



ACADEMIC SENATE

Adopted Minutes

Sept 21, 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><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>Joseph Conrad</td> <td>Lue Cobene</td> </tr> <tr> <td>Ken Williams</td> <td>LaNae Jaimez, Vice President</td> <td>Mark Berrett</td> </tr> <tr> <td>Marvic Macalino</td> <td>Michael Wyly, President</td> <td>Narisa Orosco-Woolworth</td> </tr> <tr> <td>Nedra Park, Admin.</td> <td>Nicholas Cittadino</td> <td>Sabine Bolz</td> </tr> <tr> <td>Terri Pearson-Bloom</td> <td>Thomas Bundenthal</td> <td></td> </tr> </table> <p><u>Ex-Officio & Committee Chair Members:</u></p> <table border="0"> <tr> <td>Curtiss Brown</td> <td>Joshua Scott</td> </tr> </table> <p><u>Absent:</u></p> <p>Susan Gunther</p> <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	Joseph Conrad	Lue Cobene	Ken Williams	LaNae Jaimez, Vice President	Mark Berrett	Marvic Macalino	Michael Wyly, President	Narisa Orosco-Woolworth	Nedra Park, Admin.	Nicholas Cittadino	Sabine Bolz	Terri Pearson-Bloom	Thomas Bundenthal		Curtiss Brown	Joshua Scott	Stan Arterberry, Interim President	Leslie Minor, VP of Academic Affairs	Greg Brown, VP of Student Services	
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3. Approval of Agenda	Senator Obegi moved to approve the agenda of September 21, 2015 and Senator Bundenthal seconded the motion; the motion carried unanimously.																								
4. Approval of Minutes	Deferred																								
5. Public Comments	Zachary Freeman, temporary ASC Chairman, addressed the senate. The student clubs are having difficulty finding Advisors. He stated the rules changed and advisors must be faculty. This made finding club advisors very difficult. He noted that these clubs further the campus community, and the lack of advisors reduces the number of clubs available to students. Various senators had questions, what clubs need advisors, what are the student suggestions to deal with this problem and why did the advisor position change to faculty only. Director of Student Life, Rischa Slade offered to create a list of clubs that need advisors and their meeting times. President Wyly recommended that this be discussed at future meeting.																								
Lack of Club Advisors																									
Venue Change Request for 11/13/15 AS Meeting	Dr. Karen McCord stated that the week of November 16 SCC will hold a nonviolence/peace week. Each day of the week different events will be held in different locations on the campus. On Monday, November 16, a holocaust survivor is scheduled and no available room has the capacity to seat 100 people. Dr. McCord respectfully requested use of the board room on that date and asked the Academic Senate to move the November 16 meeting to another room. President Wyly also mentioned that the senate could meet at other venues, such as horticulture. This would provide an opportunity to see other areas of the campus. The senate agreed to change the venue.																								
6. Academic Senate President Report	Nov 13 th SCC will be hosting the Northern Regional Curriculum Meeting. President Wyly asked the senators to consider volunteering to act as liaisons to facilitate guests around the campus.																								

<p>Michael Wyly, President Fall Northern Region Curriculum Meeting</p>	<p>President Wyly conferred with VP Leslie Minor regarding composition of the Peer Review Committee. The current proposal consists of 2 ea. Senator appointees, 2 ea. Faculty Association members, and 2 ea. Administrative members. She requested that an additional administrator be added and the administrative representative could be ALG members or a dean. President Wyly did not have any objections to these additions. AS VP, Jaimez suggested that the Faculty Association president and the AS president should serve because it is an important shared matter between the two groups. If you are interested in being involved with this committee please contact President Wyly.</p>
<p>Peer Review Committee</p>	<p>President Wyly conferred with VP Leslie Minor regarding composition of the Peer Review Committee. The current proposal consists of 2 ea. Senator appointees, 2 ea. Faculty Association members, and 2 ea. Administrative members. She requested that an additional administrator be added and the administrative representative could be ALG members or a dean. President Wyly did not have any objections to these additions. AS VP, Jaimez suggested that the Faculty Association president and the AS president should serve because it is an important shared matter between the two groups. If you are interested in being involved with this committee please contact President Wyly.</p>
<p>Faculty Nominations For ASCCC awards</p>	<p>There are a number of state awards through the state Academic Senate. Nominees rotate between the northern and southern California region and within the areas in those regions. President Wyly couldn't tell how many nominees historically have come from SCC. Since there is no apparatus to nominate SCC faculty, President Wyly and VP Jaimez thought a subcommittee should be created to nominate SCC faculty. VP LaNae suggested that it would be appropriate to add this task to the existing Distinguished Faculty award committee. President Wyly supported this suggestion and asked senators to discuss it with their constituents and the senate will discuss it at a future meeting.</p>
<p>AS Budget</p>	<p>President Wyly has submitted a preliminary budget to VP Ligioso and is requesting that it become a standing item on the budget. Interim President Arterberry is in support of this becoming a standing budget item each fiscal year as well.</p>
<p>ASCCC Fall Plenary</p>	<p>ASCCC Fall Plenary will be held on Nov.-5 -7, in Irvine. The senate is working to send 2-3 SCC representatives to the plenary. Some workshops of particular interest are the "Chancellors Office Taskforce on Accreditation Report", "Dual Enrollment", and "What is the Standard for Baccalaureate Level Quantitative Reasoning", "Student Placement" and many other topics of current interest. If you are interested please let President Wyly know. President Wyly is planning to attend and added that he will suggest the college fund a representative from the Baccalaureate Program Committee as they would benefit from there various workshops on the baccalaureate programs.</p>
<p>ASCCC State Board of Governors</p>	<p>ASCCC is soliciting nominees for one of two open faculty seats on the State Board of Governors. They are very interested in recruiting new faculty to the board. The criteria for this position was included in the email that was sent out. President Wyly noted it is a very large commitment, but it is worth considering.</p>
<p>Minimum Qualifications</p>	<p>President Wyly reported there have been productive dialogs on campus regarding minimum qualifications concerns. A curricular solution for minimum qualification issues has been identified. Administration is working with the Curriculum Committee and the Senate to expeditiously address the concerns. President Wyly is working with the HR department to create staff and faculty training to avoid missteps in the future. Faculty training will include: 1) defining minimum qualifications 2) equivalency process -what it is and how and when it should be utilized.</p>
<p>7. Interim President Report Stan Arterberry, Interim President Emergency Preparedness</p>	<p>A water pipe broke last Monday, September 14 and tested our emergency communications. If you had problems with communication please contact Dr. Crawford. The next step is to have MIMs and SIMs training for a disaster. This is critical, without this training the college would not be qualified for FEMA funds in the event of a disaster. The college will be moving forward to improve emergency preparedness processes and provide the necessary training.</p>
<p>Organizational Review</p>	<p>President Arterberry is concerned about how the college is organized and is proposing the hiring of an outside agency to evaluate and make recommendations. To that end, he is organizing a committee to review and rank 4-5 proposals from various agencies with a goal of selecting the best agency. The committee will be composed from the following constituents: CTA, Local 39, CSEA, Academic President, ALG and a board member.</p>
<p>8. VP of Academic Affairs</p>	<p>The search for a Dean of Social and Behavioral Sciences is going to begin, currently a temporary dean is serving. Although the search started early last spring, it was unsuccessful.</p>

<p>Leslie Minor Dean of Social and Behavioral Sciences Code of Ethics</p>	<p>The cabinet looked at the code of Ethics that the senate forwarded to the cabinet. There is one change in the new section: “<i>Maintain and support transparency, communication, and equality <u>equity</u> in governance of the College, and in relationship to the community.</i>”</p>
<p>ILOs & GELOs Revisions</p>	<p>Revised ILOs & GELOs were emailed out to the senators. The cabinet edited the document to reflect that not all students are traditional learners in terms of having the ability to speak or hear. Therefore the changes below in the GELOs, under “1. Communication” reflect language that captures all students’ physical abilities:</p> <p><i>C. Listening: <u>Comprehension</u></i></p> <ul style="list-style-type: none"> • <i>Hear <u>Understand</u> and respond appropriately to verbal as well as nonverbal messages.</i> <p><i>D. Speaking <u>Communicating</u> and Conversing:</i></p> <ul style="list-style-type: none"> • <i>Organize ideas and communicate clearly and appropriately using verbal and non-verbal messages in appropriate media</i>
<p>Institution Set Standards</p>	<p>ASSSJC has recently requested that SCC provide rationale of Institution Set Standards (ISS) and it is an accreditation issue. ISS solicits the minimum acceptable standards that a student must meet to be considered successful at SCC. The standards include questions around course completion, retention, degrees completed, transfers, and certificates completed. Some degrees, for example nursing, the standards are set by outside licensing entities; the report will combine those standards with campus wide standards to provide a comprehensive report. The deans will be discussing these standards with the various schools at future meetings.</p>
<p>9. Committee Reports</p>	<p>Currently the committee is working on the report to the Chancellor’s office that is due October 1st. The committee is working to design larger goals to stimulate institutional change to better serve Basic Skills students. The committee is also working on funding FYE programs and Drop in labs, which suffered from lack of funding; additionally, a FYE coordinator is still needed.</p>
<p>9.1 .1 Basic Skills Joshua Scott, Chair</p>	
<p>9.1.2 Curriculum Curtiss Brown, Chair</p>	<p>Chairman Curtiss Brown reported 9 modified courses were reviewed at the last Curriculum Committee meeting. The Curriculum Committee has formed a subcommittee to develop a tool to review unassessed courses in the catalog. The subcommittee members are Erin Duane, Joshua Scott and Debra Berrett.</p>
<p>9.1.3 Distance Education Dale Crandall-Bear</p>	
<p>9.1.4 Professional Development Chuck Spillner, Chair</p>	<p>No report</p>
<p>9.1.5 Program Review Committee Amy Obegi, Chair</p>	<p>The first Program review Committee will be held September 28, 2015. Therefore there is not much to report at this time.</p>
<p>9.2 Other Committees 9.2.1 Assessment Gene Thomas, Chair</p>	<p>Committee membership, as a subcommittee of the AS, has yet to be determined; in the interim, the committee is using the previous composition consisting of school coordinators. The major goal of the committee for this academic year will be to use the course assessments to assess the new GELOs and ILOs. Chairman Gene Thomas would like the Assessment Committee to help determine which courses to look at. The committee has assessed the old ILOs once and using the course assessment makes more sense than assessing the GELOs and ILOs; additionally this is the method many other institutions are using as well. The commission has new standards with an expectation of greater correlation between outcomes and grades. For example a faculty member submitted assessments and said that 92% of students met the outcomes, yet there were people with grades below a “C”. President Wyly explained if 90% of students are assessing and meeting the goals, but only 70% of students are passing, ACCCJC wants the disparity analyzed for equity issues, determine who is not passing and identify trends. Chairman Thomas asked if individual student outcomes will be tracked for equity based data. He is concerned because with the current method he can’t look at factors such as members as sex, DSP or ethnic backgrounds. President Wyly stated that the state</p>

is discussing this issue and clarification should come in the future. The commission does not have a requirement for common assessments, but if a tighter correlation between grades and outcomes is a goal, common assessment does make sense. The Assessment committee will meet either the 2nd or 3rd Thursday at 3:15. Senator Bolz asked if the committee had recommendations regarding what faculty should be doing. Chairman Thomas responded there are a number of courses in catalogue that haven't been offered in years and those courses need to be looked at. The committee will assess courses every 2 years within a 5 year program review cycle. He also suggested that the school should decide on an SLO assessment schedule as part of the normal program review cycle. President Wyly noted that the Curriculum Committed has been charged to look at the courses that are not offered, but advertised in the catalog. He asked the senators to discuss this with their constituents. VP Minor noted that ACCJC is very clear that the courses must be 100% assessed and our current number is 67%. Chairman Thomas noted that the active courses are 100% assessed. Basic Skills Chairman, Josh Scott asked what other colleges are doing about this problem. VP Minor said some schools have better numbers because they diligently cut classes not offered in the last 2 years and some are not offering new classes for various reasons. Also there could be other schools that are doing worse and not sharing this information. Senator Obegi asked who is educating the new adjuncts on how to write the SLO assessments is there a systematic process to help them. AS VP Jaimez said the Adjunct Support Center will offer workshops. Chairman Thomas added that common assessments would really help the new adjuncts as well as classes that are taught by different faculty. President Wyly offered to resend the list of unassessed courses. A discussion of support for common assessment will be placed on a future agenda.

**10. Action/Discussion
Items**

**10.1 Amend Senate Goals
& Survey Results**

President Wyly reported that 86 faculty responded to the survey and asked the senate how these results should influence the senate goals. Senator Obegi noted faculty do not seem to be informed about what the AS does. Additionally, Academic Senate meets more frequently than the once a month School meetings which meet once a moth complicates the need for timely input from represented constituencies. Senator Marivic Macalino noted that the school meetings are so full that sometimes there is no time to report the information. Senator Obegi remembered that a past president wanted to send out a newsletter like the SP Direct to inform constituents of pressing issues and solicit their input, but lacked the man power and time to do so. Senator Obegi added that this is very different from minutes that show what happened. VP Jaimez thought a newsletter would provide a united message, consistent information to all constituents, be easily disseminated and solicit input on issues from constituents. The senators agreed that a newsletter containing "Academic Senate Hot Topics" would help constituents and senators could add to the newsletter information as they meet with constituents. The survey also reflected that many faculty do not understand the Academic Senate, senate purview and 10 + 1. President Wyly suggested the senate host a Flex Cal break out session in the spring to educate the faculty on these matters. Senator Sabine Bolz added that providing an overview of Flex Cal, a 15 minute highlight of what AS purview is, and an overview of the subcommittee structure would be beneficial; attendees could then decide if the wish to attend the break out session . In response to the faculty survey, the senate decided to amend its goals to include piloting a newsletter of "hot topics" and prioritize the education of faculty on the Academic Senate purview and 10+1 at the spring Flex Cal session. There were no suggestions to amend goals based on the Senate Self Survey. A motion was made by Senator Joe Conrad to accept the amendment and was seconded by Senator Cittadino. The motion passed unanimously. President Wyly will amend the goals and send them out to all faculty.

**10.2 Organizational
Review**

The Organizational Review document was distributed at the last meeting. Senator Lue Cobene reported liberal arts faculty is confused about how the process will function. President Wyly explained the intent is to solicit off campus proposals from various agencies to conduct an audit of how the college is organized to produce recommendations for improvement. President Arterberry will appoint a committee from participatory governance constituents to review the proposals, rank the proposals, make recommendations and forward this to the president; one external agency will be selected to do the audit and make recommendations for reorganizing the entire college. VP AA Leslie Minor said the review will be paid by IEEPI fund, not general funds. These funds were offered by the state last spring to help the college with integrated planning and organizational structure. Senator Bloz asked if there are any goals to determine what an "ideal" organization would look like and what would the principles goals be, such as financial, grow the college or be greener? How is

the college directing these agencies? Leslie Minor said the agencies will begin with our mission and vision for the campus. Senator Cobene noted the history of repeated reorganization, six in the last five years, faculty wants to know the current organization. He said that faculty is frustrated and have no idea or trust that it will come to pass. Faculty has seen a fair amount of money spent on this issue, during financial hard times. President Wyly requested written concerns from each school be submitted; this would be helpful and asked the senators to send their concerns to present to the Shared Governance Committee. President Wyly was referred to the online organizational chart as the most recent chart available however it is not accurate. The issue is not that we don't have an organizational chart, but how it is organized is inadequate. No action was taken on this item at this time and it will be on a future agenda when we have the constituent concerns to guide us.

10.3 Proposed Renaming of Shared Governance

Shared Governance Committee is not recognized a Title V term, but participatory governance is. However it is not a violation of Title V to use other terms. It was proposed by the committee to change the name not the function, which operates as an advisory committee to the president and the board. President Arterberry suggested the name be changed to "College Governance Council". The senators agreed that a name change such as "Participatory Advisory Committee" is a better reflection of what the committee is. Senators noted the name "Shared Governance Committee" implies decision making power; when it is actually an advisory body. Senator Cittadino motioned that we accept the name change and request an explanation regarding why participatory or advisory is not included in the name change; Senator Jaimez seconded the motion. The senate voted in favor of the motion with one nay vote from Senator Bundenthal and no abstentions.

11. Information & Discussion Items

Vice President Greg Brown provided an overview of what Student Success and Support Planning (SSSP) funds from the state could fund. The services and allowable expenditures are very limited and specific.

11.1 SSP & Student Equity Greg Brown, Vice President of Student Affairs

Fundable Services:

- 1) Initial orientations for first time students.
- 2) Initial assessment for math, English, and ESL for first time students.
- 3) An abbreviated Student Education Plan (SEP) a 1-2 term SEP that may precede a Comprehensive SEP or serve as the only SEP needed for a student whose program can be accomplished in 1 or 2 semesters.
- 4) Counseling and advising to a student or group of students.
- 5) Comprehensive SEP an education plan that is at least 2 terms in length and reflects the number of terms required to achieve the student's declared course of study.
- 6) Required to achieve the student's declared course of study; may not need an abbreviated SEP and may immediately develop a Comprehensive SEP.
- 7) Follow up services for students on academic or progress probation; one-on one or group counseling sessions, student success workshops, etc.
- 8) Other follow up services.

VP SS Brown noted that the items on the above list are not equally weighted by the state for compensation. The most important is item 5 on the list, followed by items 1-3 above.

Allowable expenditures:

- 1) SSSP Program director/coordinator
- 2) Office supplies and postage
- 3) Publications and outreach materials
- 4) In-state travel for SSSP related trainings
- 5) Computer hardware, software and equipment
- 6) Food and beverages for events directly related to SSSP only
- 7) Counseling, advising and other student education planning services
- 8) Follow-up services
- 9) Orientation Services
- 10) Assessment for placement services
- 11) Research, admissions and transfer functions directly related to fundable SSSP services.

A list of unallowable expenditures was also covered and included on the handout, "SSSP Budget Planning". VP SS Brown noted that he can't spend of funds on courses that generate FTEs, as that would be "double dipping". Also included is a list of changes and recommendations from the

Chancellor's Office regarding last year's budget plan. The current draft plan incorporates those changes and recommendations. The current plan needs to be reviewed by the SSSP committee.

The Equity funds are more flexible than SSSP funds, but there is less funding. The Equity funds use a different formula, based on the poverty level within the community. These funds also have very specific targets. The college had to determine who is being served, and who is not successful, and are they unsuccessful in an inequitable manner. Equity funds are designed reduce the level of inequity. The state reviews of last year's Equity Plan had mixed messages from the reviewers. VP SS Brown noted the college will continue assessing and will target the identified gaps. President Wyly reminded the senate that last year, the senate requested more information and criteria on SSSP and Equity funds. The senate needs to understand the processes as the senate will be asked to approve the plans and direct the senate president to sign the plans. VP SS Brown added the plans need to be more detailed. He and the committee will be working to expand the plan and a list of proposed committee members is also attached to the handout. The state has recently given the colleges a new template to use. He also asked the senate to give feedback through the committee members. Senator Cobene asked for a copy of the state review for the Equity Plan to share with constituents. Senator Cittadino noted the plan identified many needs, but few details on how to address the needs. VP SS Brown responded that this is the charge of the committee. VP SS Brown noted the senate can help best by providing input to the committee. President Wyly suggested the committee should include VP Jaimez, as the senate representative and others such as the Basic Skills and ASC committee members. This topics will remain on the next two future agendas until the plans are completed. There will be a fast turnaround time to get appropriate signatures and be presented to the board before it is submitted to the state.

**11.2. DSP/LD Support
Michael Wyly, AS
President & Joshua Scott,
Basic Skills Chair**

This item was added to the agenda by a request from the Basic Skills Committee. Unfortunately invited speakers, Candace Roe or Angela Apostle, couldn't attend this meeting. However President Wyly is serving on the Transfer and Articulation and Student Success, a subcommittee of the state senate. The state senate decided to design a survey to administer to all colleges regarding disenfranchised students. These are students who are not receiving the services they should or not being connecting to existing resources as they could. Our DSP counselors gave President Wyly input for his portion of an article published in the "Rostrum" designed to explain the survey. That information included the following resource deprivations:

- 1) The elimination of learning disability specialists resulted in the lack of on- campus testing services. Students who do not have an Individualized Educational Plan from high school nor a diagnosis will not have equal access to accommodations.
- 2) Students, with a high school IEP, bound for transfer may require additional testing and the cost from outside sources can be as much as \$3,500 per student, making it cost prohibitive to transfer.
- 3) Since the elimination of block grant funding learning strategies courses have not been taught, which would test students and would support students in developing study strategies to become more successful.
- 4) Current counseling courses in study techniques have an advisory for college composition readiness. They do not provide support for 80% of students who assess into Basic Skills. (don't understand this, not connected enough)
- 5) The elimination of stipends for note takers is a detriment to students who have disabilities that prevent them from taking notes.

SCC DSP Counselors have taken aggressive action to:

- 1) Reinstate the LS courses, provide LD testing, and supportive strategy course work.
- 2) Provide an instructional aide to assist faculty in the adaptive kinesiology courses.
- 3) Reinstate stipends to note takers.

Other solutions are to be considered as many of the DSP/ LD students are in the Basic Skills courses, including math and writing labs. Basic Skills Chairman, Joshua Scott added that the lack of trams is another problem. A serious issue is the lack of adaptive kinesiology courses, which are required for some degrees and could be an ADA violation. Chairman, Scott noted the difficulties that a student encountered. She had failed a course, repeated the course and was struggling. She desired to be tested for learning disabilities. However, in her best interest, she was advised to go to another college who offered the testing because she needed testing and could not pay for it.

Chairman Scott analyzed persistent rates for math English courses and found the rates to be low. He stated this is happening because we can't support the students and the most vulnerable students are failing. Block grant funding from the state expired and the general fund could not fill in the funding gap to maintain support to students. VP SS Brown noted the funding stream is coming back, but not to previous levels. Senator Cobene asked VP SS Brown, if the equity funds could be used to do a study to identify the students, possibly determine how many DSP/LD student there are. He responded that it might be possible. President Wyly noted that the faculty and the DSP counselors are not communicating and the senate needs to centralize and facilitate better communication and ask constituents what actions the senate can take to assist. Senator Bolz asked if the organizational assessment for the college can consider different departments and how the DSP services can be assisted. She has noted that teachers over the years have become more creative in how to teach, but don't know all the equity based formats or accommodations available to help students. President Wyly agreed that there is a real need for LD/DSP strategies to be offered in professional develop for faculty. Senator Cittadino said that Ron Nelson, former LD instructor, is back and has much historical knowledge of the LD/DSP program and would be very helpful in these discussions. Basic Skills Chairman Scott noted that he plans to look at data before 2011 and after to compare pass rates and what strategies are worth replicating. VP AS Jaimez asked if there is a way to determine the number of identified LD/DSP students and compare it to the present.

12 Adjournment

A motion was made to adjourn by Senator Ken Williams and was seconded by Senator Conrad.

Attachments:

SSSP Budget Planning
Student Success and Support Program Plan 2015-16
Institution Set Standards memo to Deans & Faculty

SCC Proposed General Education Outcomes
Student Equity 2015-16 Expenditure Guidelines
Code of Ethics Revisions