



## **ACADEMIC SENATE**

### **ADOPTED MINUTES**

**March 17, 2008**  
**Multipurpose Room 402-03**  
**3:00-5:00 p.m.**

#### **1. Call to Order**

President Kropp called the meeting to order at 3:08 p.m.

#### **2. Roll Call:**

Gail Kropp, President

Jeffrey Lamb, Vice President/President-Elect

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, Carol Lilleberg (representing Counseling)

*Absent/Excused:* Robin Arie-Donch, Jeffrey Lamb, Lou McDermott, Jackie Rock

Senate Administrative Assistant Mary Swayne

#### **3. Approval of Agenda – March 17, 2008**

Motion to Approve – Senator Ogden; M/S/P – Unanimous

#### **4. Approval of Minutes of February 11, 2008 and February 25, 2008**

Motion to Approve – Senator Blair; Senator Florence noted Page 5, under Comments/Questions, line 13, correct sentence from ‘at they arise ’ to read ‘as they arise;’  
Motion to Approve February 11, 2008 minutes with correction and February 25, 2008 minutes as is; M/S/P – Unanimous

#### **5. President’s Report**

➤ Deferred to next meeting

#### **6. Reports**

##### **a. Curriculum Committee – Erin Farmer**

- Voted to recommend authorizing Vice President Steinback to do what is necessary for the catalog “quick fix” regarding the Liberal Arts degrees that are out of compliance with new Title 5 changes
- Curriculum will work on a long term solution to problem

##### **b. Distance Ed Committee – Rennee Moore**

- Deferred to next meeting

**c. Flex Cal – Chuck Spillner**

- Deferred to next meeting

**d. Tenure Tea – John Nagle, Ruth Fuller, Ferdinanda Florence**

- Senator Florence noted that Marc Lancet, who has made tenure mugs in the past, is on sabbatical and recommended the new Lab Technician, Kathy Kearns, for the task. Kathy is happy to do the mugs and has plans to incorporate the SCC logo in the mugs as well. President Kropp reported that she had contacted Helen Intintoli about having the hand-bell choir play, but unfortunately she will be in interviews for her replacement and cannot come. Senator Fuller stated that she has delegated various duties and needs approval of funds to purchase food items. Senator Nagle reported that Starbucks will be donating coffee and tea.

Comments/Questions: President Kropp asked Senator Fuller how much money she anticipated she would need for the food; Senator Fuller noted that last year the cost was around \$200 because of the coffee; however, with the Starbucks donation, it was agreed that \$75 for food would be an appropriate amount.

Senators agreed to move Item **7.d.** Accreditation Midterm Report to Item **7.a.**

**7. Information / Discussion Items**

**a. Accreditation Midterm Report**

- Report due October 15, 2008; must be approved by the Board at their October 1<sup>st</sup> meeting
- Special Report also due Fall 2008
- Senators had received and reviewed four documents prepared by Rob Simas, Director of Research and Planning, which listed the standards language, the visiting team's recommendations, and the planning agenda items from the 2005 SCC Self Study
- Senators had also reviewed a document from the ACCJC website entitled *Preparation of the Midterm Report*
- Accreditation Quiz distributed to senators, designed to demonstrate the scope and time constraints in the task at hand
- Reviewed and discussed Accreditation Quiz answers, including the difference between a recommendation and a planning agenda item and how many of each SCC must address in its Midterm Report

Comments/Question: President Kropp pointed out that 21 eligibility requirements are used in Accreditation; if SCC fails to meet all 21 requirements, then SCC will not be re-accredited. Senators worked in teams of two to identify areas of Senate responsibility in Standard II, the largest and most comprehensive of the standards. Senators discussed Standard II issues, identifying many areas related to SLOs and SAOs. Senators then expanded their discussion to include recommendations and planning agenda items directly related to the Senate in the other three standards. Senators agreed that in the interest of efficiency of operations, the Senate would serve, in effect, as the faculty accreditation steering committee, devoting the major portion of our remaining Senate meetings to organizing a plan of attack and timeline for completing the research, evidence gathering, and unfinished work necessary to write the report. For each recommendation or planning agenda item noted in Standard II, senators identified a faculty member or group who is either responsible for the task listed or has direct knowledge of the area involved.

➤ Senators noted that there should be enforcement power in the Accreditation process and directed President Kropp to write an email to the faculty members previously identified, informing them of the tasks they are being asked to complete or evidence they are being asked to gather. The email will be sent prior to Spring Break to ensure that the needed narratives and documents of evidence are assembled in good time so that materials for the report can be compiled by May 15<sup>th</sup>. President Kropp suggested that future Senate meetings should devote half of the meeting time to the Accreditation Midterm Report and senators agreed. President Kropp thanked the senators for participating in this accreditation “workshop,” which is a vital task for SCC.

**b. Academic Senate Representation, Report of Response from the Divisions**

- Senator Lamb is working on status quo vs. percentage guidance from the ASCCC
- Senator Nagle – PE will support whatever has to happen; prefer staying with status quo but would accept change
- Senator Watkins – Business & Computer Science prefer status quo but would accept change
- Senator Conrad – Math/Science would like to change; prefer having two representatives, one for each department
- Senator Florence – Fine & Applied Arts will vote at next Division meeting; one early vote via email expressed preference for Option C (12.5 percent)
- Senator Fuller – Library expressed preference for Option C or D
- Ms. Lilleberg – Counseling prefers status quo; no vote taken, but C or D would be acceptable
- Senator Stilwell – CTE prefers status quo

**c. Faculty Concerns re: Basic Skills Plan Implementation**

- President Kropp reiterated that this issue surfaced when Rob Simas presented the ARCC report and there were concerns voiced, disputing the accuracy of the following statement: “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.”
- Senator Conrad stated that the ARCC response was sent to his department and dean. He reiterated his assertion from the previous Senate meeting that the Math lab has lost a full-time staff person; the department confirmed, in counting positions, there has been no expansion, no additional faculty, and no retirees replaced.

Comments/Questions: President Kropp stated that she had researched the English lab situation and noted that although an extra one-year lab tech position was approved and advertised to start in spring 2008, this position, secured through basic skills funding, has not been configured to ease the workflow during peak usage times in the lab (M-F, 7:30-4:30) nor have additional techs and instructors been hired so that there is sufficient staffing for the number of students enrolled and for the anticipated extra sections of 370 – despite the fact that the lab has BSI support to do so; likewise, no clerical or tech staff has been hired for the Vallejo Center lab. Senator Conrad stated that the full-time Math lab person who resigned was assigned half-time to technology issues and half-time to tutoring in the Math Lab, and that the Technology Department attempted to move the position to their department. President Kropp noted that clearly the problems of understaffing in the labs are ongoing and should be revisited at subsequent Senate meetings.

- d. SCC Liberal Arts Degree out of Compliance – Carol Lilleberg for Robin Arie-Donch**
- Distributed documents on Liberal Arts Degree revisions, catalog wording, and draft proposals for revising Liberal Arts Degrees
  - Explained what is involved in the Liberal Arts Degree revisions
  - Reviewed catalog wording; Ms. Lilleberg recommended that the optional statement also be included in the catalog
  - Noted the catalog language is a short-term solution

Comments/Questions: President Kropp affirmed that the catalog wording is the bridge or band-aid that we have to do now. Ms. Farmer stated that Curriculum Committee had not seen the “band-aid” phrasing but had voted to accept the solution proposed by the Vice President of Academic Affairs. The catalog wording was acceptable to those in attendance.

- Presented summary of the chart on draft proposal for replacing Liberal Arts Degrees: General Studies (intended for students who do not seek to transfer) and University Studies (for students seeking to transfer)

Comments/Questions: The components of the draft proposals were discussed, including proposed areas of emphasis for General Studies and University Studies programs. Specific courses under each area of emphasis have not been determined yet. SCC has until July 2008 to resolve questions and complete solutions. Those with questions or suggestions should email Robin Arie-Donch. The final revisions will be submitted to the Senate at a later date.

## **8. Action Items**

- a. Approval of Catalog Modification re: Liberal Arts Degrees**
- Motion to approve catalog modification – Senator Nagle; M/S/P – Unanimous
  - Motion to suspend the rules to authorize Senator Fuller to spend no more than \$75 for refreshments for the Tenure Tea. Motion to suspend the rules – Senator Ogden; M/S/P – Unanimous

## **9. Action Reminders**

- Status of Mini-Grants
- Senator Lamb will email Senators when he has heard an answer from ASCCC regarding “status quo” representational option,
- Senators should, in preparation for the next meeting, think of who are the ‘go-to’ people for planning agenda items from Standards I, III, IV.
- Should the Senate consider designating some of the senators as Standards Chairpersons? We have little time to pull this together by May.

## **10. Announcements**

- Distributed article from *Marin Independent Journal* entitled “Accrediting Agency puts College of Marin on Probation”

## **11. Adjournment**

Motion to Adjourn – Senator Conrad; M/S/P – Unanimous  
President Kropp adjourned the meeting at 5:08 p.m.