



## ACADEMIC SENATE

### Approved Minutes

December 2, 2019

Honeychurch Board Room, Building 600

3:00 pm – 5:00 pm

<b>1. Call to Order</b>	Academic Senate President LaNae Jaimez called the meeting to order at 3:07 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), and Michael Wyly (Past President/Ex-Officio).</p> <p><b>Academic Senate:</b> Andrew Wesley, Anthony Ayala, Cristina Young/Margherita Molnar, Erica Beam, Jose Cortes, Michelle Arce, Paul Hidy, Randy Robertson, Rebecca LaCount, Teri Brunner, and Terri Pearson-Bloom.</p> <p>Sheila Kaushal (Administrative Assistant)</p> <p><b>Ex Officio:</b> Andrew Wesley (Assessment Chair), Erica Beam (Distance Education Chair), Ferdinanda Florence (Academic Program Review Chair), Erin Duane (Interim Curriculum/Tech Review Chair), and Josh Scott (Student Success and Equity Chair).</p> <p><b>Guests:</b> Celia Esposito-Noy (Superintendent-President), Heather Watson-Perez, Doug Mungin, Dean Maire Morinec, Nathan Maniloff, Beatriz Cadenaz, and Anthony Thomas.</p> <p><b>Absent:</b> Scott Parrish, Tracy Schneider, Vitalis Enemmuo, and Michelle Smith (Professional Development/Flex Cal Chair).</p>
<b>3. Agenda Approval</b>	Academic Senate Vice President Josh Scott motioned to approve the agenda of December 5, 2019 as presented. It was seconded by Senator LaCount. The agenda was approved unanimously.
<b>4. Approval of Minutes</b>	AS Vice President Scott motioned to approve the minutes of November 18, 2019 and November 25, 2019 as presented. It was seconded by Senator Wesley. The meeting minutes were approved unanimously.
<b>5. Comments from the Public</b>	<p>There were no comments from the public.</p> <p><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</i></p>

*action on any issue raised during this section of the agenda since Senate 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 Senate After Dark**

AS President Jaimez will be hosting "Senate After Dark" on December 9, 2019 from 4:30 pm to 9:00 pm.

### **6.2 Academic Senate Meeting January 9, 2020 at Vallejo Center**

This meeting location/schedule was discussed during November 4, 2019 Senate meeting. AS President Jaimez stated that once the schedule is finalized, it will be communicated to the Senators.

### **6.3 ASTC Update**

AS President Jaimez informed the Senate that instead of the going through the hiring process, the two finalists (second and third) for the ASTC Coordinator will be hired for this position for Spring 2020 only. This arrangement/selection process will be confirmed by the Union by the end of the week.

### **6.4 Drop Box**

AS President Jaimez will continue to work with S/P Celia Esposito-Noy, VP David Williams, and Sylvia Dorsey-Robinson regarding drop down box and will share the information once finalized.

### **6.5 PD Rubric**

Professional Development Funding Rubric will be discussed during item 11.3. This document will be included on the Senate's January 9, 2020 agenda for approval.

## **7. Superintendent-President Report**

S/P Celia Esposito-Noy stated that she had reviewed the 2020-2021 Hiring Priorities. At this time, SCC will not be hiring faculty for Spring 2020. She also provided the Senators information regarding SCC 143.8 FON (Faculty Obligation Number), 6500 FTEs, Hold Harmless, and 2% reduction plan for the next three years. She shared that free soup will be offered to students during December 2019 finals week including Vacaville and Vallejo centers. Also, the movie, "Thirteenth" was presented on the SCC Fairfield campus on November 25, 2019, which prompted a discussion. A session during a spring Flex day will be devoted to further review the impact on incarcerated and reentry students and how SCC can respond effectively to students impacted by the justice system. Dr. Judy Sukaki, President of Sonoma State University is being considered to be the keynote speaker for convocation on January 10, 2020. Lastly, she confirmed that a drop down box addressing why students are dropping classes could not be arranged on Banner; but could be included on MySolano.

## **8. VP of Academic Affairs Report**

David Williams, Vice President of Academic Affairs, was not able to attend this meeting.

**9. Consent Agenda –  
Action Item**

9.1 Distinguished Faculty  
Committee: Andrew  
Wesley, Joe Conrad, Josh  
Scott, Melissa Reeve, Pam  
Muick, Peter Zitko, Rebecca  
LaCount, and Terri Brunner

Senator Wesley motioned to approve item 9.1. It was seconded by Academic Senate Secretary/Treasurer Erin Duane. The motion was approved unanimously.

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

10.1 Program Review  
Student Survey

Program Review Coordinator Ferdinanda Florence requested Senators to review, “PR Student Survey” (see attached document) and once approved this be utilized by the School of Health Sciences. The Senators and Dean Maire Morinec provided their feedback pertaining to the question about students’ preferred times for classes; the survey will be amended to allow students to select preferred hours rather than choose from pre-set time frames. Senator Wesley motioned to approve this survey. It was seconded by AS Secretary/Treasurer Duane. The motion was approved unanimously.

10.2 AP/BP 6500 Academic  
Calendar

AS President Jaimez presented, “AP/BP 6500 Academic Calendar” (see attached document). The Senate discussed committee chairs/members, who will be assigned to designate them, and student representation. Senator Wesley motioned to approve AP/BP 6500 Academic Calendar including the information that Senators recommended to modify/update. It was seconded by AS Secretary/Treasurer Duane. The motion was approved unanimously.

10.3 Hiring Priorities 2020-  
2021

AS President Jaimez presented, “Hiring Priorities 2020-2021” (see attached documents). She explained the process and calculation formulas (quantitative and qualitative). There were detailed discussions regarding the following: (a) the different calculations utilized, (b) Integrity of the Peer Review process, and (c) FON. There was no action taken on this item and will be included on the next Senate agenda for further review and discussion.

**11. Information/Discussion  
Items**

11.1 Students 4 Equity

Beatriz Cadenaz (Advisor), Nathan Maniloff, and Anthony Thomas presented, “Student 4 Equity College Hour and Flyer” (see attached document). They presented their goals, initiatives, and benefits of College Hour, which will be implemented beginning Fall 2020. The Senators discussed the schedule/timing involved and what other

	colleges with similar activity are offering their students. The Senators offered their support (i.e. Library). AS President Jaimez will discussed this topic with VP Williams and the possibility of presenting the same information during the Deans' meetings.
11.2 Program Review Report Template	Ferdinanda Florence, Program Review Coordinator, presented "Program Review Manual with eLumen Updates" (see attached document). The Senators reviewed the manual and provided their input including Outreach and Guided Pathways. This topic will be under Action item on the next Senate agenda.
11.3 Professional Development Rubric	AS President Jaimez presented, "PD Rubric" (see attached documents) and explained the differences between the two versions. This document will be under Action item on the next Senate agenda.
11.4 eLumen Quick Guide	Senator Andrew Wesley, Assessment Coordinator, presented "eLumen Quick Guide" (see attached document). A class will be available during the January 10, 2020 FlexCal.
11.5 Senate Representation Discuss At-Large and Possible Representation for the Centers	This item will be added on the next Senate agenda.
<b>12. Reports</b>	
12.1 Academic Program Review	Program Review updates were discussed during items 10.1 and 11.2.
12.2 Student Equity and Success	The last SESC meeting was held at SCC Vallejo Center. AS Vice President and SESC Coordinator Josh Scott shared the following ideas that will benefit students who are attending SCC Vallejo campus: (a) what resources will benefit students (i.e. food/coffee, bookstore, etc.), (b) increase in classes offered (40% of classes were cancelled), and (c) ASTC offers limited services in comparison with SCC main campus.
12.3 Curriculum/Tech Review	AS Secretary/Treasurer and Interim Curriculum Coordinator Erin Duane provided the following updates: (a) a taskforce is meeting soon to examine our current course numbering system (b) the committee is reviewing a newly proposed schedule for submitting courses for review and approval and will be reviewed by Academic Senate in Spring, and (c) FAQ handouts and "how to" YouTube videos will be created and available for those creating and approving courses in eLumen.
<b>13. Other Committees</b>	
13.1 Guided Pathways Steering Committee	Guided Pathways Coordinator Michael Wyly presented, "GP Newsletter and Survey" (see attached documents). He shared that the committee will be soliciting information for new online student portal, which will

be due in February 2020. Lastly, Michael Wyly provided the Senators information regarding Completion Success Team, which is created with a goal of providing support to keep students “on the path.”

13.2 SCC Calendar Committee Update

Senator Arce and Senator Beam attended the SCC Calendar committee meeting last month and the following items were discussed: (a) match Spring break with local district, (b) calendar committee reviewed the survey results to determine what was most important to faculty and staff, and (c) research will be made to determine the advantages/disadvantages of a 16 week calendar.

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

**15. Adjournment**

Senator Wesley motioned to adjourn the meeting. It was seconded by Senator Brunner. The meeting adjourned at 5:10 pm.

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

- 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. Program Review Student Survey
2. AP/BP 6500 Academic Calendar
3. Hiring Priorities 2020-2021
4. Student 4 Equity College Hour and Flyer
5. Program Review Manual with eLumen Updates

6. Professional Development Rubric
7. eLumen Quick Guide
8. GP Newsletter and Survey