



Joint Meeting with Academic Senate and Educational Administrators

ADOPTED MINUTES

October 15, 2007

Board Room

3:00 – 4:00 p.m.

President Kropp called the meeting to order at 3:00 p.m.

- Approval of Agenda – October 15, 2007
Motion to Approve – Senator Robin Arie-Donch.
- **Roll Call – Educational Administrators:** Philip Andreini, Fran Brown, Robert Johnson, Robert Myers, David Redfield, Kathy Rosengren, Leslie Rota, John Urrutia, Erin Vines, Lisa Waits

Academic Senate: Robin Arie-Donch, Emily Blair, Joe Conrad, Susanna Crawford, Erin Farmer, *ex officio*, Ferdinanda Florence, Ruth Fuller, Gail Kropp, Jeffrey Lamb, Lou McDermott, Sarah Nordin, Carl Ogden, Scott Parrish, Jackie Rock, Thom Watkins
Absent: Jackie Rock, Thom Watkins

Others Present: Academic Senate Administrative Assistant Mary Swayne, Academic Affairs Executive Assistant Judy Spencer

- Full-time Faculty Hiring Priorities for 2008-2009 – Kathy Rosengren, Interim Vice President Academic Affairs
 - Distributed Full-Time Hiring Recommendations for 2008-09.
 - Noted that information has been synthesized for the report, and that additional backup information is available.
 - Reviewed report contents:
 - a. Six retirements – Art, ECE, Math (2), Music and Spanish. Divisions requested replacements for all retiring faculty
 - b. New faculty positions requested: Adapted P.E., Biology, Cosmetology, General P.E., Geography, P.E.-Head Water Polo Coach
 - c. Proposed replacement positions (in order of recommendation): Biology (division's priority for replacement of one of the math retirements); Music; Early Childhood Education; Art; Mathematics; Spanish.
 - d. New Positions:
 - English (replacing a position that was given up last year for a librarian position); VP Rosengren noted that English needs to be first, as it has the most student demand, particularly for English 1 and 370.
 - Cosmetology--noted that this position is desperately needed, given that the department has 105% fill; Ms. Rosengren further noted that the faculty is overwhelmed with an oversized workload; she will be working with the Cosmetology Department, Rich Christensen (HR), and CTA President Diane White to resolve this workload issue.
 - Adapted PE
 - Mathematics
 - e. Not Recommended: General P.E., P.E. Water Polo Coach, and Geography

Comments/Questions: Mr. Myers inquired about the faculty obligation number. Vice President Rosengren stated that we have met our requirement for 172 full-time faculty. She expressed her hope to hire all four of the new faculty positions, to exceed the requirement, but she expressed concern that low fill would jeopardize these new positions; last year percent of fill was in the low 70s, and Superintendent/President Fisher would like to see greater efficiency and considerably better percent of fill this semester to support any new positions. At present the only certainties are the replacement positions that will go out for advertisement. President Kropp asked whether this means that we would not see any action on the new positions until we had figures for spring 2008; Vice President Rosengren stated that we would only have to wait to see the final figures for this fall. The new positions will have to be reviewed further by the Superintendent/President and probably Executive Council. Senator Lamb noted that for foreign languages the percent of fill was between 78 and 84% in the fall although they have been offering the same number of sections as in semesters past, but there are fewer students enrolled. He concluded that section management must have a huge impact on percent of fill, and VP Rosengren affirmed that section management is the key. She added that one of the reasons for low fill and under-subscribed sections last year was because we were under a mandate to grow. Our growth was minimal, and efficiency went down. The Superintendent/President is looking for something close to 85% of fill, which we have regularly achieved in the past. Mr. Myers suggested that given the discrepancy in some divisions between positive attendance and estimated positive attendance at first census we use the estimated data to determine fill. Vice President Rosengren expressed interest in this idea, will discuss it further, and get back to the Senate with a response. Mr. Andreini inquired as to what proportion of total FTE's comes from positive attendance, and the response was varying according to division. President Kropp asked whether we could assume that if our percent of fill is pleasing to the Superintendent/President, he would proceed according to the ranking order that VP Rosengren had recommended for the new positions. Vice President Rosengren confirmed that this would be the ranking order of new hires, assuming Senate agreement to hire.

President Kropp asked for a motion to accept the recommendations as put forward by the Vice President of Academic Affairs.

Motion – Senator McDermott; Second – Senator Nordin; M/S/P - Unanimous

- Learning Outcomes Assessment Update – Tracy Schneider, LOA Coordinator
 - Trainers are confident in what they are doing
 - Working on revisions of written SLOs
 - Attempting to track faculty progress on pilot assessments
 - a. Contacting everyone regarding level of assessment process; faculty members (including adjunct) are to pilot an SLO assessment this semester
 - b. Adjunct faculty is on the trainers' contact list
 - c. The pilot process will discover the number of adjuncts that will participate and if not participating, how we can get them to
 - Seeking continued support from Deans for the trainers

Comments/Questions: Senator McDermott expressed his concern about contacting adjuncts so late in the semester for participation. President Kropp noted that there were division training sessions during August flex, but adjunct participation in division meetings is not required. Ms. Schneider agreed that this issue of low adjunct involvement is raised often at the conferences. Group work on SLOs is particularly effective but also especially difficult to arrange, given adjuncts' varying schedules and teaching locations. Accreditation states that adjuncts must participate; some schools are paying adjuncts to do so; SCC has been giving Flex Cal credits. To get the information to the adjuncts and gain their participation, the use of \$adjunct email by each division was suggested; however, we would need to remind them to check their SCC email.

- Attended Student Success Conference
- Presented at the pre-conference for beginning SLO coordinators. At the conference, Ms. Schneider:
 - a. Learned that generally, SCC is on track, ahead of many colleges;
 - b. Gathered information about how to encourage buy-in from those who do not want to do this work and about connecting SLOs to the classroom, getting the transparency of the SLO to help the students;
 - c. Learned about connecting course SLOs to the Core 4 (Senate-adopted core competencies);
 - d. Gathered strategies for connecting SLOs to Basic Skills learning communities--how SLOs can shape those communities and how they can be used to assess the success of the communities, etc.;
 - e. Learned that SCC is rather behind in the area of Student Service Area Outcomes;
 - f. Agreed to be a presenter at the January Accreditation Institute.

Comments/Questions: President Kropp – Superintendent/President is interested in SCC sending a group this year that includes faculty and administrators. Responding to Mr. Andreini’s question regarding the flow of assessment reporting, Ms. Schneider noted that the divisions will gather reports for pilot assessment findings during January 2008 Flex; this information will be gathered by the trainers and will start going up the ladder.

- Basic Skills Committee Update – Josh Stein, Basic Skills Coordinator
 - Distributed Basic Skills Committee Report
 - a. Baseline Data – being compiled
 - b. Faculty Peer-Mentoring
 - c. Information Competency
 - d. Learning Activity Centers
 - e. Summer Bridge
 - f. Supplemental Instruction
 - g. Tutoring

- Mr. Stein – we are making good progress, and there are a lot of pilots moving at once.

Comments/Questions: Ms. Rota (Dean, Fine and Applied Arts/Behavioral Sciences) asked for more information regarding the English I online self-paced augment. Mr. Stein noted Senator Fuller’s work on this self-paced, 12/13-week augment. This is a full-unit augment in which students would be required to enroll in order to bridge the skills gap that has developed over time in English I. We hope to use this as a test-run of the other augments we would like to do. This will serve as our model for best practices at SCC. Regarding Supplemental Instruction, Mr. Stein remarked that the Basic Skills Committee has identified approximately 18-20 at-risk courses at SCC (courses in which many students earn Ds and Fs); upon assessment, students might be required to take Basic Skills augments for these courses.

- We will have something in place by the end of this semester or the beginning of next semester.
- Moving forward we will be able to mentor enrollment changes.
- Ultimately with the Basic Skills redesign, money comes from retention, not from external sources.
- The Committee will report to the Governing Board on December 5, 2007 documenting what they have done in the second half of the semester.

- Announcements –
 - Ms. Farmer – Curricunet Meeting/Demonstration will be on Tuesday, October 30, 2007 at 1:30 p.m. in the Board Room. President Kropp noted that as many Senators, Deans, and Curriculum Committee members as possible should plan to attend.
- Adjournment –
 - Motion to Adjourn – Senator Arie-Donch; M/S/P – Unanimous
 - Meeting adjourned at 3:45 p.m.