



## ACADEMIC SENATE

### Approved Minutes

**September 10, 2018**

**Boardroom - Building 600**

**3:00 pm – 5:00 pm**

<b>1. Call to order</b>	President Jaimez called meeting to order at 3:03 pm.
<b>2. Roll Call</b>	<p><b>Academic Senate Officers:</b> LaNae Jaimez (President), Josh Scott (Vice President), Erin Duane (Secretary / Treasurer - At-Large). Michael Wyly (Past President/Ex-Officio)</p> <p><b>Academic Senate:</b> Andrew Wesley, Anthony Ayala, Janene Whitesell, Jose Cortes, Lauren Taylor-Hill, Rachel Purdie, Randy Robertson, Rebecca LaCount, Rusty Mayes, Scott Parrish, Terri Pearson-Bloom.</p> <p>Melissa Pegg (Administrative Assistant)</p> <p><b>Ex Officio:</b> Amy Obegi (Assessment Chair) and Ferdinanda Florence (Academic Program Review Chair), Erica Beam (Distance Education Chair), Jim DeKloe (Curriculum Chair/Ex Officio).</p> <p><b>Guests:</b> Celia Esposito-Noy (Superintendent-President)</p> <p><b>Absent:</b> Anne Niffenegger, Lavonne Slaton, Margherita Molnar, and Michelle Smith (Professional Development/Flex Cal Chair/Ex Officio).</p>
<b>3. Agenda approval</b>	AS Vice President Scott motioned to approve the agenda of September 10, 2018. It was seconded by Senator Cortes. The motion was approved unanimously.
<b>4. Approval of Minutes</b>	Two corrections made to the minutes. Senator Ayala motioned to approve the minutes of August 20, 2018. It was seconded by Senator Wesley. The motion to approve the minutes passed unanimously.
<b>5. Comments from the Public</b>	No comment from the public
<b>6. AS President Update</b>	<b>Academic Senate President Report (15 minutes)</b>
6.1 Hiring committee appointments	Interim Dean of Health Sciences appointees have been completed. Controller and Dean of Enrollment Services are pending. Final selections of hiring committee appointees for Controller and Dean of Enrollment Services will be completed 9/10/18.

6.2 Committee appointment	AS President finalized committee appointments for Guided Pathways with Career & Technical Education representatives - Debra Berrett and Saki Cabrera, Student Equity & Success with counseling representative – Kimberly Ramos, and Targeted Academic Persistence representative – Jocelyn Mouton. The appointment for Health Sciences is currently pending.
6.3 Fall Plenary (Nov 1 <sup>st</sup> -3 <sup>rd</sup> , Irvine, CA)	AS President Jaimez, AS Vice President Scott, Adjunct Representative Purdie & AS Past President Wyly will attend the Fall Plenary
6.4 Offsite Meeting Fall 2018 – Biotech Building Vacaville on October 15, 2018	The offsite meeting will be held in Vacaville at the Biotech building on October 15, 2018. A tour of the Biotech Building will begin at 2pm and the meeting is will being at 3pm. Remote access will be available.
6.5 Other	<p>AS President Jaimez has requested volunteers to collaborate on the administrative procedures 6410. Senators LaCount and Wesley volunteered to assist with the review and modification of administrative procedures 6410.</p> <p>AS President Jaimez and AAVP Williams will present hiring priorities inclusive of the updated form containing non-instructional faculty during the next AS meeting on September 17, 2018.</p> <p>AS President Jaimez requested that the Senate invite VP Diamond to discuss the budget and new funding formula and ASTC Coordinator Olgin to give updates to the Senate on ASTC activities.</p>
<b>7. Superintendent- President Report</b>	<p><b>Celia Esposito-Noy (10 minutes).</b> S/P Esposito-Noy provided updated information on multiple variables that contribute to meeting the requirements of the funding formula set by the Chancellor’s office. The contributing factors include FTES, student economic need, and the student success allocation. The new funding formula adjusts over the course of several years. S/P Esposito-Noy further discussed the need to establish a new baseline in meeting the new goals and vision established by the State Chancellor’s Office. Further clarification on the funding formula will be provided as data becomes available.</p> <p>S/P Esposito-Noy stated that SCC will be ramping up outreach efforts at the local high schools and within our community. Recommended paths to increasing outreach are to utilize outreach representatives at the high schools and student focus groups.</p>
<b>8. VP of Academic Affairs Report</b>	<b>David Williams (no report).</b> No items in this section

**9. Consent Agenda  
Action Item**

Senator Wesley motioned to approve appointments to peer review teams for the Counseling Adjunct Faculty. It was seconded by AS VP Scott. The motion to approve these appointments passed unanimously.

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

10.01 Name Change – Basic Skills Committee  
(Joshua Scott)

Committee Co-Chair Scott proposed a name change and a change in the structure of the Basic Skills committee. The name will change from the Basic Skills Committee to the Student Equity and Success Committee.

10.02 New structure for BS/SE Committee  
(Joshua Scott)

The proposed structural change will reflect the different focuses of the co-chairs while helping to maintain a coherent diverse team approach to student success. The change in structure will allow the committee to shift emphasis to a more holistic model of student success.

Senator Parish motioned to approve the name and structure change of the Basic Skills Committee to the Student Equity and Success Committee. It was seconded by Senator Whitesell. The motion was unanimously approved.

**11. Information/Discussion  
Items**

11.1 Assessment Committee – Student input/survey (Amy Obegi)

Amy Obegi discussed finalizing the design and structure of the program learning outcome module in Meta. The committee is working towards an interactive formalized mechanism that will allow the college to gather students' feedback to provide data used in measuring program learning outcomes. Assessment Committee Chair Obegi provided a draft of a student survey for Senate feedback.

11.2 PDFC – modifications to the application/checklist (Michelle Smith)

AS President Jaimez provided updates regarding the changes to the PD application / checklist. The senate made suggestions regarding changes to the PD application.

11.3 Best practices for conducting peer review (LaNae)

AS President Jaimez opened discussion on the best practices for peer reviewers in the peer review process. The Senate made recommendations of ways to enhance the functions and the collaboration of the reviewer and reviewee during the peer review process. Feedback will be integrated into a draft of best practices for peer reviewers for presentation to the Senate. Senators can provide additional feedback until Monday, September 17, 2018.

DE Committee Chair Beam discussed peer review for distance education. AS President Jaimez recommended additional analysis of DE peer review best practice to develop a defined process. AS President Jaimez will meet with DE Committee Chair Beam to develop best practices for online peer reviewers.

## **12. Reports**

- 12.1 Academic Program Review
- 12.2 Basic Skills/Student Success
- 12.3 Curriculum

12.1 Academic Program Review Committee Chair Ferdinanda Florence provided an update of APR committee goals. Timely program review response and integrated goals remain a priority for the committee. A standardized survey for program review has been created but, the distribution mechanism has not been determined.

Chairperson Florence stated that the assessment schedule, approved by the Senate, was presented to the School of Liberal Arts. She stated the curriculum review / assessment schedule requires update to remain in compliance. Recommendations were made to review one school per year to allow for preparation and training.

The assessment calendar discussion will be placed on the Academic Senate agenda for September 17, 2018.

12.2 Basic Skills / Student Success coordinator Josh Scott stated that the committee is in the process of vetting proposal for funding. The proposed activities should focus on enhancing student success and equity, allowing the committee to utilize available categorical funds.

12.3 Curriculum Committee Coordinator Jim DeKloe discussed the functions of the Curriculum and Tech Committee. Deadlines for submitting new Fall 2019 programs and courses for review are being enforced to meet the November catalog deadline. Deadline is November 1, 2018 by noon.

## **13. Other Committees**

13.1 FYE Coordinator Melissa Reeve discussed the development of the new First Year Experience Program and the newly created steering committee. Requesting more participation from CTE, Math, Science, and students. Discussions ensued on the development of the program components to maximize opportunities and outcomes for SCC students and for SCC to meet the new funding formula goals.

Communications for this initiative will be distributed through the Guided Pathways newsletters.

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

14.1 Assessment Committee – Amy Obegi - 5 min

14.2 Distance Education – Erica Beam 2nd meeting of the month – 5 min

14.3 Professional Development/Flex Cal – Michelle Smith - 5 min

14.4 Guided Pathways Steering Committee – Michael Wyly – 5 min

**15. Adjournment**

Senator Mayes motioned to adjourn the meeting. It was seconded by Senator Ayala. 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**

September 10, 2018

September 17, 2018

October 1, 2018

October 15, 2018

October 29, 2018 (Tentative Special Meeting)

November 5, 2018

November 19, 2018

November 26, 2018 (Tentative Special Meeting)

December 3, 2018

December 17, 2018

January 10, 2019

January 28, 2019

February 4, 2019

February 25, 2019

March 4, 2019

March 18, 2019

April 1, 2019

April 22, 2019

May 6, 2019

May 13, 2019