



## ACADEMIC SENATE

### Approved Minutes

May 1, 2017

Board Room

3:00 pm – 5:00 pm

<b>1. Call to order</b>	President Wyly called the meeting to order at 3:05 pm.
<b>2. Roll Call</b>	<p><b>Academic Senate:</b> Michael Wyly (President), LaNae Jaimez (Vice President), Erin Duane, Nick Cittadino, Terri Pearson-Bloom, Marivic Macalino, Lue Cobene, Ken Williams, Lue Cobene, Joel Powell, Sabine Bolz, Andrew Wesley, Narisa Orosco Woolworth, Scott Parrish, Rusty Mayes, Ricky Marshall, and Cristina Young.</p> <p><b>Guests:</b> David Williams (Vice President of Academic Affairs), Dwayne Hunt (Dean of Academic Support Services), Melissa Reeve, Curtiss Brown, Ferdinanda Florence, Pam Muick, Sandra Diehl, Myron Hord, Ruhpreet Bains, Erica Beam, Anne Niffenegger, and Josh Scott.</p> <p><b>Absent:</b> Celia Esposito-Noy (Superintendent-President), Janene Whitesell, Rusty Mayes, Mary Jones, and Ricky Marshall</p>
<b>3. Agenda approval</b>	Senator Duane motioned to approve the agenda of May 1, 2017. It was seconded by Senator Westley. The motion to approve the agenda passed unanimously.
<b>4. Approval of Minutes</b>	Senator Williams motioned to approve the minutes of April 17, 2017. It was seconded by Senator Wesley. The motion to approve the minutes passed unanimously.
<b>5. Comments from the Public</b>	There were no comments from the public.
<b>6. AS President Update</b>	
6.1 Commencement Ceremony and Marshalls Update.	President Wyly encouraged the Senators to attend this year’s commencement ceremony. Also, he reminded them to contact Thomas Trujillo to acquire a regalia and a sashes will be provided by the Academic Senate office. President Wyly stated that this year’s Distinguished Faculty will be announced at the commencement, and the full time awardee will address the graduates on behalf of the faculty.
6.2 6.2 2017 Spring Plenary Update	President Wyly remarked that voting sessions at the Plenary meeting were completed before lunch. He acknowledged VP Jaimez and Erica Beams’ attendance at the conference. Several of the meeting sessions

were focused on strong workforce and how it will be changing in the near future. President Wyly recommended to capture this dialogue at the end of the academic year when drafting AS priorities for 2017-17 academic year.

6.3 Election Result

President Wyly announced Rachel Purdie as the new Adjunct Representative for 2017-19 term. Below are the final results of this year's election.

Role/School	Name	Term
Academic Senate Vice President	Joel Powell	Fall 2017
Secretary/Treasurer/(At-Large)	Erin Duane	2017-2019
School of CTE & Business	Ricky Marshall	2017-2019
School of Health Sciences	Anne Niffenegger (new)	2017-2019
School of Liberal Arts	Janene Whitesell	2017-2019
School of Mathematics & Science	Margherita Molnar (new)	2017-2019
School of Social & Behavioral Sciences	Saki Cabrera (new)	2017-2019
School of Social & Behavioral Sciences	Rachel Purdie (new)	2017-2019
Curriculum Committee Chair	Jim DeKloe	2017-2020

6.4 Academic Senate Meeting on May 8, 2017

President Wyly announced that there will be a special meeting of the Academic Senate devoted to Accreditation. Melissa Reeve will provide more information about Accreditation on item 9.1.

7. Superintendent Report

Superintendent-President Celia Esposito-Noy was not able to attend this meeting.

8. VP of Academic Affairs Report

David Williams, Vice President of Academic Affairs, deferred to provide update until items 11.6 and 11.7.

9. Consent Agenda – Action Item

9.1 Request For Increase of Funds Awarded to Distinguished – Michael Wyly and Ken Williams

President Wyly stated that, historically, Distinguished Faculty winners received: (1) funds for \$250 (2) a certificate, (3) a mug, (4) a reserved parking spot for a year, and (5) a plaque located in the 600 building. Initially, the idea was to increase the nominal funds awarded to the winners. However, Senator Williams recommended to purchase a brick for \$100, which will be placed between the 300 and 400 buildings. Senator Williams motioned to affix a brick on SCC property to commemorate Distinguished Faculty winners. It was seconded by VP Jaimez. The motion was approved unanimously.

9.2 10.2 Professional Development Travel Authorization and Reimbursement Claim Form – LaNae Jaimez

VP Jaimez referred the Senators to the following handouts: (1) SCC Travel Authorization Form, (2) PD Rubric, and (3) PD Grant Application (see attached documents). The second and third forms were revised to eliminate duplicative questions. Usage of the travel authorization form was recommended by Superintendent-President. VP Jaimez that Professional Development committee had been vetting conferences;

however, Deans in respective discipline will authorize travel. Senator Young asked if faculty will still be required to complete the travel form even if payments/funds were not requested. VP Jaimez confirmed that faculty will need to complete Part I of the travel form to communicate their schedule with their respective Deans. Senator Pearson-Bloom motioned to approve the usage of the three forms. It was seconded by Senator Cittadino. The motion was carried unanimously.

9.3 Final Draft of Program Review Self-Study Template For Fall 2017 – Ferdinanda Florence

Ferdinanda Florence, Chairperson the Academic Program Review Committee, presented the Self Study template, which will be used in 2017 Fall semester. During the discussion, Senators voiced several concerns: (1) the frequency that faculty will be required to complete this form, (2) if the Dean will regulate and become the, “gate keeper,” to promote collaborative work between faculty members versus one faculty completing this form, (3) a potential faculty scheduling challenges, and (3) the feasibility and success if offered during Flex Day, since CurricuNet META will also be offered. President Wylly recommended to use the form during 2017 Fall semester followed by an assessment self-study template’s success. Senator Pearson-Bloom motioned to approved Program Review Self-Study template as presented. VP Jaimez motioned to approve as amended with the following information: (1) deadline change from August 30<sup>th</sup> to October 30<sup>th</sup>, (2) include date and name on the form, and (3) to assess the process at the end of the next academic year. It was seconded by Senator Young. The motion passed unanimously.

9.4 Hiring Manual – Michael Wylly

President Wylly presented the Proposed Changes to the Equivalency Determination Procedure at SCC to the Senators (see attached document). He stated that the Superintendent-President had reviewed this document, both EdCode and relevant legal language was included, equivalency will be the same for part-time and full-time applicants, and that the committee will be confirmed by the Academic Senate. The two instances that will activate this process: (1) if the applicant did not meet minimum qualifications, and (2) if the applicant’s degree was similar but not included on the minimum qualification list. President Wylly explained that, according to Mary Jones legally, diversity is defined by gender and ethnicity only. Senator Andrew inquired if the it was possible to eliminate information such as, age, gender and ethnicity on application form. Senator Pearson-Bloom motioned to approve the hiring manual with the newly proposed equivalency document presented. It was seconded by VP Jaimez. The motion was passed unanimously.

**10. Action Items, Including Items Removed From Consent**

There were no items under this section.

<b>11. Information/Discussion Items</b>	
11.1 Accreditation Update – Melissa Reeve	Melissa Reeve informed the Senators that they had access to 9 out of 13 standards. The following sections will need additional updates before review: 2C (Student Services), 3D (Fiscal Services), 1C (Institutional Integrity), and 3C (Technology). President Wyly highly encouraged the Senators to review Accreditation documents especially Standard II, as the committee’s special meeting the following Monday will solely focus on Accreditation and these documents will be on the agenda for action on May 15 <sup>th</sup> .
11.2 Distinguished Faculty Award Nominees	Senator Williams announced the winners for 2017 Distinguished Faculty awards were Melissa Reeve (full-time) and Francis Farahnak (adjunct faculty). Senator Williams shared that it was a difficult decision, since there were more than one nominees that deserved the award. He was hopeful that more adjunct representatives will be included in the future.
11.3 Tenure Tea Update	Senator Cittadino stated that there were no updates regarding Tenure Tea at this time.
11.4 Assessment Handbook For Senate Information Only To Be Reviewed In 2017 Fall Semester	Vice President Jaimez presented a draft of the Assessment Handbook to the Senators. She reminded them that this was for information only and its review will be scheduled during the 2017 Fall semester. President Wyly, however, was confident that the procedural language of this handbook will be ready sooner; therefore, it will be included in the Academic Senate’s meeting agenda for action on May 15th.
11.5 Sustainability Advisory Committee	Sustainability Advisory Committee members, Pam Muick, Sandra Diehl, Myron Hord, and Ruhpreet Bains, shared their committee’s achievements and goals: (1) they participated in coastal clean-up between Canada and US, (2) CA’s aggressive goal of reducing diversion rate by 75% by 2020, which will require SCC to report this information, (3) installed water hydration stations, and (4) converted trash bins to recycle bins around SCC campus. They will be soliciting Academic Senate’s assistance in approving their policies in the near future. President Wyly stated that Superintendent-President, College Governance, and Board of Trustee supported the committee’s effort and recommended to develop a language on how AS could proactively work with them.
11.6 Proposed New Board Policy/Administrative Procedures Regarding Advance Placement Per Assembly Bill (AB) 1985 (2016, Williams)	David Williams, VP of Academic Affairs, presented AA17-20 AP Credit Policy and Advance Placement policy (see attached document). This policy was created to assist students, who had taken AP exams, in expediently achieving their academic goals. Students who received a minimum score of 3 on their AP exams will be given credit towards their GE.

11.7 Program Review: Taskforce Report For University Studies and Interdisciplinary Studies	Ferdinanda Florence stated that a program review taskforce will be created to evaluate University Studies and Interdisciplinary Studies. The process will determine whether the programs will continue, discontinues, or be deleted. Marianne Flatland had requested the Curriculum Committee to updated these programs. The Academic Affairs department will support and honor the taskforce’s effort/ decisions. His office will not pursue any actions until evaluations were completed during Fall 2017 semester.
11.8 High School Articulation Agreement/Procedure	President Wyly stated that a preliminary meeting had been scheduled for May 5 <sup>th</sup> at 9 am for this taskforce to enhance procedural and articulation languages. The work of the taskforce will take into account proposed changes to Title 5 regarding high school articulation to be considered by the Board of Governance in May 2017. This item will will be included on the Academic Senate agenda on May 15 <sup>th</sup> .
<b>12. Reports</b>	Melissa Reeve provided an Accreditation update on item 11.1.
<b>13. Other Reports</b>	Curtiss Brown, Chairperson of Curriculum Committee, provided this update, “As a requirement of the TMC’s below, students earning an ADT in Administration of Justice, Business Administration, Economics, Kinesiology, and Psychology are required to demonstrate competency in mathematics at the level of intermediate algebra in addition to the coursework listed above. Students may demonstrate this competency through the college’s assessment for placement process or through the completion of an intermediate algebra mathematics course. The inclusion of this requirement does not change the unit totals for the ADT as intermediate algebra is a pre-transfer level skill. By the inclusion of a competency in the TMC, students and colleges can use assessment instruments or specialized courses that cover the content of intermediate algebra without specifying the class. This competency is a component of major preparation, not general education, and is consistent with the K-12 Common Core standards and CSU Quantitative Reasoning Task Force Recommendations.”
13.2 Basic Skills Committee Update	Joshua Scott, Chairperson of Basic Skills Committee, provided this update: (1) Their CTE themed meeting on April 28 <sup>th</sup> and realized the importance of focusing on learning pathways, relationships between counseling and CTE, and education discussion for CTE students, and (2) their last meeting will be on May 12 <sup>th</sup> , which will focus on the committee purpose and mission.
<b>14. Upcoming Items and/or Action Reminder</b>	14.1 Assessment Committee – Amy Obegi (2nd meeting of the month - 3 minutes). 14.2 Distance Ed – TBD (2 <sup>nd</sup> meeting of the month – 3 minutes).

**15. Adjournment**

14.3 Faculty Development/Flex Cal – LaNae Jaimez (1<sup>st</sup> meeting of the month).

Senator Williams motioned to adjourn the meeting. It was seconded by Senator Pearson-Bloom. The meeting adjourned at 5:16 pm.

**Documents Reviewed At This Meeting:**

1. SCC Travel Authorization Form
2. PD Rubric
3. PD Grant Application
4. Proposed Changes to the Equivalency Determination Procedure at SCC
5. Presented AA17-20 AP Credit Policy
6. Advance Placement Policy

**ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN THE BOARD ROOM UNLESS OTHERWISE NOTED:**

May 1, 2017  
May 8, 2017  
May 15, 2017