5 Hiring Process Update

President Wyly worked with Dr. Minor to construct a tentative plan

6.6 Professional Development Funds

No additional updates at this time

6.7 Other

Included the Senate in emails with interim CTO regarding a committee to develop a technology plan on campus. Kimo Calilan has suggested that they have more than two faculty members on the committee. President Wyly reached out to Erin Farmer to further develop and have placed on the college governance agenda (4/13/2016).

**Superintendent Report**

At the CEO conference last weekend, a vote was called regarding community colleges remaining with ACCJC; effective today, the Board of Governors approved a plan to change accreditation. Highlights of the conference that led to decision:

- Some colleges expressed difficulty working with ACCJC (personnel and process)
- Constant change
- Has not served as a resource in last several years

A task force will be formed to look at how relationship with ACCJC can be improved now; another task force will be formed to look at accrediting options outside of ACCJC. In the meantime, business as usual – need to complete the SCR.

Six colleges attended the GISS conference; workshop sponsored by ACCT; opportunity for Board of Trustees and Superintendent/Presidents to discuss how to actualize the student equity plan (what does it look like: how to establish policy). ACCT surprised at little inconsistency in board survey (articulated same experiences). Three priority areas: what do we want to focus on; how do activities' allocation of resources advance student success (or equity plan); increase student completion rates by 2%. Want to insure that we are aligning resources to meet goals.

6205 Policy referenced in last meeting (Michael distributed updated language). Policies are written inconsistently and in some cases there are no procedures to accompany them. How the “what happens” is not documented. Need to focus on how policies are written and assigning appropriate procedures. In the case of 6205, language is consistent with current policies, but hoping to rewrite using a template of what policy language would look like. Goal in aligning polices so they read similarly and are consistent with what school services out of CCL (Community College League) recommends in procedure development.

Next steps with 6205 – President Wyly advised that an absence of procedure can be accommodated through the customization of boiler language from CCL that could and should be included; can be customized to meet local procedures. Need to take action on content we want in the policy; language can be pre-approved before submitting to college governance and BOT for their vetting and approval. Drafted 6205 with reference to the Baccalaureate program, however some of that language may be relegated to either the procedure or more likely the procedure will be pointing to existing apparatus. President Wyly recommends that procedure point to curriculum handbook; should point to program review; should point at the program

policy. If procedures are pointing to curriculum handbook and program review, don't have to engage in multiple steps when making changes to procedures. Policy should reflect Title 5 and Ed Code (big picture); procedure can represent business practices and when things change, you don't have to adjust every document it references.

In S-P Esposito-Noy's experience, when we come back from spring break, tend to see a drop in enrollment. Small gesture of reaching out to students telling that that you want to see them back after the break can make a difference.

**VP of Academic Affairs  
Report**

Dr. Minor advised that the substantive change proposal is in final edits; working with former President of Los Rios district who has more experience. Are the responses to questions in detailed enough and in correct format? All 13 courses are in an attached file as evidence.

**Sub Committee  
Reports**

*9.1 Program Review  
Task Force*

Senator Obegi advised that they have provided feedback on four disciplines – Nursing, Sports Medicine, CIS, and an umbrella for Business Marketing & Management. At last meeting, went over social sciences and biology; will get feedback shortly. In next meeting will work on engineering and GLG. Getting to end of whole school having gone through review process and want to do a comprehensive review and evaluation of the process.

**Action Items**

*10.1 Flex-Cal Approval  
Form*

Dr. Minor requested that this be deferred to next meeting. Bringing item 10.1 back was motioned, seconded, voted and motion passed.

*10.2 Dual Enrollment  
Task Force  
Recommendations*

President Wyly acknowledged Melissa Reeve, LaNae Jaimez's and Kelly Penwell's work to research and develop this program.

10.2.1 – Asking Senate to take action to accept documents thus far: motioned, seconded, no discussion, voted and motion passed.

10.2.2 – Melissa Reeve advised that after receiving feedback from Senate and attending various meetings, they have gone in a new direction. No clear definition of dual enrollment in California (used broader and looser); hesitant to move rapidly as a result. Concerns from both SCC and HS faculty associations. Suggest moving forward by piloting some options to get our toes in while state figures out the definition of DE:

- Biotechnology course in a dual enrollment model next Fall (large number of articulation agreements and DeKloe is excited about potential); will allow to test process (how to vet the curriculum, does it meet criteria for college credit, mechanisms for collecting attendance data for apportionment, mechanism for grades). Recommend that we not collect FTE for pilot course until it has been tested.
- Work with “feeder schools” to offer courses outside regular schedule taught by SCC faculty, as SCC faculty does not meet min qualifications for HS (and vice versa); look for opportunity to offer SCC courses in early morning, after school and later evening at high schools; courses would need an articulation agreement in place. Kelly advised her school has funding available

- MIT (Mare Island Tech) wants to implement “get focused; stay focused” which is a boot camp curriculum geared towards occupational education and want to offer it Summer 2016 with a SCC instructor

Senator advised that we have existing process; does it have to be an AB288 agreement? Penwell advised they are recommending courses with an articulation agreement that can fall under DE umbrella. Senator Berrett recommended waiting for faculty association (FA) to weigh in before the pilot. Dr. Minor advised that the state is historically slow and could result in huge delay in testing and reason for choosing Biotech – already established but has never been through a pre-assessment exam; want to assess the documentation and assessment process. VP Jaimez advised that it will require both Senate and FA review; need to work together. Obegi asked if there are advantages to piloting 2 disciplines due to different needs that can emerge; Biotech has a lot going on right now – is it safe to have another pilot there? Berrett advised that third item is problematic because there is no way to currently pay and Occ Ed instructor; draft of MOU has not been approved. Long discussion on how to pay and minimum qualifications; President Wyly brought conversation back to what belongs in Senate purview; how do we determine minimum qualifications, hiring process, curriculum development, and articulation agreements. Need to recognize that there are some unresolved conversations that may need to be negotiated. VP Jaimez motioned to endorse continuing the process, with the understanding that other entities will review and make changes, will return to Senate for further review; Senator Cittadino seconded the motion. Senator Wesley abstained, all others in favor of motion. There are no external deadlines, but want to be ahead of other schools developing their programs; Penwell would like to start testing this fall (received 25-30 requests for DE courses). Obegi moved that document come back with FA recommendations by May 2 meeting; seconded by Conrad; voted and motion passed.

10.3 BP  
Policies/Procedures

Michael has suggested changes for all policies; hope to approve them in one sweeping motion

- **6100** – Program curriculum and course development - designee struck; addition of definition of a credit hour; nothing to object to.
- **6205** – Philosophy and Criteria for AD – no changes to policy but as Celia previously advised, language appears to be combined; district would like re-separation (AP420 – canned language legally required); add reference to curriculum handbook, program review handbook, and program discontinuance policy & procedure.
- **Baccalaureate program** – need similar language in a separate policy; would like to approve today so don’t have to come back to it and that it can further bolster case for substantive change as submitted to ACCJC. Language in draft directly from the curriculum handbook for UD coursework. Bold text indicates State Senate and CO definition.
- **6115** – Distance Education procedures – minor changes; already approved by DE sub-committee

Move to approve all by VP Jaimez; seconded by Senator Obegi; Obegi reminded of the agreement to change pre-requisite notation; motion voted, motion carried.

<i>10.4 Recommendations of Curriculum Committee</i>	Recommendation to accept Senate recommendations to address unassessed and unoffered courses sent to CC. Directed the CC to put together the process; up for action from a sub-committee. Recommendations were forwarded by Gene Thomas to all last week to empower CC to remove courses. Berrett advised that historically a long process to remove courses and happy to see a process adopted. Dr. Minor – 29% of courses not assessed and currently not offered. Motioned, seconded; no discussion; voted; motioned passed.
<b>Discussion Items</b> <i>11.1 Hiring Calendar Process</i>	We need a standard process; President Wyly met with Dr. Minor and she shared two documents – AY 2012-3 with a hiring calendar example; borrowed “idea” of the calendar (passed out copy to AS). Second form was hiring criteria used in 2014-15 (passed out). Asked for Senate review & establish priorities and then share with the deans. Asked Senators to take hiring criteria & timeline back to constituents for input. Dr. Minor advised that Perkins money cannot be used for FT faculty; Dean of Counseling and VP of Services are working to include librarians and counselors to be included in hiring. Lack of FT faculty is a concern (i.e., Art History). President Wyly would like to identify a task (meet with S-P and VPAA to make recommendation for hiring process), task force (no more than 3 members), and timeline (NLT next AS meeting). Senators Wesley and Conrad volunteered.
<i>11.2 AB 798 Discussion</i>	Calling attention to the legislation (College Textbook Affordability Act). State has allocated each college with up to \$50K for its program. Deans in favor but pending resolution action by Senate prior to any step.
<i>11.3 Peer Review task Force Recommendations</i>	No time to discuss; President Wyly provided documentation and would like Senate to review off-line. Current work of task force is complete; would like Senate to take back to constituents realizing there will be many comments for discussion. Good start but much work to go.
<i>11.4 Tenure Tea</i>	Scheduled for April 28 (3:00-4:30) in board room; new faculty will be invited to attend.
<i>11.5 Elections Updates</i>	Still don’t have a Math/Science rep. Would like to see adjuncts nominating for Distinguished Faculty – usually not represented in elections. Still need a CTE rep and senator at large. Lack of participation in voting when using paper. Peter has an on-line voting system that should work; some don’t trust the lack of anonymity with electronic voting; need to pilot and assess. If there are any problems can go back to paper.
<b>Announcements</b>	Next meeting scheduled for April 4, 2016.
<b>Adjourn</b>	Senator Williams moved to adjourn and Senator Conrad seconded.