



ACADEMIC SENATE

Approved Minutes

December 4, 2017

Honeychurch Board Room

3:00 pm – 5:00 pm

<p>1. Call to order</p>	<p>President Wyly called the meeting to order at 3:02 pm.</p>
<p>2. Roll Call</p>	<p>Academic Senate: Michael Wyly (President), LaNae Jaimez (Vice President), Erin Duane, Nick Cittadino, Rusty Mayes, Cristina Young, Terri Pearson-Bloom, Lue Cobene, Joel Powell, Scott Parrish, Andrew Wesley, Janene Whitesell, LaVonne Slaton, Anne Niffenegger, , and Rachel Purdie.</p> <p>Guests: Celia Esposito-Noy (Superintendent-President), David Williams (Vice President of Academic Affairs), Jim DeKloe, Ferdinanda Florence, and Josh Scott.</p> <p>Absent: Margherita Molnar, Rusty Mayes, Erica Beam, and Amy Obegi.</p>
<p>3. Agenda approval</p>	<p>Senator Whitesell motioned to approve the agenda of December 4, 2017. It was seconded by Senator Parrish. The agenda was approved unanimously.</p>
<p>4. Approval of Minutes</p>	<p>Senator Cobene motioned to approve the minutes of November 27, 2017. It was seconded by Senator Wesley. The motion was passed unanimously.</p>
<p>5. Comments from the Public</p>	<p>There were no comments from the public.</p>
<p>6. AS President Update</p> <p>6.1 Math Taskforce Update</p>	<p>Academic Senate President Report (15 minutes)</p> <p>The Math taskforce’s first meeting had been arranged to take place on December 6, 2017 from 10am-12pm. Dean Peter Cammish will provide data for this group to review. The goals for the first meeting were to determine leadership, define charges, establish the problem, and provide solution(s).</p>
<p>6.2 Update on Vice President of Academic Senate Position</p>	<p>Senator Duane, currently the Treasurer/Secretary of Academic Senate, will be the interim Academic Senate Vice President during 2018 spring session while Vice President Jaimez will be in sabbatical leave.</p>

6.3 Curriculum Handbook
Moving Forward: Next
Steps

President Wyly stated that SCC's Curriculum handbook will be updated to incorporate META screen shots. Also, in light of the public comment at the previous meeting, he reasoned that there were several factors that caused the delay of curriculum approval process and some of them were due new leadership learning curve and more robust conversations were taking place during the meetings. President Wyly encouraged senators to communicate this information to their colleagues and request their patience.

6.4 Introduce New Senator
Representing the School of
Social and Behavioral
Sciences

The School of Social and Behavioral Sciences will need two Academic Senate representatives. At this time, Lauren Taylor-Hill will replace former senator Saki Cabrera and an election will take place in the same school to determine replacement for Senator Powell.

6.5 Senate After Dark at
Casa Jaimez

Vice President Jaimez cordially invited everyone to her residence on Monday, December 11, 2017 at 5:30 pm for a gathering to celebrate the senate's accomplishments in this semester.

7. Superintendent- President Report

S/P Celia Esposito-Noy provided the following updates she received from the 24-hour Communication, a marketing firm hired by SCC: (1) students expected SCC to deliver communication via social media such as Spotify, (2) the Vallejo community was aware of SCC presence but not informed of the difference services the college could help them with their career goals, and (3) a direct mailer had been sent out to the same community to offer evening and Saturday classes next semester. As a result, enrollment in this targeted area had increased in comparison to last year's data. She reminded everyone that the college had to achieve specific FTES to prevent them from losing apportionment. S/P Esposito-Noy will be attending BSI's meeting this Friday, December 8, 2017, to share her vision of academic support for students and how resources could be allocated to assist them. Lastly, S/P Esposito-Noy informed senators that the college will be replacing two power transformers during winter break. There will be power outage from December 22, 2017 through January 2, 2018. Banner will still be in operation in order for students to enroll. Also, IT outage will occur on December 10th from 9 am – 10 am and December 17th from 8 am -8 pm. Faculty will be provided an extra day to upload their grades. Senators were concerned about email availability, email automatic responses, and how new students will be available to communicate to faculty during winter break. S/P Esposito-Noy will convene with Jim Petromilli to address these inquiries and answers will be communicated to staff/faculty.

8. VP of Academic Affairs Report

David Williams (5 minutes)

VP David Williams announced that MIT high school in Vallejo had terminated their business relationship with SCC. Public Safety Academy was interest in partnering with SCC via CCAP (College and

Career Access Pathways). VP Williams stated that this will be a test-run for SCC and if successful, it will be expanded to different schools. VP Williams confirmed that it will not encroached on other faculty assignments and this opportunity will be presented to adjuncts. Lastly, he informed senators of the upcoming deadline to utilize CCPT grant and agreement funds with Vallejo schools. A possible conference will occur this summer, preferably at the Vallejo campus. Participating faculty will be provided a stiffen.

9. Consent Agenda – Action Item

There were no items on this section.

10. Action Items, Including Items Removed from Consent

10.1 AY 2018-19 Hiring Priorities Results

The information below was the result of the 2018-19 AY Hiring Priorities ranked and voted by senators and academic deans at the previous Academic Senate meeting. Senator Wesley motioned to affirm that the process outlined in the Hiring manual was followed when determining this list and to forward this information to the office of Superintendent/President. It was seconded by Senator Parish. The motion passed unanimously.

POSITION	RANKING
Nursing	1
Political Science	2
Chemistry	3
LD Specialist/DSP Counselor	4
Astronomy/Physics	5
Counselor, General	6
Sports Medicine	7
ASTC Coordinator	8
Geology	9
Childhood Dev & Family Studies	10

11. Information/Discussion Items

11.1 Academic Renewal

Senator Cittadino presented the following documents for discussion: (1) Admissions and Records Petition for Academic Renewal form, (2) Wesley California Code of Regulations, and (3) SCC Academic Renewal Policy 5110 (see attached documents). Senator Cittadino stated that it will benefit SCC students to modify the three semesters to two semesters. There was robust discussion about this topic. This item will be included on the Academic Senate meeting agenda on December 11, 2017 for action.

11.2 Program Review Handbook Update

Program Review Coordinator Ferdinanda Florence presented the updated Program Review handbook and Two-Year template (see

attached documents). The PR handbook had been streamlined and included the modified assessment schedule. Senator Cobene suggested to clarify whether the handbook was referring to “regular days,” or “business days.” President Wyly inquired if the committee will be willing to able create a questionnaire template to be used by the different schools. If completed, this template will be presented to senators for review by the end of the next semester.

11.3 Peer Review Handbook Review

President Wyly presented the updated draft of the Peer Review handbook to senate. This document was drafted by Melissa Reeve and President Wyly with input from the Peer Review taskforce. President Wyly stated that there were no new procedures with exception of items influenced by negotiation. This was a combination of senate recommendations and what was negotiated by faculty captured in Article 4 of the collective bargaining. Senators were encouraged to review this draft and provide the Academic Senate office with feedback as soon as possible, as this item will be included on December 11, 2017 meeting for action.

11.4 Guided Pathway Self-Assessment Discussion

VP David Williams and President Wyly presented the Guided Pathway Self- Assessment form (see attached document). The deadline to submit this form will be on December 23, 2017 and will be included on the next Academic Senate meeting for action. VP Williams stated that SCC will not be competing for funds with other colleges. The funds will be distributed in a five-year time frame. President Wyly requested senators’ feedback before the submission deadline.

Key Element		Scale of Adoption			
		Pre-Adoption	Early Adoption	In Progress	Full Scale
Inquiry	1. Cross-Functional Inquiry			X	
	2. Shared Metrics			X	
	3. Integrated Planning		X		
Design	4. Inclusive Decision-Making Structures	X			
	5. Intersegmental Alignment			X	
	6. Guided Major and Career Exploration Opportunities	X			
	7. Improved Basic Skills			X	
Implementation	8. Clear Program Requirements		X		
	9. Proactive and Integrated Academic and Student Supports		X		
	10. Integrated Technology Infrastructure		X		
	11. Strategic Professional Development			X	
	12. Aligned Learning Outcomes				X
	13. Assessing and Documenting Learning			X	
	14. Applied Learning Opportunities		X		
Overall Self-Assessment			X		

12. Reports

12.1 Curriculum Committee Mid-Year Report

Curriculum/Tech Review Chairperson Jim DeKloe presented his committee's mid-year report (see attached document). Jim DeKloe stated that both Curriculum and Tech Review committees had been inundated with courses and programs (over 120 items) since November 2017, which was attributed to catalog deadline. The goal had been to thoroughly review/approve as many courses and programs presented to them; however, they had experienced challenges in meeting quorum, changes in structure, deadlines, lengthy/robust discussions, and new leadership. He encouraged senators to communicate to their colleagues the importance of completing their SLOs by the January 19, 2018 deadline. If not completed, these courses will need to be reviewed by Curriculum committee.

12.2 Basic Skills

Basic Skills Coordinator, Josh Scott stated that S/P Esposito-Noy and Dean Hunt will be joining Basic Skills meeting this Friday, December 8th, to share their vision on how they could assist SCC students and determine funding. He invited senators to attend this meeting and be part of this conversation. His term as a BSI coordinator will be completed at the end of the next semester. President Wyly stated that he had a conversation with S/P Esposito-Noy regarding a faculty co-chair for SSEIP (Student Success and Equity Integrated Plan).

12.3 Faculty Development/Flex Cal Mid- Year Report

Faculty Development/Flex Cal Coordinator and AS Vice President, LaNae Jaimez presented her committee's mid-year report (see attached document). Vice President Jaimez stated that while in sabbatical, Michelle Smith will be the interim coordinator for this committee. She reported the following new committee members: (a) Maureen Powers (Spring 2018- Spring 2019), (b) Jack Schouten (Spring 2018- Spring 2019), and (c) Kitty Luce (Spring 2018- Spring 2020). The agenda for January 2018 Flex schedule will be finalized as soon as possible.

Senator Powell had accepted a position at Consumnes River College effective Spring 2018.

13. Other Committees

There were no items on this agenda.

14. Upcoming Items and/or Action Reminder

14.1 Assessment Committee – Amy Obegi (2nd meeting of the month - 5 minutes).

14.2 Distance Education – Erica Beam (2nd meeting of the month - 5 minutes)

14.3 Academic Program Review – Ferdinanda Florence (2nd meeting of the month - 5 minutes).

14.4 Review Draft of Academic Calendar – Joe Conrad

14.5 Peer Review Handbook

14.6 Updated Curriculum Handbook

15. Adjournment

Senator Cittadino motioned to adjourn the meeting. It was seconded by Scott Parrish. The meeting ended at 5:02 pm.

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

December 4, 2017
December 11, 2017
January 11, 2018
January 22, 2018
February 5, 2018
February 26, 2018
March 5, 2018
March 19, 2018
April 9, 2018
April 23, 2018
May 7, 2018
May 14, 2018

Documents Reviewed at this Meeting:

1. Academic Renewal Packet
2. Program Review Handbook
3. Program Review Two-Year Template
4. Peer Review Handbook (draft)
5. Guided Pathway Self-Assessment Form
6. Curriculum Committee Mid-Year Report
7. Professional Development/Flex Cal Mid-Year Report