



ACADEMIC SENATE

Adopted Minutes

**August 24, 2015
3:00 pm – 5:00 pm**

1. Call to Order	Academic Senate President Michael Wyly called the meeting to order.																					
2. Roll Call	<p><i>Present:</i></p> <table border="0"> <tr> <td>Amy Obegi</td> <td>Andrew Wesley</td> <td>Dale Crandall-Bear</td> <td>Gene Thomas</td> </tr> <tr> <td>Janene Whitesell</td> <td>Jeff Kissinger</td> <td>Ken Williams</td> <td>LaNae Jaimez</td> </tr> <tr> <td>Mark Berrett</td> <td>Michael Wyly, President</td> <td>Narisa Orosco-Woolworth</td> <td>Nedra Park, Admin.</td> </tr> <tr> <td>Nicholas Cittadino</td> <td>Terri Pearson-Bloom</td> <td></td> <td></td> </tr> </table> <p><i>Ex-Officio & Committee Chair Members:</i></p> <table border="0"> <tr> <td>Curtiss Brown</td> <td>Joshua Scott</td> </tr> </table> <p><i>Absent:</i></p> <table border="0"> <tr> <td>Joe Conrad</td> <td>Lue Cobene</td> <td>Susan Gunther</td> </tr> </table> <p><i>Guests:</i></p> <p>Stan Arterberry, Interim President.</p>	Amy Obegi	Andrew Wesley	Dale Crandall-Bear	Gene Thomas	Janene Whitesell	Jeff Kissinger	Ken Williams	LaNae Jaimez	Mark Berrett	Michael Wyly, President	Narisa Orosco-Woolworth	Nedra Park, Admin.	Nicholas Cittadino	Terri Pearson-Bloom			Curtiss Brown	Joshua Scott	Joe Conrad	Lue Cobene	Susan Gunther
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3. Approval of Agenda	It was motioned by Senator Bolz and seconded by Senator Orosco-Woolworth to approve the August 24, 2015 Agenda. President Wyly noted that Item 10.5, Election of Secretary/Treasurer, may not be an actual action item today.																					
4. Approval of Minutes	Minutes of August 13, 2015 were postponed.																					
5. Comments from the Public	None																					
6. AS President's Report Michael Wyly Welcome Solicitation of Interest Form	President Wyly, welcomed newly elected Senate member, Jeff Kissinger, to the committee. Making the process of how faculty is appointed to the AS transparent was a Senate goal of last year. Progress was made and faculty were given a timeframe to state their interest. The AS Executive committee vetted all decisions regarding the applicants, keeping in mind the goal of acquiring a diverse representation of faculty and schools as much as possible. President Wyly proposes that the senate review the Solicitation of Interest form modeled on the state AS form that he will bring to the next meeting. This form solicits information such as what committees are of interest to the applicant and what is their background in order to better align them with the appropriate committee.																					
Brown Act Compliance	The AS is beholden to the Brown Act and so are the AS subcommittees. Some subcommittees are doing well with Brown Act compliance, but most need to incorporate this into their goals. There is a need to define committee membership to establish quorum and who the voting members are. President Wyly will be scheduling meetings with individual committee chairs in the next two weeks to discuss compliance since it proved too difficult to schedule a group meeting.																					
Self-Evaluation	Dr. Minor presented a Self-Evaluation form model that she would like to see adopted by all committees for annual evaluation at the last AS meeting. President Wyly noted that this tool aligns well with the evaluation work the AS started last year. If adopted by the AS, the form could also be																					

<p>Form</p> <p>Minimum Qualifications</p> <p>Catalogue Taskforce</p> <p>7. Superintendent President's Report: Stan Arterberry Thank you Senator Whitesell</p> <p>Reorganization</p> <p>Faculty Hiring Process</p> <p>Financial Advisory Committee</p> <p>8. Academic Affairs Report</p> <p>9. Committee Reports</p>	<p>used for the subcommittees to help identify, measure and communicate their goals to the Senate and provide documentation to ACCJC per their request.</p> <p>Concerns persist about how we are determining minimum teaching qualifications on campus. The agreed upon process to establish minimum qualifications to teach a class has not been followed. President Wyly will be working with Wade Larsen of HR and VP Minor to propose some solutions. President Wyly has been discussing the issue with Curtiss Brown, Curriculum Chair, and has found a curricular solution as identified with the state senate.</p> <p>Curriculum Analyst Erin More and VP Minor have requested that a senator serve on the Catalogue Taskforce. It is an existing group tasked with reviewing the catalogue prior to its release. President Wyly would like a senator to volunteer for this position and will be sending out an email to solicit a senate member. Senator Williams pointed out that he has had difficulty getting things corrected in the catalogue and suggested that while not everyone needs to review the catalogue, someone from each area should proof read it. President Wyly acknowledged that is a good idea, however he could not speak to what the current catalogue review process is. This would be an opportunity for appointees to represent the senate's interests and concerns on the taskforce. No one volunteered for this task at this time.</p> <p>Interim Superintendent-President Arterberry thanked Senator Janene Whitesell for her personal and touching introduction at fall flex-cal.</p> <p>President Arterberry is proposing a comprehensive look at college-wide reorganization by an outside party due to the staff changes. He stated his original plan was to leave reorganization for the next president, but decided not to delay. The proposal will be presented to the SG for approval and the AS in the future for consideration and suggestions to improve the proposal. IP Arterberry expressed that it is imperative that an outside party be tasked with this endeavor to eliminate biases. Senator Bolz suggested that in the process of assessing the organizational structure of the college, the administrative staff who are essential to the functioning of the departments should be included at reorganizational discussions. IP Arterberry acknowledged that the administrative staff are essential to the functioning of the college. Senator Obegi expressed concern that the new president will decide not to use the reorganization assessment. IP Arterberry said that the timeline of the study will encompass the new president to enable him/her to participate in the final decisions.</p> <p>President Arterberry is concerned about the faculty hiring processes. Some of the concerns are who does the reference checks, who is reference checked and the need for more vetting of faculty. There are liability issues as well. We need to adjust and evaluate our processes to address these issues.</p> <p>Senator Cittadino inquired regarding an update on the hiring of an Articulation Officer (AO). IP Arterberry was unaware of the AO situation. President Wyly informed the committee that he had contacted Dr. Minor for an update on hiring an AO and she will be reporting on this matter next week.</p> <p>Senator Cittadino asked if the hiring process challenges will interfere with hiring of a faculty AO. President Wyly commented that we have lacked an AO since last spring when the AO retired and there is a plan in place.</p> <p>President Arterberry encouraged senators to consider participating on the financial advisory committee that VP Ligioso is forming.</p> <p>No report was given due to Dr. Minor's absence.</p>
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<p>9.1.1 Basic Skills Committee Joshua Scott, Chair</p>	<p>President Wyly has moved committee reports forward on the agenda to ensure sufficient reporting time. Another suggestion to consider is alternating which chair reports at each meeting. President Wyly will be discussing this plan with the committee chairs.</p>
<p>9.1.2 Curriculum Committee Curtiss Brown, Chair</p>	<p>Senator Scott reported that the BSC will meet 2nd and 4th Fridays at 2:00 pm, room 902 and will be meeting this Friday. Senator Scott will be sending out an email reminder tomorrow to solicit participation in the committee. The topics for the first meeting are what has been successful and what needs more attention. Among matters that need attention are support for the First Year Experience program (FYE), DSP and the lack of an LD testing and classes. Currently students are directed to other campuses for LD support. If a student is identified as LD, we can offer accommodations. Chairman Scott plans to continue to build on the good work that has been done in the last 3 years. President Arterberry asked why LD testing was not done on campus. President Wyly noted that a support center existed under the leadership of Ron Nelson. However the state cut the block grant funding, resulting in the entire program being dismantled. Senator Cittadino noted the counseling has been cut and services are limited to those students previously diagnosed in high school or by a doctor; recently one technology person was hired to help students. President Wyly asked Chairman Scott to keep the senate informed and request assistance from the Senate as appropriate.</p>
<p>9.1.3 Distance Education Committee Dale Crandall-Bear, Chair</p>	<p>The first Curriculum Committee meets Tuesday, August 25th at 1:30-3:30 in room 503. TMCs available are Biology, Chemistry, Film, Television and Electronic Media. The committee is working with other colleges to see how they handle the issue of Chemistry having an extremely high unit count and ADTs. We have new courses that are ready to be tech reviewed and need approval from the Articulation Officer. In the absence of an Accreditation Officer, Senator Brown is unsure how to proceed. President Wyly noted that VP Minor has an update on the Accreditation Officer and updated information will be shared at the next meeting. The senate should be able to provide direction to the Curriculum committee thereafter.</p>
<p>9.1.4 Professional Development Committee Chuck Spillner</p>	<p>Senator Crandall-Bear presented an outline of the committee's scope of work for this academic year. He noted that the state-wide Online Education Initiative (OEI) is underway and working to integrate SCC into that initiative. The OEI is paying our LMS fee, saving SCC \$150,000 per year. OEI has developed modules for an online student orientation. Student would complete this orientation before registering for online classes. The committee will be working on a budget for the DE program. Senator Cittadino stated that the need to help new students is great and was wondering if something or someone could be in the Tutoring Center to provide the same orientation information? Senator Crandall-Bear agreed and suggested further discussion with the Tutoring Center. He also stated that an online tutoring service may be added through OEI in the future.</p>
<p>9.1.5 Program Review Committee Amy Obegi</p>	<p>No Report</p>
<p>9.1.6 Assessment Committee Gene Thomas</p>	<p>Senator Obegi reported that the committee is trying to determine a meeting schedule and has not met yet. The committee did a flex training for Liberal Arts and half of Math and Science that are working on their Program Reviews. In an effort to be Brown Act compliant, the committee is looking for more members from various areas. Senator Obegi has met with the two new deans, gave them handbooks and talked about processes on the campus and their responsibilities. Programs currently under review are in varying states, and a more formal report will be out shortly.</p>
<p>9.1.7</p>	<p>No Report</p>

Accreditation Steering Committee	No Report
9.1.8 Equity Committee	<p>Senator Jaimez reported that she was unclear about the status of this committee. Her understanding was the Student Success and Equity were merged into a council, but also met as individual committees. She had not received notifications of the council meetings. President Wyly stated that Senator Jaimez was the Senate appointee to the committee, but he thought it was a single committee. Senator Pearson-Bloom said the committee met last spring and at that time, Jocelyn Mouton offered to chair the meeting. However no subsequent council meetings were held. Senator Jaimez said she did attend Equity Committee meetings last spring. President Wyly will discuss the committee with Greg Brown, the new VP of Student Services.</p>
10. Action Items	
10.1.1 Evaluation Form	<p>The proposed committee evaluation form was presented to the Senate last week by VP Minor. Assessment and the need for self-assessment has been an ongoing discussion and activity in the Senate. President Wyly asked if the senate wants to accept the form as is or alter it. Senator Jaimez suggested that while a standardized form for all committees is good, each committee should have the option to expand the form for their unique needs. Senator Obegi pointed out that if a goal is not met, the form needs to include what the challenges were and why the goal was not met. Senator Jaimez suggested that the form be altered to read "Accomplishments /Challenges" and a heading could read "Notes/Why". It was moved by Senator Pearson-Bloom to approve the form and Senator Whitesell seconded the motion. The additions from Senators Jaimez and Obegi were accepted as friendly amendments by Senators Pearson-Bloom and Whitesell. The Senate voted unanimously in favor of approving the Evaluation Form as amended. Senator Bolz asked if the committee chair was responsible for the assessment. President Wyly responded that was correct but the entire committee contributes to the assessment.</p>
10.1.2 By-Law Amendment	<p>It has been proposed to amend the Senate By-Laws to include the Assessment Committee as a standing subcommittee of the Academic Senate. Initially, the committee formed under Interim VP of Academic Affairs, Diane White in spring 2014, when we were in need of direction regarding SLO assessment. There was much dialogue about where this committee fit best and the committee composition. VP Minor, Gene Thomas, Committee Chair and President Wyly agree that the Academic Senate is the best fit for this committee. Senator Wesley asked how other colleges handle this committee. President Wyly responded that many colleges place it under the purview of the AS and some are a joint committee between Academic Affairs and the AS. Senator Jaimez noted that because of the way the committee has been functioning and the work it has been doing, it belongs under the AS. President Wyly agreed that the committee is working on assessment as it relates to faculty purview and as such belongs under the Senate. Senator Whitesell asked why is it necessary to have a standing Assessment Committee. President Wyly responded that was necessary given the ACCJC requirements for assessment and the need for assessment tools that work across the campus. The committee is needed to determine what process will be used to assess ILLOs, GELLOs and SLOs which affect learning outcomes. Senator Jaimez said the committee is also needed because common assessments are an anticipated requirement. Senator Pearson-Bloom stated that SLO and assessment discussions have not been consistent among faculty meetings and having the committee to disseminate information and facilitate compliance would be helpful. Senator Bolz pointed out that the assessment work is detailed and demanding and faculty are busy trying to satisfy ACCJC requirements and creating databases of knowledge and an administrative staff could speed up the process. President Wyly agreed that more administrative support is needed for all the standing subcommittees and one administrative assistant should be a point person for all subcommittees to facilitate Brown Act compliance because faculty changes. President Wyly deferred this administrative support discussion to a future agenda item. President Wyly noted that failure to do the assessment work will have a negative impact on future accreditation. Senator Jaimez suggested that we can vote and determine the more specific details later. Senator Pearson-Bloom made a motion to include the Assessment Committee as a standing AS subcommittee and work out details such as the composition and charge of the committee later. Senator Jaimez seconded the motion. The following senators voted in favor of the motion: Andrew Wesley, Erin Duane, Ken Williams, Jeff Kissinger, Janene Whitesell, LaNae Jaimez, Mark Barrett, Narisa Orosco-</p>

<p>10.1.3 Curriculum & Assessment AY 2015-2016 Michael Wyly, President</p>	<p>Woolworth, Nicholas Cittadino, Terri Pearson-Bloom, Sabine Bolz and Amy Obegi. There were no abstentions or no votes.</p> <p>As a result of the work by Assessment Committee Chair, Gene Thomas, a report with a list of unassessed courses was presented to the Deans with President Wyly in attendance. The list of unassessed courses was sent to all senators. In this study, an unassessed course was any course that had no updates in the data base. Included in this category are courses that are new and those that have not been taught in the last 5 years. Unassessed courses are an ACCJC concern, they want 100% of the courses assessed and those that are not being taught and are not new, need to be removed from the catalogue. President Wyly told the group that this is a faculty issue. Deans do need to be aware of it since they have purview over the courses that are to be offered and can initiate Program Discontinuance. President Wyly stated some examples of charges the AS might give the Curriculum committee. The committee could communicate the need to improve the catalogue to faculty, possibly develop a criteria for faculty to use in planning courses and develop a tool for deleting courses. Should faculty be unable to meet whatever the course deleting criteria is determined to be, it is the purview and responsibility of the Curriculum Committee to delete course. President Wyly emphasized that this is one possible direction and asked the senators to talk with faculty for other suggestions. This is a stated priority item by ACCJC. Although he hoped that it would not be the case, Senator Kissinger expressed concerns that personal issues may lead to the course deletions. President Wyly responded that this is a valid concern however, development of criteria for course preservation or deletion must be done as ACCJC will be measuring our success and compliance to their stated concerns. Senator Kissinger pointed out that it could result in legal issues over faculty rights. Senator Obegi suggested investigation of why a class hasn't been offered so the obstacles can be understood and help determine what we should do. Senator Bolz added that it would be important to know how deletion of a course strengthens or debilitates a program. Senator Obegi also inquired if archiving a course is an option. President Wyly responded that historically we used to archiving to address SLO assessment and curriculum. It was an option to move courses out of the SLO database so the data base only reflected the courses offered, but the course would remain in the catalogue. Curriculum Chair, Curtiss Brown said once a course is deleted that it would return if needed following the same curriculum process as a new course. A hard copy of every course that has been offered is kept. Senator Kissinger asked if the catalogue was going to be in digital format only, as it is easier to keep updated. Senator Berrett responded that the catalogue is published annually and can't be changed during the year. BSC committee Chair, Joshua Scott suggested a different assessment could be designed for unassessed courses. These are courses that are viable, but for funding or other reasons have not been taught. President Wyly will consult with VP Minor to see if an alternate assessment/dialogue could satisfy ACCJC requirements. Senator Jaimez also agreed that there is campus wide misunderstanding about the archive option and it needs to be clarified. Senator Duane warned that once a course is deleted, it has to go back through all the processes, including presenting to the administration. Should the administrator have personal issues with the class, it would have to go to the board to get approval so it could not be as simple as going back through the processes to reinstate the course. President Wyly noted that there are a number of courses in the catalogue that we have no intention of offering and we also need to take responsibility for managing this complex task. The senate was asked to solicit suggestions from faculty as to what can we do to remedy this problem. Senators Kissinger and Cittadino asked for more discussion of the matter and no action will be taken. Senator Cittadino pointed out that we need to examine the level of the classes (stand alone, program, GE classes). Senator Obegi asked if it was acceptable to independently recommend repairs, and President Wyly responded favorably. He also offered to speak with groups of faculty on the topic if the senators thought it would be helpful.</p>
<p>10.1.4 Adoption of Senate Goals & Assessment Michael Wyly, President</p>	<p>This discussion was postponed because assessment data from faculty and senators is still needed. A motion was made by Senator Pearson-Bloom to carry this item on to the next agenda. Senator Obegi seconded the motion. The Senate voted unanimously in favor of the motion.</p>
<p>10.1.5 Election of Secretary/Treasurer</p>	<p>President Wyly asked if anyone is interested in serving as a Secretary/Treasurer. Senator Jaimez said it is not a cumbersome job. Duties include writing a check about 4 times per year, depositing checks</p>

<p>Michael Wyly, President</p>	<p>once per month, reviewing the minutes with the entire Executive Committee (EC) and attend the EC meetings to establish agendas. No one accepted the position at this time.</p>
<p>10.1.6 Fiscal Advisory Committee Michael Wyly, President</p>	<p>VP Ligioso has proposed the composition of the Fiscal Advisory Committee (FAC) and President Wyly previously sent out the plan to the Senate. The proposal cut the membership to about half of what the committee was. The committee would consist of the following representatives: 3-AS faculty (previously had been 6), 1- CTA (previously was 2) , 1-Ethnic Minority Coalition (previously had 2), 1-CSEA, 1-Operating Engineer, 1- Student, 1-Academic Administrator, 1-Classified Administrator, Executive director of the Foundation, VP of Academic Affairs, VP of Student Affairs, VP of Finance, Director of Fiscal Affairs. President Wyly asked the Senate if they wanted to approve or reject this proposal or make a counter proposal. It is going to SG soon and President Wyly will represent the Senate’s position on this matter.</p> <p>Senator Wesley asked why the reduction of representation was needed. President Wyly responded the SG and FABPC merged with SG because membership overlapped resulting in 4 meetings per month for the members. With the merge fiscal advisory was transferred to SG. Subsequently, SG changed to meet once per month, resulting in large agendas and a large quorum. VP Ligioso needed a dedicated nimble committee to meet more regularly to make recommendations on fiscal matters. Senator Williams noted that the academic representation diminished more than the administrative side. Senator Pearson noted that while 3 senators/faculty are included, the SCC Faculty Association has a one representative thereby increasing the number of faculty to four. President Wyly added that the number is actually 5 because the Ethnic Coalition appointee is faculty. President Wyly summarized that the new composition is 14 members and therefore would require 8 members for quorum. Senator Cittadino noted that the membership appeared VP top heavy. President Wyly agreed, but a single person position can’t be reduced. Senator Wesley asked where the committee sits. President Wyly answered that it is a participatory governance committee. Senator Pearson-Bloom moved that the Senate accept the proposed composition. Senator Wesley seconded the motion. The Senators present voted to accept the proposal, with the exception of Senator Whitesell, who abstained.</p>
<p>11. Information & Discussion Items</p> <p>11.1.1 Program Discontinuance Mark Berrett, Chair</p> <p>11.1.2 Flex- Cal Michael Wyly, President</p>	<p>Senator Berrett was tasked with writing a program review for the Criminal Justice: Computer Forensics. The program was short lived, resulting in very little data. In the absence of data, Senator Barrett created a chronology of the program and hoped that would be acceptable to the Program Review Committee and will present it at the next Senate meeting. The next step would be to move the program to the Program Discontinuance process. This will be the first application of this process. Senator Obegi asked if the Discontinuance Policy specifically requires a program review before moving to discontinuance. Senator Berrett outlined 3 factors that would qualify a program to move to Program Discontinuance: 1) a fiscal emergency is declared, 2) administrative recommendation of the VP of Academic Affairs to the affected Deans, 3) Program Review. Program Review was used in this case to ensure a thorough in-depth, objective, and thoughtful determination. Senator Obegi noted that Program Review has never recommended any course for discontinuance. President Wyly will send out a copy of the policy again to the Senate in preparation for the next meeting. VP Minor may have additional programs for the Program Discontinuance policy process. Once we’ve used the process, we can evaluate the effectiveness of the policy. President Wyly noted that while VP Minor has the right to move a program to discontinuance, he hopes that it will be done in partnership with the Senate. Senator Berrett stated that the Computer Forensics Program was chosen because it impacted students. Students were unable to get their degree, students are still interested and the program is still in the catalogue. Senator Obegi asked if the Program Review Committee should go through the traditional and lengthy Program Review Process or expedite the courses. President Wyly responded that this needs further discussion.</p> <p>President Wyly sent out an email with links regarding Flex Cal activities. Increasingly, faculty are bringing to his attention disparity regarding what is approved as a qualifying activity and what is not. Historically flex credit has been granted for serving on hiring committees. When part-time faculty serve they receive a limited number of hours paid unlike full time faculty. Another example is that faculty were asked by the Foundation to read scholarship applicant essays. Karen Mitchell of the Foundation asked President Wyly if flex credit could be earned for this task. In consulting with VP Minor, and reviewing Title V, which includes guidelines for Flex Cal activities, they could not reach an</p>

<p>11.1.3 Peer Review</p> <p>11.1.44 Faculty Hiring Updates</p> <p>12. Action Reminders</p> <p>13. Adjournment</p>	<p>agreement. This demonstrated the larger need to come to a mutual consensus clearly defining what Flex-Cal activities should be at SCC instead of debating specific examples and eliminate individual interpretation of the guidelines. Senator Jaimez noted that what qualifies as a Flex-Cal activity varies among the Deans. President Wyly provided links to the guideline source materials for Senators to review. When the Chancellor’s Office worked on guidelines for Flex Cal Activities, they turned to the State AS and did so later to revise the guidelines. The Chancellor’s Office put forward the guidelines based on the State AS. This demonstrated that the guidelines were under the purview of faculty and as such President Wyly suggested that we add this task to the Senate goals. Senator Cittadino suggested that whatever agency audits Flex Cal would be a good source for clarity on the guidelines. President Wyly did not know who audits the Flex Cal activities, but agreed that this is a good resource.</p> <p>President Wyly noted that there were no urgent matters to discuss and postponed them and until the next meeting because the meeting ran out of time.</p> <p>Moved to next agenda.</p> <p>Senator Williams motioned to adjourn the meeting and Senator Cittadino seconded the motion. The Senate voted unanimously in favor of adjournment.</p>