



ACADEMIC SENATE

Approved Minutes

October 21, 2019

Honeychurch Board Room - Building 600

3:00 pm – 5:00 pm

1. Call to order	Academic Senate President LaNae Jaimez called the meeting to order at 3:12 pm
2. Roll Call	<p>Academic Senate Officers: LaNae Jaimez (President), Erin Duane (Secretary / Treasurer - At-Large), and Michael Wyly (Past President/Ex-Officio).</p> <p>Academic Senate: Andrew Wesley, Anthony Ayala, Erica Beam, Jose Cortes, Michelle Arce, Paul Hidy, Randy Robertson, Rebecca LaCount, Scott Parrish, Terri Pearson-Bloom, and Vitalis Enemmuo.</p> <p>Sheila Kaushal (Administrative Assistant)</p> <p>Ex Officio: Andrew Wesley (Assessment Chair), Erica Beam (Distance Education Chair), Ferdinanda Florence (Academic Program Review Chair), and Erin Duane (Interim Curriculum/Tech Review Chair).</p> <p>Guests: David Williams (Vice President of Academic Affairs), Elsy Ramirez, Ana Ramos, and Will Martindale.</p> <p>Absent: Celia Esposito-Noy (Superintendent-President), Josh Scott (Vice President), Cristina Young, Teri Brunner, Tracy Schneider, Michelle Arce, and Michelle Smith (Professional Development/Flex Cal Chair).</p>
3. Agenda approval	Senator Wesley motioned to approve the agenda of October 21, 2019 with an updated title of item 10.1 to “Quantitative Data”. It was seconded by Senator Beam. The updated agenda was approved unanimously.
4. Approval of Minutes	Senator LaCount motioned to approve the minutes of October 7, 2019 with an update that the document presented on item 11.1 was a draft. It was seconded by Senator Pearson-Bloom. The motion passed unanimously.
5. Comments from the Public	<i>Members of the public may address the Senate on any item within the Senate’s purview that is not on the agenda. The Senate will not take action on any issue raised during this section of the agenda since Senate</i>

action is limited to posted agenda items. At the Senate President's discretion, these matters may be referred to Senate Executive Board and/or placed on a future agenda. Speakers are asked to limit their comments to a maximum of three minutes.

6. AS President Update

6.1 Student Inquiries

AS President Jaimez shared her responses to student inquiries/input that were presented to the Senators during the previous meeting (see attached document).

6.2 Area B Meeting

This meeting occurred two weeks ago at the Daily Desk in Fairfield, California. AS President Jaimez recommended the Senators to review, "Helping To Prepare Yourself and Others For Creating A Calling-In Culture" (see attached document). Also, she informed them of the division list revision timeline where Film Studies will be updated and the possible addition of Registered Behavioral Technology as an independent discipline.

6.3 January 9, 2020 Senate Meeting at SCC Vallejo Center

AS President Jaimez announced that January 9, 2020 Senate and AS/Educational Administrator Joint meetings will occur in Vallejo Center. She informed the Senators that the February 13, 2020 Flex day in will be at Vacaville Center.

6.5 Welcome Paul Hidy, New Applied Tech and Business Representative

AS President Jaimez introduced Paul Hidy as the new Senator representing the School of Applied Technology and Business.

6.4 October 28, 2019 Senate Meeting

The October 28, 2019 tentative Senate meeting was cancelled.

7. Superintendent-President Report

S/P Celia Esposito-Noy was not able to attend this meeting.

8. VP of Academic Affairs Report

Senator Wesley requested VP David Williams to provide an eLumen update. VP Williams discussed the following: (a) courses are available on eLumen, (b) programs will be accessible in the near future, and (c) ability to back date SLO assessments. The Assessment committee will have an eLumen training available by January 2020.

9. Consent Agenda – Action Item

9.1 Hiring Committee for Dean of Health Science: (a) Brian Bower, (b) Jeff Cardinal, (c) Erin Craig, (d) Debbie Dorrough, and (e) Darla Williams

Senator Wesley motioned to approve items 9.1 and 9.2. It was seconded by Senator Cortes. The motion was approved unanimously.

9.2 Hiring Committee for Dean of Applied Technology and Business: (a) Kevin Anderson, (b) Deb Berrett, (c) Erica Beam, (d) Karen Cook, and (e) Paul Hidy.

10. Action Items, Including Items Removed from Consent

10.1 Hiring Prioritization: (a) Quantitative Data, (b) Equity Consideration, and (c) Senate Meeting November 25, 2019

The Senate discussed work load assignment. The Research and Planning department has created a data sheet that could be utilized to determine this information. Productivity variable is included but is not part of the scoring rubric. A Key indicating how each variable is calculated will be included. The following items were also discussed: (a) alignment and integration of the hiring process with EEO, (b) minimum qualifications and diversity requirements, and (c) how SCC is responding to growth and updates occurring on campus. AS President Jaimez clarified that the November 18, 2019 Senate meeting could not be cancelled in compliance with Brown Act. Academic Senate Secretary/Treasurer Duane motioned to approve item 10.1.a and 10.1.b. It was seconded by Senator Ayala. The motion was approved unanimously.

11. Information/Discussion Items

11.1 BSU Resolution

The Senators reviewed BSU resolution (see attached document) and recommended creating two resolutions to address/clarify what happened before and what we will do moving forward to better serve each and every student. This item will be included in the next meeting agenda for further review and approval.

11.2 ASCCC Resolutions

AS President Jaimez referred the Senators to review, "54th Fall Session Resolutions," (see attached document) and to provide her feedback before the Fall Plenary in November. Also, she discussed the possibility of a resolution, limiting ASCCC Executive Board to ten years of service, coming to the plenary floor.

11.3 Senate Representation Discuss At-Large and Possible Representation for the Centers

This topic will be discussed at the next Senate meeting.

12. Reports

12.1 Academic Program Review

Academic Program Review Coordinator Ferdinanda Florence stated that the committee is in the process of creating a new template, which will

	be available in a few weeks and be utilized by School of Health Science. She also provided her input regarding the standardized survey questions addressing students' physical and psychological safety.
12.2 Student Success and Equity	Student Success and Equity Council Coordinator Josh Scott was not able to attend this meeting.
12.3 Curriculum/Tech Review	Interim Curriculum Committee Chair, Erin Duane provided the following updates: (a) Landscape Designer program was approved and will also be put forward for a Certificate of Achievement, (b) a task force is being created to examine course numbering concerns, (c) a free-text box may be added to course proposals on eLumen to allow for notation on equity, (d) need representatives from School of Mathematics and Science, School of Health Sciences, and School of Social and Behavioral Sciences, and (e) Lisa Abbott provided a well-attended eLumen training during October Flex. Senator Robertson stated that James Word will be representing the School of Mathematics and Science until Mary Valch returns next semester.
12.4 Assessment Committee	Assessment Coordinator Andrew Wesley provided the following updates: (a) a self-reflection question will be added on eLumen, (b) training available during January 10 th Flex day, (c) Assessment will be available to faculty by May 2020, and (d) in the process of updating committee handbook.
12.5 Distance Education	Distance Education Coordinator Erica Beam provided the following updates: (a) Canvas survey will be launched soon, all links are currently being updated, and how to reset content, (b) student evaluation survey will be launched during Spring 2020, (c) faculty utilization of Learning Management system such as Google and Jupiter Education, (d) Canvas student guide will be available in the near future (see attached document to view instructor version of this guide), (e) shared student NetTutor usage data (see attached document), (f) the upcoming DE Flex Fall 2019 such as Can-Innovate, and (g) Hypothesis (LTI application) and Flipgrid are available on Canvas.
12.6 Professional Development/FlexCal	AS President Jaimez referred the Senators to review PD/FlexCal handouts (see attached document).
13. Other Committees	
13.1 First Year Experience	First Year Experience Coordinator Melissa Reeve shared, "FT3 Spring 2020 Cohort Supported Schedule Options," (see attached document) with the Senators. She shared achievements, goals, and challenges they are experiencing.
14. Upcoming Items and/or Action Reminder	
	14.1 Academic Program Review – Ferdinanda Florence (1st meeting of the month)

- 14.2 Student Success and Equity – Joshua Scott (1st meeting of the month)
- 14.3 Curriculum/Tech Review – Erin Duane (1st meeting of the month)
- 14.4 Assessment Committee – Andrew Wesley (2nd meeting of the month)
- 14.5 Distance Education – Erica Beam (2nd meeting of the month)
- 14.6 Professional Development/FlexCal – Michelle Smith (2nd meeting of the month)
- 14.7 Guided Pathways Steering Committee – Michael Wyly (1st meeting of the month)
- 14.8 First Year Experience – Melissa Reeve (2nd meeting of the month)

15. Adjournment

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

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

October 28, 2019 (Special Meeting: Hiring Priorities)

November 4, 2019

November 18, 2019

November 25, 2019 (Tentative Meeting)

December 2, 2019

December 9, 2019 (Tentative Meeting)

January 9, 2020

January 27, 2020

February 3, 2020

February 24, 2020

March 2, 2020

March 16, 2020

April 13, 2020

April 20, 2020

May 4, 2020

May 11, 2020 (Tentative Meeting)

Documents Reviewed

1. Academic Response To Student Concerns
2. Helping To Prepare Yourself and Others For Creating A Calling-In Culture
3. Canvas Instructor Guide 2017
4. NetTutor Usage
5. PD Committee Update and Rubric Draft
6. FT3 Spring 2020 Cohort Supported Schedule Options
7. 54th Fall Session Resolutions