



## ACADEMIC SENATE

### ADOPTED MINUTES

**MARCH 3, 2008**

**Board Room 626**

**3:00-5:00 p.m.**

**1. Call to Order**

President Kropp called the meeting to order at 3:06 p.m.

**2. Roll Call:**

Gail Kropp, President

Jeffrey Lamb, Vice President/President-Elect

Robin Arie-Donch, Emily Blair, Joe Conrad, Erin Farmer, *ex officio*, Ferdinanda Florence, Ruth Fuller, Lou McDermott, Rennee Moore, John Nagle, Carl Ogden, Jackie Rock, Paul Stilwell, Thom Watkins

*Absent/Excused:* Lou McDermott, Jackie Rock, Thom Watkins

Others Present:

Senate Administrative Assistant Mary Swayne, Vice President of Academic Affairs Robin Steinback, Director of Research and Planning Rob Simas, Business/CIS Division Jeanette McCarthy, Counselor/Matriculation Carol Lilleberg, Counselor Mary Gumlia, DSP Counselor Angela Apostal

**3. Approval of Agenda – March 3, 2008**

Motion to Approve – Senator Moore; amendments to agenda per President Kropp, defer approval of February 11, 2008 minutes, President’s Report to meeting of March 17, 2008; M/S/P – Unanimous

**4. Approval of Minutes – February 11, 2008**

Deferred to meeting of March 17, 2008

**5. President’s Report – Gail Kropp**

Deferred to the meeting of March 17, 2008

**6. Reports**

**a. Academic Affairs – Robin Steinback**

➤ No report

**b. Curriculum Committee – Erin Farmer**

➤ Discussed Title 5 changes for Curriculum Committee and what the committee needs to do

## 7. Information / Discussion Items

### a. ARCC (Accountability Reporting for Community Colleges) Institutional Response – Rob Simas

- Distributed ARCC 2008 Report: College Level Indicators Self-Assessment/Response
- Not public information at present; will be published on March 19, 2008
- Chancellor's Office worked on for two years, this is the 2<sup>nd</sup> publication
- Report is SCC's response to data from Chancellor's Office

Mr. Simas noted that the 2008 report refers to data from 2007 and before; the report is arranged to create a level playing field for all the community colleges, and there is a statewide measures section not included in the handouts. Mr. Simas explained parts of the report/response:

Page 2 – College Level Indicators – Student Progress and Achievement:  
Degree/Certificate/Transfer

Page 3 – Table 1.5 – Improvement Rates for ESL and Credit Basic Skills Courses

Page 6 – Table 1.11 – Peer Grouping

Mr. Simas commented that one thing the Chancellor's Office has done is to use variables that are not within the college's control to try to generate a peer grouping on the various measures. SCC stands at the mean of the peer group in five measures, and considerably above the mean in two measures, improvement rate for credit basic skills and ESL courses.

Comments/Questions: Senator Florence questioned statistical significance and Mr. Simas stated he did not perform a statistical analysis but rather took into account the annual number fluctuations, which is a reasonable way to look at the data. Senator Arie-Donch requested clarification of Appendix A, Table A2: "Student Progress & Achievement:

Degree/Certificate/Transfer Students who earned at least 30 units rate peer group." Mr.

Simas explained that this table looks at the peer groups based on the average unit loads, student counts in fall '04, and the per capita income for our service area. When you consider the three indicators, we are grouped with 34 other community colleges. Senator Ogden expressed concern that the method of delivery, face-to-face vs. online, credit vs. non-credit, is not included in the breakdown of data. Mr. Simas confirmed that such information is not in this report for the colleges or the statewide data and was uncertain whether the state was going to be looking at that. The Chancellor's website includes reports on Distance Learning vs. non-Distance Learning, but SCC is not faithfully represented because the MIS (Management Information Systems) codes were not kept accurately.

Senator Arie-Donch recommended that ESL instructors be given kudos for their efforts in the improvement rates. President Kropp and all agreed and added praise for the effort that has been put forth in the Basic Skills Initiative. President Kropp asserted that SCC has made a really strong commitment in this area, and this is a verification that SCC's efforts are paying off.

President Kropp requested clarification of Page 5, List A to G and the relationships. Mr. Simas explained the concept of Peer Groups, A to G, established by the Chancellor's Office to make similar groupings that are defensible in order to minimize illogical comparisons and in-fighting among colleges. This can be a valuable tool for faculty and administrators to use in their planning and as a public document it will receive public attention. President Kropp asked if the deans would receive this report at their meeting, and Mr. Simas replied that they would. President Kropp suggested a summary of the report highlights would be valuable to

report in division meetings. Mr. Simas pointed to the SCC response at the beginning of the report, which was written for the public, a very generalist response, which could be used at division meetings. President Kropp stated that the senators could copy the first page and give it to their constituents. An electronic copy was preferred, and Mr. Simas will send this to Ms. Swayne and she will distribute it to senators. Senator Florence inquired as to the relationship of the Student Profile report to the ARCC report. Mr. Simas explained that the student profile is pulled locally and is a snapshot of SCC at a given point in time. The numbers on the ARCC report and the numbers on the Student Profile will be different because they are looking at slightly different groups of students, measured at a different time; the Student Profile Report reflects data from Fall 2007 and the ARCC from Fall 2004. It would be best to point constituents to one or the other report not both. The ARCC Report is based on everything we send on MIS (Management Information Systems), the Chancellor's Office database, which they keep for all community colleges. It reports on the details of every class students take, identifies the teachers, method of delivery, student information, staff, for example, and this is sent to the Chancellor's Office within 30 days at the end of each term. They develop referential data elements from the data elements we report.

Senator Conrad took exception to the last two sentences of the fourth paragraph of the SCC response prefacing the report, which stated:

*The support for students in the Reading, Writing, ESL, and Math Labs has been expanded. There has been a focused hiring effort to support additional faculty for these areas.*

He noted that the Math Labs have, in fact, lost support and lost a full-time person, as the Math Department will be losing a faculty position this year since the retirement of Math Instructor Bob Scott is being replaced with a new position in Biology. Senator Blair joined the objections voiced by Senator Conrad, stating concerns regarding unmet staffing needs in the Reading and Writing Labs. Senators asked who had written the text for the report; Mr. Simas replied that he had written a rough first draft, which he had sent to Superintendent/President Fisher, Vice President Steinback, and President Kropp; this will be published in the document to ARCC without changes. President Kropp affirmed that SCC has put considerable Basic Skills funds into additional support for the Reading and Writing Labs although she has heard concerns from lab staff that the hiring has not been done in a timely fashion, but it is a true statement that the support funds have been allocated. Senator Blair noted how hard people have worked to raise the numbers and success rates, and that the statements in question act as a kind of subterfuge, denying the fact that the labs are understaffed. Vice President Steinback questioned Senator Blair's use of the term "subterfuge," which might imply malevolent intent; Senator Blair stated that she was relating concerns that had been passed to her, that someone in a position of authority be encouraged to investigate the actual staffing conditions in the Reading and Writing Labs.

Mr. Simas suggested that, in the future, the Senate be given the report for review prior to submission to the Chancellor's Office. He noted the usual timeline for the report, which will come up again next year in January, at which time the Senate might review the final draft. Mr. Simas stated that typically he reminds the Executive Council in January that the report is due by the end of February. Ms. Lilleberg referred to the third paragraph and asked that the next time, the online information mention that we have an online orientation. President Kropp concluded the discussion by noting Ms. Swayne's suggestion that the ARCC Report be on the Agenda for the Joint Meeting with the deans in January.

**b. SCC Liberal Arts Degree out of Compliance – Robin Arie-Donch**

- Distributed document on Title 5 revisions
- Liberal Arts degrees are not in compliance with Title 5
- Can no longer award Liberal Arts Degrees in existing form
- Catalog in schedule of classes must be modified starting Fall 2008
- Marianne Flatland and Senator Arie-Donch have been charged by the Curriculum Committee to work with counselors to develop a ‘band aid’ for the catalog
- Spearheading suggestions on how to revise the degree

Senator Arie-Donch stated that she has been in touch with people on the Articulation Officer List Serve and has gotten responses on how other colleges are addressing this. Colleges that are not ready with their revisions for the next catalog are (1) putting the degree on hiatus for a while, stating that as of fall 2008 the degree will not be offered; or (2) producing an addendum when the degree becomes compliant and gets System Office approval. Vice President Steinback stated that SCC has the opportunity to revise our Liberal Arts degree, provided we can complete it by July. The students currently working toward this degree have Catalog rights. According to Student Services, more than one-third of our students earn this degree, so placing it on hiatus would create significant consequences for our students; therefore, this is a decision that we should not take lightly. Senator Florence asked whether the conflict with new Title 5 regulations stemmed from students currently “double-counting” courses for both General Education and the Liberal Arts major. Senator Arie-Donch clarified that the main concern relates to the requirement that all degrees must have 18 or more units in a focused area of study such as an area of emphasis. Vice President Steinback noted that the genesis of this revision comes from the ASCCC to change the Liberal Arts Degrees; the necessity to have a major area of emphasis is an ASCCC initiative.

President Kropp outlined the duties charged to Senator Arie-Donch and Ms. Flatland: (1) work on the language that will go into the catalog as our ‘band aid’ and send this statement to Curriculum Committee for a vote and to the Senate for approval; (2) put a catalog statement on the Articulation Officers List Serve; and (3) look at models from other colleges. President Kropp observed that we need to put a team together quite soon that would actually revise our Liberal Arts degrees, and inquired which groups, such as Curriculum Committee and Senate, should be involved in that effort. Ms. Farmer suggested that the divisions could be guided by the counselors to come up with areas of emphasis. President Kropp noted that Humanities Division would be heavily involved in this, as would Fine & Applied Arts and Math/Science. Ms. Farmer stated that this should be a priority at the top of division and Senate meetings. President Kropp asked Senators Moore, Conrad, Blair, and Florence to make sure the topic filters to the top of their respective division agendas. Senator Moore requested a model that could be used at the meetings. Senator Arie-Donch stated that she and Ms. Flatland were planning a discussion of potential models with the counselors at their Thursday meeting; they could come up with one or two drafts, which, if approved by the counselors, could be brought to the next Curriculum meeting and/or the Senate meeting. Senator Arie-Donch noted that her handout is only two pages, but the full document from the Chancellor’s Office included very good models and many of the colleges are using them. Senator Lamb noted that the new catalog language should be an action item for the Senate, and President Kropp agreed this would be on the next Senate agenda to vote to approve the Curriculum Committee’s recommendation for the catalog. Ms. Swayne has an electronic version of the Title 5 document and she will send it to the senators.

c. Vocational Program Approval – Jeanette McCarthy, Business/CIS Division

- Distributed documents: Workforce Development (Carl D. Perkins Career and Technical Education Improvement Act of 2006 [Perkins IV]); State Senate Rostrum; Workforce Preparation, Duties and Responsibilities of the Curriculum Committee; and Application for Approval – New Credit Program
- Vocational Education courses now under Career and Technical Education
- Help students transition from unemployable to employable and employable to higher wage positions
- Looking for a way to reduce ‘student casualties’ in Office Technology program

Ms. McCarthy presented information based on gathered research, pointing to various highlights in the documents distributed. The CTE (Career and Technical Education) Leadership Plan for SCC is an institutional commitment with leadership at every level putting the students as the focus of what we do. We are at the beginning of a 5-year CTE statewide plan; we have government funds to implement the plan. Ms. McCarthy invited the Academic Senate to help define the leadership model under which we would implement the plan.

Comments/Questions: President Kropp thanked Ms. McCarthy for her thorough presentation, which was prepared in a very short time but pulled together background information relevant to the topic. President Kropp noted that she receives many emails from the ASCCC asking for CTE faculty to attend the leadership institutes that are specifically directed to CTE, observing that it would be fitting for Ms. McCarthy to attend one of these institutes. She noted that often the Career Tech and academic sides of the house have not worked together very well at SCC and that this could be an opportunity for us to try to bridge the gap. President Kropp further observed that the Academic Senate has a responsibility to be involved with the creation and implementation of the CTE plan. Senators noted that Ms. McCarthy raised a legitimate concern in juxtaposing contract language 19.209 with what the ASCCC, Chancellor’s Office and advisors advocate. This contract language is widely interpreted at SCC. There is a glaring lack of uniformity both across the campus and within divisions. Senator Arie-Donch added that counselors have a vested interest in this, as they work with the students addressed by Ms. McCarthy; there is a counselor liaison to CTE and to Business/CIS, and the Counseling Division does help with career exploration and guidance. She expressed the hope that Ms. McCarthy would include Counseling in any developments in this area.

- How the Curriculum Committee can help by requiring documentation – Title 5, Perkins IV, and CTE Plan

Ms. McCarthy referred to Title 5 and the State Curriculum Standards Handbook, Volume 1, Compliance. She requested that before future CTE programs go through Curriculum, make sure they are vetted by an advisory committee and are industry-recognized, validated programs.

Comments/Questions: Ms. Farmer requested examples of “casualty students.” Ms. McCarthy noted that in general student casualties occur when programs created by faculty, approved by the Curriculum Committee, and put in the catalog fail to prepare students adequately for the job market. We just don’t know that a program will serve students without the validation from the Advisory Committee and the industry.

**d. Academic Senate Representation, Response from the Divisions**

- Senator Lamb noted that senators were instructed to get more concrete responses from their divisions, specifically, which of the A-J options appeal the most to their constituents.
- Senator Lamb reported that he had sent a narrative on the A-J listing to the Humanities Division.
- Senator Arie-Donch distributed to the Senate the response in document form from the Counseling Division meeting; there was discussion only, no voting on the options.
- Senator Fuller reported for the Library that those who responded favored options B, C and D.
- Senator Florence sent an email eliciting Fine & Applied Arts division response, which was minimal; she advocated Option C as most beneficial.
- Senator Moore stated that Math/Science faculty wants to have their own respective senators.

Comments/Questions: An answer to the status quo option was requested. Vice-President Lamb has not yet spoken to CTA President Diane White on the legality question, but Senator Arie-Donch stated that Ms. Paváo voiced the opinion that status quo is a legal option when the matter was discussed at the Counseling meeting. Senator Arie-Donch also wanted to clarify the outcome from the Counseling meeting, to affirm that there was a unanimous vote for status quo; if status quo is not an option, then options C or D are preferred. Senator Ogden requested a narrative on options A-J be sent to adjunct faculty as well.

**e. Faculty Concerns re Facilities Use Policy 1100**

- Policy not approved by Board
- Is not uniformly applied
- No input from faculty, ASSC, Operators 39 on the Facilities Task Force
- Procedures need review

**f. Accreditation Midterm Report**

- Deferred to March 17, 2008 meeting

**8. Action Items**

**a. Approval of \$50 Donation to SCC Scholarship Foundation**

- Motion to Approve – Senator Florence; M/S/P - Unanimous

**b. Approval of Training Process for Online Instructors**

- Motion to Approve – Senator Arie-Donch; M/S/P and one no vote

**c. Vote to add the Accreditation and Student Learning Outcomes Committee as a Standing Committee of the Academic Senate**

- Motion to add Standing Committee – Senator Fuller; M/S/P – Unanimous

**9. Action Reminders**

- a. Senators will conduct a vote in their divisions on Senate Representation options if they have not already done so.
- b. Senate Executive Council will check ASCCC website for legality of status quo vs. percent proportional representation in Academic Senate.

- c. Faculty Tenure Party April 4, 2008 – Coordinators are: Senator Fuller, Senator Nagel, Senator Florence, and President Kropp. Senator Fuller will coordinate/confirm date and location of party; Senator Florence will handle the ordering of the Tenure Cups and President Kropp will speak to Helen Intintoli about the Handbell Choir performing on April 4, 2008.
- d. Ms. Swayne will send Senate Representation Report to Senator Ogden.

**10. Announcements**

None

**11. Adjournment**

Motion to Adjourn – Senator Ogden; M/S/P – Unanimous  
Meeting Adjourned at 5:12 p.m.