



ACADEMIC SENATE

Adopted Minutes

August 31, 2015

3:00 pm – 5:00 pm

<p>1. Call to Order</p>	<p>Academic Senate President Michael Wyly called the meeting to order.</p>																										
<p>2. Roll Call</p>	<p><u>Present:</u></p> <table border="0"> <tr> <td>Amy Obegi</td> <td>Andrew Wesley</td> <td>Erin Duane</td> </tr> <tr> <td>Janene Whitesell</td> <td>Jeff Kissinger</td> <td>Ken Williams</td> </tr> <tr> <td>LaNae Jaimez, Vice President</td> <td>Mark Berrett</td> <td>Michael Wyly, President</td> </tr> <tr> <td>Narisa Orosco-Woolworth</td> <td>Nedra Park, Admin.</td> <td>Nicholas Cittadino</td> </tr> <tr> <td>Nicholas Cittadino</td> <td>Terri Pearson-Bloom</td> <td>Lue Cobene</td> </tr> </table> <p><u>Ex-Officio & Committee Chair Members:</u></p> <table border="0"> <tr> <td>Curtiss Brown</td> <td>Joshua Scott</td> <td>Gene Thomas</td> </tr> </table> <p><u>Absent:</u></p> <table border="0"> <tr> <td>Joe Conrad</td> <td>Susan Gunther</td> </tr> <tr> <td>Thomas Bundenthal</td> <td></td> </tr> </table> <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></td> </tr> </table>	Amy Obegi	Andrew Wesley	Erin Duane	Janene Whitesell	Jeff Kissinger	Ken Williams	LaNae Jaimez, Vice President	Mark Berrett	Michael Wyly, President	Narisa Orosco-Woolworth	Nedra Park, Admin.	Nicholas Cittadino	Nicholas Cittadino	Terri Pearson-Bloom	Lue Cobene	Curtiss Brown	Joshua Scott	Gene Thomas	Joe Conrad	Susan Gunther	Thomas Bundenthal		Stan Arterberry, Interim President	Leslie Minor, VP of Academic Affairs	Greg Brown, VP of Student Services	
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<p>3. Approval of Agenda</p>	<p>It was motioned by Senator Erin Duane and seconded by Senator Ken Williams to approve the August 31, 2015 Agenda. The motion carried unanimously.</p>																										
<p>4. Approval of Minutes</p>	<p>Minutes of August 13 and August 24, were postponed. President Michael Wyly said that multiple minutes will be emailed out as available. Please review them so the approval process can be expedited at our next meeting.</p>																										
<p>5. Public Comments</p>	<p>None</p>																										
<p>6. Academic Senate President Report Michael Wyly</p> <p>Accreditation</p>	<p>President Michael Wyly received notification from the ASCCC reporting on the recommendations from the Chancellors Office Accreditation Taskforce charged with looking at accreditation and accreditation agencies for the State of California. The taskforce is responsible for making recommendations to the board of governors regarding using resources other than ACCCJC. The Chancellor, League, State AS, and FAC have taken the position of supporting this change. This is the beginning of a large change for all CA community colleges in the future. However, it should not affect current standards or requirements for SCC's self-study, including, SLO assessment, self-study and the accreditation standards will remain. President Michael Wyly noted that as publicity comes out regarding the report, faculty may misinterpret the changes as a signifying an immediate change in course, and asked the senate to apprise faculty of the situation.</p>																										
<p>Academic Senate Budget</p>	<p>President Michael Wyly is sending a budget proposal to VP Yulian Ligioso to finance various state institutes for the Academic Senate. IP Stan Arterberry suggested that this could be the start of an annual budget item instead of a new proposal every academic year. President Michael Wyly will provide a follow up report after meeting with VP Yulian Ligioso.</p>																										

Fiscal Advisory Committee	<p>Since the senate voted in favor of the new Financial Advisory Committee structure, President Michael Wyly will be voting in favor of it at the next SG meeting. The Senate has 3 seats on this committee, If you are interested in filling this need, please contact President Michael Wyly by Friday. Please inform constituents that this a vetted decision by the AS and constituents may have the same concerns that surfaced during previous discussion of this topic.</p>
7. Interim President Report Stan Arterberry	<p>No report</p>
8. VP of Academic Affairs Leslie Minor	<p>Institution Set Standards are the lowest acceptable level of achievement ratings considered successful that a college sets for itself for student achievement. These standards are an ACCJC requirement announced in 2013 and again in 2014, but SCC has yet to comply. Therefore SCC has several weeks to set these standards and document our actions toward achieving them. Deans will be discussing the creation of the standards with faculty. The standards are in compliance with the US Dept. of Education, who has declared that “all colleges should demonstrate that they evaluate the appropriateness of measures of student achievement chosen by the institution”. Some of the specific standards that are required are the course completion rate, annual completion of degrees and certificates, transfers to 4 year institutions, and licensure pass rates of CTEs. The standards will be emailed to the Senate for email distribution. VP Leslie Minor noted that the standards</p>
Institution Set Standards	<p>communicate our acceptable minimum standards to both agencies. VP Leslie Minor and the Deans have been researching how other colleges are accomplishing this task. Other colleges are looking at the mean for a period of time and setting their minimum standard slightly below that mean. CTE’s set standards will be based on the external licensure agency pass rates. VP Leslie Minor would like AS and board approval, but the timeframe is short. However this will be done annually and there will be opportunity to discuss and revise the method. Senator Cittadino asked if the data was available. VP Leslie Minor responded that yes, it is available on the Score Card. Concerned about the approval process, President Michael Wyly asked when the report was due. VP Leslie Minor responded that September 30 is their target date for Board approval. President Michael Wyly noted that the Senate could discuss it in the Sept. 14th AS meeting and vote on the Sept. 21 meeting. President Michael Wyly noted that last year institutional effectiveness goals were set and now we’re looking at minimums. He asked VP Leslie Minor if it is to our advantage to connect these. VP Leslie Minor responded yes, in the sense that both must be considered in relation to the other, you need to know what the maximum is before setting the minimum. President Michael Wyly asked if they could be on the same document to expedite these comparisons. VP Leslie Minor agreed with this suggestion and also said they could be posted on the Academic Affairs section of the SCC website. Senator Amy Obegi noted that when you look at the mean for completion, some students have multiple degrees which could skew the mean. VP Leslie Minor agreed that this is an important distinction to make when reporting the data. Other colleges have reported degree totals in terms of any student and the total number of degrees to address this occurrence.</p>
Committee Changes	<p>Dean Neil Glines is sitting on the negotiations and budget committees this year. Keydron Guinn, Dean of Social & Behavioral Sciences, is replacing Dean Neil Glines on the Distance Education committee. Robert Gabriel, Dean of Health Sciences, is replacing Dean Neil Glines on the Curriculum Committee.</p>
Assessment Instrument	<p>The President’s Cabinet have proposed changes about to the draft Institutional and General Education Learning Outcomes and so did not pass them as written. VP Leslie Minor will notify SG that they were not passed and will be sending them to the Senate with the questions and comments to be addressed since they originated in the Senate. President Michael Wyly acknowledged that the Senate was concerned too, but reiterated the Senate’s position that it was better to move forward and assess the instrument for effectiveness after the outcomes were analyzed. VP Leslie Minor noted that this matter is not as urgent as the Institution Set Standards.</p>
Accreditation Team	<p>Applications for accreditation coordinators closes today; please submit you applications. If we don’t have faculty members volunteer, the team will move ahead composed of administrators, which is not balanced representation.</p>

Flex-Cal	VP Leslie Minor is proposing a meeting between Academic Affairs, AS and instructional Deans to discuss appropriate Flex-Cal activities.
9. Committee Reports	Historically Committee Reports were placed at the end of the agenda. This resulted in the earlier agenda items overwhelming the reports and guests waited extended periods to speak. Last year committees were given the option to submit written reports in lieu of oral reports. While some chairs liked this option others didn't. Regardless, this model did not result in regular reporting. A
9.1 Agenda Reorganization for Committee Reports	large part of the reports reflect their goals and progress which is critical to our self-evaluation process. The committee reports are being moved to the beginning of the agenda to facilitate reporting. The reports should be limited to 3 minutes, if it needs discussion it should be a Discussion Item. Additionally committee reports will alternate between meetings. First meeting of the month Basic Skills, Curriculum and Distance Education committees will report. The second meeting of the month, Professional Development, Program Review, and Assessment committees will report. If a chair has an urgent matter to report and it is not their scheduled meeting to report, they can ask to be on the agenda. Effective September, we will try this model.
9.2 Curriculum Committee	Curriculum Chair Curtiss Brown gave a presentation to the committee members, outlining their responsibilities which was well received and resulted in a good discussion. Tomorrow is their first Tech Review of courses. President Michael Wyly asked how the lack of an Articulation Officer is impacting the committee's work. Curriculum Chair, Curtiss Brown responded that the committee can't progress. Senator Amy Obegi asked if there was any update on the status of finding an officer. VP Leslie Minor said progress is being made, HR is going to hire a temporary person. President Michael Wyly suggested that a faculty member, the Curriculum Chair would be an ideal and appropriate choice to serve on the emergency hiring committee. VP Leslie Minor noted that VP Greg Brown will be contacting the chair to serve on the hiring committee. Senator Cittadino asked if a faculty person has applied. VP Leslie Minor responded yes.
9.2 Program Review Committee	Senator Amy Obegi reported that the first committee meeting will be September 28, 2015.
10. Action Items	This item has been voted in at our last meeting, however we need to formalize the committee composition. President Michael Wyly reaffirmed that majority vote by the AS to amend the by-laws to include the committee is the correct process; however we must include it in the next regular revision of the constitution. He further proposed that revision of the constitution be aligned with the normal election cycle so we only have to do it once, as it is time intensive and expensive to do. There are items to be incorporated into the next constitutional revision. President Michael Wyly met with Gene Thomas, Assessment Committee Chair, and asked him where the committee is now and what would he want to see addressed in the future. Current practice of the committee is that the Assessment Coordinator functions as the committee chair and school coordinators sit on the committee, including the Program Review Coordinator, serving as voting faculty representatives. Administrative representation included the VP of Academic Affairs or his/her designee in the past. Gene Thomas advocates for the VP of Academic Affairs and a Dean as voting administrative representatives on the committee. President Michael Wyly noted that under a past VP, a designee was not an administrator. The advantage of Coordinators is that they are hired through a faculty vetted process in cooperation with administration. In order to be 10 + 1, compliant, the VP should not pick designees; it should go through the normal AS appointment process. President Michael Wyly noted that the senate may adopt this proposed composition, try it and revisit it in the future (a set time period) before it is written into the constitution.
10.1 Assessment Committee	Senator Terri Pearson-Bloom asked if every school has a coordinator; she did not think Health Science had one because it was split (Kinesiology and Nursing). President Michael Wyly thought there was one for each school and VP Leslie Minor responded that this is the case, Senator Erin Duane asked who the coordinator was for counseling and the library. VP Leslie Minor responded that Amy Dauffenbach is the coordinator for counseling and Quentin Carter is the library coordinator. VP Leslie Minor asked Senator Duane how she felt about combining the Library and the Counseling coordinators. Senator Duane responded that the two are often paired so it could be a viable option. However she later stated that her colleagues did not support this idea. VP LaNae Jaimez, then clarified the amendment to consider the Library and Counseling departments separately for representation. Senator Terri Pearson-Bloom wanted more of an explanation of

what coordinators do before we decide if they should be on the committee. If assessment is a significant part of their job, they would be appropriate on the committee. President Michael Wyly stated that coordinators were established before SLOs were in place and some divisions collapsed. As SLOs were introduced, the coordinators were tasked with uploading assessment data and in that time divisions became schools. VP LaNae Jaimez stated that the union is also looking at the coordinator job description. She is the coordinator for her school and said the job description is simple. Senator Jeff Kissinger noted that some colleges have one contract person set up all the technology and do the data entry /coordinator work, saving staff time and saving the college money. He added that when Gene Thomas was the one person for SLOs, it worked very well. President Michael Wyly and VP Leslie Minor said that Dean Peter Cammish is working to streamline the process to become more efficient. VP LaNae Jaimez motioned that the committee include one faculty representative from each school (may or may not be a coordinator), including Library and Counseling, Program Review Coordinator, and the administration representatives as proposed by Gene Thomas. Senator Janene Whitesell seconded the motion. VP LaNae Jaimez noted that the composition is very close to what the committee has been this past year. Senator Jeff Kissinger suggested that the right technology makes the job easier and reduces staff time and involvement. He noted that the assessment forms are constantly changing and as the default data entry person, this takes time away from teaching students. President Michael Wyly will invite Dean Peter Cammish to address these concerns at a future meeting. President Michael Wyly clarified that the coordinators upload assessments for faculty, the Assessment committee develops the mechanism of how assessment occurs on campus. VP LaNae Jaimez noted that Dean Cammish has served as a consultant to the Assessment committee as well. Senator Terri Pearson-Bloom stated that coordinators have release time to do things on behalf of the school. When committees are requesting representation, faculty often comment that this something that a coordinator should do since they have release time to do it. Senator Terri Pearson-Bloom suggested that the faculty representation should be coordinators, and only consider faculty if there is no coordinator available. President Michael Wyly asked if the senate if they wanted to accept the motion as is and later discuss how to populate the committee as a separate issue, amend the motion, or vote no. VP LaNae Jaimez accepted Senator Terri Pearson-Bloom's suggestion as another friendly amendment as it should facilitate committee attendance and assist coordinators with their task of helping the deans track data. President Michael Wyly suggested that we consider two motions, the first as stated and the second motion would be the stipulation that the coordinators represent the schools unless there is no coordinator. President Michael Wyly asked for a vote on the motion that members on the committee include one representative from each school, with Library and Counseling having two separate representatives, the Program Review Chair, VP of Academic Affairs, and 1 Academic Dean. The motion carried with all senators voting in favor of the motion, with the exception of Senator Jeff Kissinger who opposed. Senator Terri Pearson-Bloom made a motion that the assigned school coordinator sit on the committee, where possible. If there is no assigned coordinator, then the affected school may assign a faculty member. This motion carried with Senator Janene Whitesell abstaining and Senator Jeff Kissinger opposing. The balance of the senate voted in favor of the motion. VP LaNae Jaimez noted that this affects the coordinator's job description and will need to be brought to the union's attention.

**10.2 Curriculum & Assessments AY 15-16
Curtiss Brown, Chair & Michael Wyly, President**

President Michael Wyly reported that he attended the last Curriculum Committee meeting to share the senators' points of discussion. BSI Chair Joshua Scott and Curriculum Committee member Erin Duane assisted in communicating concerns about Program Discontinuance through scheduling at this meeting. Curriculum Chair Curtiss Brown reported that the committee is looking at the courses that have not been assessed and/or not offered/scheduled and soliciting feedback from their constituents on a plan to evaluate the courses in question. Senator Nicholas Cittadino asked if courses that could be added to Option A (local GE Requirements) are being reviewed. Senator Nicholas Cittadino said there are a lot of courses that would fit in the multicultural category that aren't in Option A. President Michael Wyly commented that there is a state-wide trend to move away from local GE requirements. The UCs are looking at their transfer articulation pattern and may change in the future. Chairman Curtiss Brown reported that he hadn't heard anything about the courses. While there is no need for action, VP LaNae Jaimez advised that we keep this as an action item on the agenda. President Michael Wyly asked what the senate can do to help with this endeavor. Chairman Curtiss Brown stated that he preferred the senate to formally ask for information or direct the committee. Senator Nicholas Cittadino suggested that the Curriculum

Committee ask the deans if there are other courses to enter into the Option A course list. President Michael Wyly noted that the urgent priority is 100% compliance with ACCJC for courses offered to be assessed and we want to adhere to this without negatively impacting programs. He also suggested that we revisit this issue in the future. Senator Janene Whitesell suggested that if there was a notation in the catalogue indicating when a class was last offered it would provide students with some information about the class instead of removing it from the catalogue. Both President Michael Wyly and VP Leslie Minor said that this would not meet the ACCJC requirements. Senator Sabine Bolz added that it is very difficult to keep the catalogue current as it is, such notations would be difficult and could invite miscommunications. President Michael Wyly also noted that the committee's purview should for example, be to figure out a solution to a problem; we don't want to micromanage the committee. Senator Amy Obegi suggested that we need a vehicle to advocate for courses that faculty don't want deleted, especially classes faculty want to teach as some classes have been cancelled due to funding, and a plan for how and when it could happen. VP Leslie Minor agreed that a collaborative plan would be best. Senator Jeff Kissinger asked if we could get funding for some of these classes that involve basic skills, could they be labeled "adaptive" to better serve the DSP population as these classes are in demand. President Michael Wyly directed the discussion back to the charge of the curriculum committee. A potential motion would be for the committee to develop a tool for course review to explain the directions and plans for courses that are unassessed, or need updating or not taught, to move forward. Senator Erin Duane, Curriculum Committee member, felt that the committee wanted a curriculum subcommittee to develop a tool for to explain the status and plan for courses. Senator Erin Duane moved that the senate charge the curriculum committee to develop a process by which the committee can examine and evaluate courses not offered in the catalogue. Senator Amy Obegi seconded the motion. Chairman Curtiss Brown offered the suggestion of adding "not assessed" to the motion and the senate accepted this suggestion. The senate voted unanimously in favor of the motion.

10.3 Senate Goals

We have the goals for the academic year, but do not know how the faculty surveys that were due last night will affect those goals. The results of the senate surveys were emailed for senators for review. We may want to amend or add to the goals so this will be continued on the next agenda.

10.4 Secretary/Treasurer

Duties of the secretary are to review minutes, ballot preparation and attend executive meetings. The treasurer reports on funds and writes checks. Per the senate constitution, the position must be a full-time faculty. Senator Erin Duane accepted this combined position as there were no opponents. Senator Andrew Wesley asked why it must be a full-time faculty. President Michael Wyly responded that it is stipulated in the AS constitution and that it could be a potential amendment to the constitution should anyone choose to send him an email about it. President Michael Wyly thanked Senator Erin Duane for accepting this responsibility.

11. Information & Discussion Items

**11.1 Program Discontinuance
Leslies Minor, VP Academic Affairs
Mark Berrett, Assessment Chair**

The Program Discontinuance policy has not been used and it is not known how well it works. Programs need to improve or restructure. The title is misleading, there are 3 possible outcomes of programs going through the process: discontinuance of the program, improvement of the program or continue as is. To get a complete view of the process, each dean was asked to identify a program that needs improvement in some way to undergo the process. The following table shows the selected programs:

<u>School</u>	<u>Program to be processed</u>
Liberal Arts	Journalism
Social & Behavioral Science	Prefix of courses called Social Science
Math & Science	Engineering or possibly Waste Water
CTE	Computer Forensics
Health Science	Fitness Professional Job Direct Certificate
Counseling	Interdisciplinary Studies for Wellness & Self Development

VP Leslie Minor stated that it is a very involved process. One of the criteria is how well the programs were or were not placed to collect data. Senator Terri Pearson-Bloom asked how the process works with interdisciplinary programs. VP Leslie Minor responded that the school where the program is housed, collects the data and is responsible for the recommendations. Senator Nicholas Cittadino asked if the counseling department made recommendations in regard to the Interdisciplinary Studies for Wellness & Self Development program. VP Leslie Minor responded that

no program has a predetermined recommendation, the point is to use the process to determine recommendations, see how well the process works, and see how the programs fair. The process can be modified later if needed. Senator Mark Berrett pointed out that the process is 8 years old and programs have been discontinued without following the process during the last 10 years. He suggested that we start with those programs that were previously discontinued. He also stated that it is an untested process and a list of 6 programs simultaneously would be overwhelming and very difficult to manage. The first step in this process is a self-study by a faculty and dean, then an exploratory committee comprised of community members, students, faculty, union members, and administrators for each program. Senator Amy Obegi inquired if a Program Review is required before the process starts. Senator Mark answered yes, two pieces of data are needed, (qualitative) how it impacts students and how it matches to the SCC mission, public statements and (quantitative) the Program Review process data. Senator Amy Obegi asked how the process is initiated. Senator Mark clarified process with 3 steps: first the VP of Academic Affair with division deans propose a list of programs; step 2 division dean and affected faculty perform a self-study; step 3 the data is turned over to the Curriculum to form a taskforce for evaluation. Senator Amy Obegi stated that the multidisciplinary programs don't have an effective mechanism to collect data from all the faculty involved. President Michael Wyly noted that while Program Review is not a precondition to the Program Discontinuance process, it is the best starting point because of the data collected in the process. The criteria for a Program Review includes, program review and analysis trends, changes in workforce demands, changes in requirements from transfer institutions, availability of human resources, or budget concerns. Should a program fit this criteria and not go through this process, it will end up going through a mini Program Review anyway. Vice President LaNae Jaimez asked if the list of discontinued programs can be provided and discussed to gather more information at a future meeting. Nicholas Cittadino wanted to emphasize program improvement, we need more programs that people want, like the Biotechnology program. Journalism is suffering, could it be merged with something like creative writing or electronic media; in another words, combining programs. President Michael Wyly agreed to agendize the discontinued programs, a discussion on the language of the policy and the potential of combining classes at a future meeting. This could be moved to an action item if there is some concrete action that the Academic Senate wants to take. Any formal recommendations then need to go to the Curriculum Committee. VP Leslie Minor noted that it would have to go the Dean before it would go to the committee. Even though the Program Discontinuance Policy seems long and arduous, Senator Mark Berrett pointed out that creating a new CTE program, is a complex and long 10 step process. President Michael Wyly pointed out there is a state-wide emphasis in the CTE programs and money exists to fund them, the college needs to be in a position to utilize the money to make our programs viable, where we can. The Senate agreed to carry the topic over to the next agenda as a discussion/action item.

**11.2 Flex-Cal
Michael Wyly,
President**

Academic Senate will be working with VP Leslie Minor to work on defining Flex-Cal activities. A task force may be created, so think about participating. This will be carried over to the next agenda.

**11.3 Faculty Hiring
Update**

President Michael Wyly and VP Leslie Minor are working on a calendar to determine hiring priorities and a meeting is planned for October. Thereafter the plan is to meet in the spring to determine hiring priorities and calendar for the following academic year, every year.

**11.4 Plan for Upper
Division Courses**

As an institution, we need to move forward to define what upper division courses are for the Biotechnology degree. Additionally, there will be campus-wide dialogues about what upper division GE courses should look like at SCC; both are required for the Bachelor of Science (BS) degree. There will be much discussion in the coming semesters related to the BS in science and will probably have direction from the Chancellors Office that will influence needed changes to our decisions. To date the Chancellors Office has not given any clear direction in this regard. President Michael Wyly is expecting the fall plenary to provide some direction.

11.5 Room Assignments

President Michael Wyly has received numerous complaints about how rooms are being assigned. Rooms are not conforming to instructional needs. These concerns have been shared with VP Leslie Minor and she has some suggestions. This will be continued on the next agenda.

12. Action Reminders	Will be carried over to the next agenda.
12. Adjournment	Senator Terri Pearson-Bloom moved to adjourn the meeting and Senator Erin Duane seconded the motion.