



## ACADEMIC SENATE

### Approved Minutes

January 22, 2018

Honeychurch Board Room

3:00 pm – 5:00 pm

<b>1. Call to order</b>	President Wyly called the meeting to order at 3:01pm.
<b>2. Roll Call</b>	<p><b>Academic Senate:</b> Michael Wyly (President), Erin Duane (Vice President &amp; Secretary/Treasurer), Nick Cittadino, Rusty Mayes, Cristina Young, Terri Pearson-Bloom, Lue Cobene, Scott Parrish, Andrew Wesley, Janene Whitesell, Lavonne Slaton, Anne Niffenegger, Margherita Molnar, Lauren Taylor-Hill, Derek Lan, Rachel Purdie, and Erica Beam.</p> <p><b>Guests:</b> Celia Esposito-Noy (Superintendent-President), David Williams (Vice President of Academic Affairs), Ferdinanda Florence, Josh Scott, Amy Obegi, Dean Maire Morinec and Dean Dwayne Hunt.</p> <p><b>Absent:</b> Jim DeKloe.</p>
<b>3. Agenda Approval</b>	Senator Parrish motioned to approve the agenda of January 22, 2018. It was seconded by Senator Wesley. The motion was carried unanimously.
<b>4. Approval of Minutes</b>	Senator Whitesell motioned to approve the minutes of January 11, 2018. It was seconded by Senator Molnar. The motion was carried unanimously.
<b>5. Comments from the Public</b>	There were no comments from the public.
<b>6. AS President Update</b>	President Wyly convened with VP Williams to discuss Guided Pathway’s plan to form a taskforce. This group will be charged to draft a five-year plan for SCC. This plan will be due on March 30, 2018.
6.1 Guided Pathway	
6.2 Governor’s January 2018 Budget	President Wyly invited VP Diamond to attend the next Academic Senate meeting on February 5, 2018 to present the Governor’s January 2018 budget plan.
<b>7. Superintendent-President Report</b>	S/P Esposito-Noy announced that the College enrollment rate continued to increase. SCC had 3107 FTES with 9323 headcounts. She commended Dean Morinec and Dean Lewis for their continued efforts to attain over 1000 FTES for each Vacaville and Vallejo centers this semester. Twenty-Four Hour Communications continued to advertise through social media such as, Facebook and Google. Also, mailers were

delivered to the Vallejo area. S/P Esposito-Noy addressed the missing prerequisite procedures that occurred the first week of 2018 Spring semester. Due to power and IT outages, 86 students were on a waitlist without prerequisite verifications. As a solution, students were required to challenge the prerequisite or voluntarily drop the class. VP Williams provided input on how the waitlist was produced. S/P Esposito-Noy will convene with Jim Petromilli to inquire what the system parameters were and what could be done locally to help prevent this situation from happening again. President Wyly clarified that prerequisites, as always, will be honored at SCC and this was not a normal practice.

**8. VP of Academic Affairs Report**

VP Williams stated that the Workload committee had been reactivated and comprised of Erin Duane, Anthony Ayala, Margherita Molnar, Dean Neil Glines, Dean Rob Gabriel, and himself. This reactivation was triggered by twenty classes that need workload assessments. The committee will convene this week.

**9. Consent Agenda – Action Item**

There were no items on this section.

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

10.1 BP 4005: Suggested Edits to Reference the 2017-2018 Hiring Manual

President Wyly stated that there were no proposed changes to this board policy. Last year, the senate drafted SCC Hiring manual in collaboration with faculty association. The approved hiring manual was being utilized. The sentence that will be added to BP 4005 was, “procedures for faculty hiring, equivalency, and minimum qualifications are located in the hiring manual for SCC faculty.” Senator Wesley motioned to approve the inclusion of the line mentioned above on BP 4005. It was seconded by Vice President Duane. The motion passed unanimously.

10.2 IEPI (Integrated Effectiveness Partnership Initiative) – Michael Wyly and Peter Cammish

President Wyly recommended to reaffirm the unmodified goals presented by Dean Cammish. Senator Whitesell motioned to approve the goals as presented on this document. It was seconded by Senator Cobene. The motion passed unanimously.

10.3 Proposed Change to the By-Laws: Adjunct At-Large Senators Would Be Able to Serve As Secretary/Treasurer. As this proposed changed to the By-Laws, this action item will require 2/3 vote. This change to the By-Laws

Senator Wesley presented arguments for this motion and would like the Secretary/Treasurer position to be available to adjunct faculty. President Wyly stated that there will be no release-time for this position. Senator Pearson-Bloom motioned to approve this proposed change as presented. It was seconded by Senator Young. There were eleven votes for this motion and 2/3 of the required vote was attained. The motion passed unanimously.

would inform proposed change to the senate Constitution prior to ratification

10.4 Proposed Change to the By-Laws: Adjunct At-Large Will Have 1 Full Vote Instead of Half Vote for At Large Election, Including Senate President, Senate Vice President, and Constitution Ratification. As this proposed changed to the By-Laws, this action item will require 2/3 vote. This change to the By-Laws would inform proposed change to the senate Constitution prior to ratification

10.5 The Addition of All Current Standing Sub-Committee Chair As Non-Voting Ex-Officio Representative to the Senate. As this proposed changed to the By-Laws, this action item will require 2/3 vote. This change to the By-Laws would inform proposed change to the senate Constitution prior to ratification

10.6 Approval of the Most Current and Amended Senate Constitution and By-Laws to Forward for Ratification for All Faculty. This requires majority of the vote

10.6 Distance Education Resolution 1.22.2018

Senator Wesley presented arguments for this motion. President Wyly stated that approval of this motion will eliminate sentence referencing to adjunct faculty having half a vote under Article III Section 4A of the Constitution. This sentence will be replaced with, "All full-time and adjunct faculty members shall have one full vote in all elections..." Senator Whitesell motioned to approve the recommendation as presented. It was seconded by Senator Wesley. There were twelve votes for this motion and 2/3 of the required vote was attained. The motion was approved unanimously.

President Wyly clarified that Academic Senate committee coordinators will be non-voting and will not affect quorum. He will continue to argue for release-time/increased release-time for Academic Senate Presidents, Vice Presidents, Secretary/Treasurer, and committee coordinators. Senator Young motioned to approve the proposed recommendation as presented. There were twelve votes for this motion and 2/3 of the required vote was attained. The motion was approved unanimously.

President Wyly presented the documents with possible recommendation changes on subcommittee charges in the near future. He will convene with Amy Obegi, Ferdinanda Florence, and VP Williams to discuss this changes. Senator Whitesell motioned to approve the Constitution and By-Laws including the possible subcommittee charges changes that will result from the meeting mentioned above. This was seconded by Vice President Duane. Majority of the vote was attained and the motion passed unanimously.

President Wyly presented the Distance Education Resolution 1.22.2018 Endorsement to the Application of SCC District to the OEI (Online

Endorsement of the Application of SCC District to the OEI Consortium in 2018

Education Initiative) Consortium (see attached document). Vice President Duane motioned to approve the resolution as presented. It was seconded by Senator Andrew. The motion passed unanimously.

10.7 Review of Senate Priorities and Recommended Goals for Spring 2018

Senator Young motioned to approve the Senate Priorities and Recommended Goals for Spring 2018 as presented. It was seconded by Senator Wesley. The motion was carried unanimously.

**11. Information/Discussion Items**

11.1 Recommendation of Senate of Distance Education as Needed

President Wyly stated that a taskforce will be created to address DE committee's concerns: (1) Criteria of Course in DE Courses, (2) Establish Best Practices for Peer Mentoring, and (3) Role of DE in Peer Review. He requested a motion in to assign members of this taskforce who will be charged to develop clear criteria/enhance the rubric for DE Course Content and the three items mentioned above. The taskforce will present their recommendations to the senate once completed. Senator Wesley motioned to approve the recommendation proposed by President Wyly. It was seconded by Senator Molnar. The motion passed unanimously. DE Coordinator Erica Beam requested the senate's assistance in selecting what technology to utilize for a survey requested by Melissa Reeve (see documents attached). President Wyly will review the handouts provided and this topic will be included at the next Academic Senate meeting.

11.1.a DE Resolution

11.1.b Criteria of Course Content in DE Course

11.1.c Taskforce Charge and Composition

11.2 Adjunct Parity and Outreach

Senator Wesley motioned to defer this item at the next Academic Senate meeting on February 5, 2018. It was seconded by Senator Parrish. The motion was carried unanimously.

11.3 Clarification Regarding Missing Prerequisite Procedure

This item was discussed during the Superintendent-President report under item 7.1.

**12. Reports**

12.1 Assessment Committee

Assessment Coordinator Amy Obegi announced that the School of Math and Science had won the SLO contest and was at 100% SLO completion. She encouraged faculty to continue completing their SLO in preparation of ACJCCC report.

12.2 Academic Program Review

Academic Program Review Coordinator, Ferdinanda Florence inquired about the committee's charge and membership. Also, she stated that they had been charged to create a survey and requested for the senate's guidance on how to proceed. She will be convening with President Wyly for information and this topic will be included at the next Academic Senate meeting.

**13. Other Committees**

There were no items on this section.

**14. Upcoming Items  
and/or Action Reminder**

- 14.1 Curriculum – Jim DeKloe (1<sup>st</sup> meeting of the month – 5 minutes)
- 14.2 Basic Skills – Joshua Scott (1<sup>st</sup> meeting of the month – 5 minutes)
- 14.3 Faculty Development/Flex Cal – Michelle Smith (1<sup>st</sup> meeting of the month- 5 minutes)
- 14.4 AP 6000 Series
- 14.5 Strong Workforce
- 14.6 Curriculum Committee Handbook – Lisa Abbott and Jim DeKloe
- 14.7 2019-20 Academic Calendar – Joe Conrad
- 14.8 Food Bank
- 14.9 New Job Description of BSI Coordinator
- 14.10 Guided Pathway in Respect to Steering Committee Composition and 3-Year Plan.

**15. Adjournment**

Senator Wesley motioned to adjourn the meeting. It was seconded by Senator Niffenegger. The meeting adjourned at 5:01pm.

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

- January 22, 2018
- February 5, 2018
- February 26, 2018
- March 5, 2018
- March 19, 2018 (Location: Vallejo Auto Tech at 2:30 pm -5 pm)
- April 9, 2018
- April 23, 2018
- May 7, 2018
- May 14, 2018

Documents Reviewed in the Meeting:

1. BP 4005
2. IEPI
3. Constitution and By-Laws
4. DE Resolution 1.22.2018 Endorsement of the Application of SCC District to the OEI Consortium in 2018
5. Senate Priorities and Recommended Goals for Spring 2018
6. DE Handout Packet