



## **ACADEMIC SENATE**

### **ADOPTED MINUTES**

**May 5, 2008**  
**Board Room 626**  
**3:00-5:00 p.m.**

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

President Kropp called the meeting to order at 3:05

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

Gail Kropp, President

Jeffrey Lamb, Vice President/President-Elect

Emily Blair, Joe Conrad, Erin Farmer, *ex officio*, Ferdinanda Florence, Ruth Fuller, Mike Goodwin, Lou McDermott, Rennee Moore, John Nagle, Thom Watkins

*Absent/Excused:* Robin Arie-Donch, Carl Ogden, Jackie Rock

Senate Administrative Assistant Mary Swayne

Vice President of Academic Affairs Robin Steinback

Vice President of Student Services Lisa Waits

Geology/Physics Instructor Mark Feighner

Learning Outcomes Assessment Coordinator Tracy Schneider

#### **3. Approval of Agenda – May 5, 2008**

- Motion to approve – Senator Watkins; seconded – Senator Moore; President Kropp request to move Item **6.a** and **6.b** before Item **5**. Reports; Senator Conrad – add third item to Action Items **7.c. Approval of Allocation of Remaining Faculty Staff Development Funds to Divisions for Conference/Travel Use**; President Kropp-remove Item **6.b.iv** per request of CTA President White
- Vote to approve agenda as amended; M/S/P – Unanimous

#### **4. Approval of Minutes – April 7, 2008 and April 21, 2008**

- Motion to approve – Senator Fuller; seconded – Senator Blair; Senator Conrad – April 21, 2008 minutes correction to page 6, Comments/Questions, last sentence the date should be May 5, 2008 meeting
- Vote to approve minutes as amended; M/S/P – Unanimous

#### **5. Reports**

##### **a. Academic Affairs – Robin Steinback**

- Filing of the basic skills report will be delayed because budget accounting information is not currently in the form it should be for proper tracking.
- The report will determine what happens in the lobbying efforts for basic skills funding next year and over the next five (5) years.
- The challenge here and throughout the state in accounting is that business offices, SCC's included, want to code reassigned time for full-time faculty as a percentage of their annual

- salary, billing a portion (10%, 20%, 40%, depending on the amount of reassigned time) of the faculty member's benefits to the basic skills grant as well as that percentage of salary.
- SCC has not surpassed its basic skills allocations when viewed over three (3) years, but we are likely to exceed the allocation of \$117,000 for this year; as of March 2008, \$87,000 had been expended for faculty salary costs alone with no benefits included.
  - Dr. Steinback wanted to inform the Senate of her reasons for delaying the report, explaining that it will still require the Senate President's review and signature before filing in Sacramento.
  - Dr. Steinback also expressed her concern that SCC has not developed structured, detailed budget plans for each of the program areas addressed in our basic skills plan. She is concerned that SCC has designed a plan that is "beyond best practices," one that we may not be able to support.

Comments/Questions: Dr. Steinback provided further information regarding the basic skills budget allocations: factoring for faculty salary, equipment, and permanence of the program. Senator Lamb sought clarification regarding Dr. Steinback's comment that, as we head into a bigger, broader budget cycle, we are coming to an important juncture where we must look for more permanent, more established funding. He restated Dr. Steinback's concern that SCC look carefully at what we have planned, with special attention to long-term funding in order to ensure that we are proceeding correctly and soundly.

**b. Student Services – Lisa Waits**

- Student registration via Banner began today.
- Dr. Waits expressed appreciation to Barbara Fountain for taking on a leadership role in this endeavor.
- At present, we are happy with where we are; fall registration will be even better.
- The next round of BANNER training will be for faculty, first for summer faculty in a session before the end of the semester.
- Student Services would like to apply for a TRIO grant. A federal program for low-income, disadvantaged students, the grant is for \$1,000,000 over a four-year period. Applications are due in fall 2008.
- SCC has never had the TRIO program but should in Dr. Waits' opinion.
- Counselor Mary Gumlia and Director of Student Services Shirley Lewis will attend a conference in June to explore how to apply for a TRIO grant with the goal of bringing this program to SCC.

**c. Distance Education Committee – Rennee Moore**

- Distributed the approved Documentation of Instructor Contact Form, Appendix I
- Explained why the form was necessary and why the current form had been revised
- Reviewed the newly-revised form with the Senate
- DE Committee is requesting Senate approval of the modifications made to Appendix I
- DE Committee has concerns regarding the Banner implementation, specifically in regard to student emails and e-College access if the Banner portal is down; 24/7 service is necessary for online classes.
- The Committee requests that the Senate investigate the implementation and/or non-implementation of these and other Banner components important to the faculty.

Comments/Questions: Senators noted that requiring use of the Banner portal and possible downtime, which could prevent access to e-College, had already been discussed and raised as a concern with Vice President Field. Senators agreed that further information and understanding of how the faculty interface with Banner would work was urgently needed. President Kropp noted that Richard Kleeberg's email regarding Banner issues, which he asked the Senate to address, had been sent out after the May 5<sup>th</sup> Agenda had been developed and distributed. In light of the need to

discuss the faculty interface with Banner as well as other pressing matters such as the revision to the liberal arts degrees and some new recommendations coming from the SLOs trainers, she recommends that the Senate schedule a second May Senate meeting on Monday, May 19<sup>th</sup> at 1:00 p.m. Senators agreed to meet then.

**d. Study Abroad – Ferdinanda Florence**

- Discussed issues related to teaching a three-credit lecture course in an abbreviated period: concerns about maintaining academic rigor; suggestion to create one or two-credit courses
- Agreed on need to discuss issue of “Section K” compliance of short courses with Curriculum Committee
- Agreed to investigate means of including study abroad notation on student transcripts
- Discussed importance of informing PIO (Public Information Officer) of students’ locations during study abroad in case of emergency

Comments/Questions: Senator Florence noted that Study Abroad is a sub-committee, presumably without the validating power of the Curriculum Committee. President Kropp responded that both Curriculum Committee and Study Abroad are sub-committees of the Senate, but curricular matters are, for the most part, delegated to and decided by the Curriculum Committee. Ms. Farmer stated that, in considering the viability of a compressed course, the Curriculum Committee would be guided by both Senate policy and the estimation of how feasible it would be to teach a class in the given number of hours, noting that the Senate and Curriculum Committee have unfinished work in regard to crafting a policy delineating which curricular issues, if any, should require approval in both Senate and Curriculum. Ms. Florence presented an application received for Conversational French as an example of a three-credit course that could be taught effectively in a compressed time period.

**e. Curriculum Committee – Erin Farmer**

- May 13, 2008 will be the committee’s final meeting of the semester
- Will vote on revised Liberal Arts Degrees
- Requests clarification of the relationship between the Senate and Curriculum Committee; delegated authority is necessary
- Dr. Robin Steinback, Dean Leslie Rota, Ms. Erin Farmer, and a fourth person to be determined will attend the ASCCC-sponsored Curriculum Institute in June
- Will meet with LOAC Tracy Schneider to discuss proposals for housing SLOs

Comments/Questions: President Kropp observed that there should be consistency in the approving process for subcommittees; the Senate should look at the Constitution and By-laws next year, as they need to be updated in several areas, including the relationship of the Senate to its sub-committees. We have increased our committee structure four-fold. Senator Conrad voiced his concern that the By-laws often do not represent what we actually do.

**f. Presidents Report**

- Reiterated need for final Senate meeting on May 19, 2008; senators agreed to meet at 1:00 p.m.
- Noted concerns regarding Banner faculty interface; will invite Richard Kleeberg and Vice President of Technology Jay Field to speak to these issues at May 19<sup>th</sup> meeting

President Kropp pointed out that discussion of the ERP conversion began September 17, 2007, when Vice President Field and OAR Dean Catherine Fites came to the Senate to talk about Banner implementation and the desire to create a faculty team to advise them on the faculty interface. As agreed, President Kropp sent an ALL-FACULTY email soliciting representatives to serve on the team and appointed five faculty members to the team: Mary Ann Haley (CTE), Svetlana Podkolzina (Math/Science), Jeanette McCarthy (Business/CIS), Isaias Jacobo (Humanities), and Richard Kleeberg (Business/CIS). Ms. Fites called two-three meetings of the advisory team,

which were poorly attended. For this reason, when the issue of priority enrollment came up in November, she brought the matter directly to the Senate. Thereafter, there was apparently no further contact between Dean Fites, Vice President Field, and the faculty regarding Banner implementation, perhaps because the focus was exclusively on getting the student interface ready by May 5<sup>th</sup>. The issue before the Senate now is how to provide the faculty input needed to ensure a smooth conversion to Banner for the SCC faculty and to ensure that the features faculty will be using are reasonably user-friendly.

- Concerns have emerged from faculty serving on adjunct hiring committees regarding non-adherence to Policy 4005. President Kropp has discussed this issue with the faculty committee members raising these concerns and with HR Director Christensen, who fully supported the Senate position that policy 4005 must be followed in all faculty hiring. President Kropp asked senators to remind their colleagues to go to the HR website, reread Policy 4005, and urge faculty members in their departments and divisions to step forward to serve on the hiring committees for the adjunct positions.
- Ms. Swayne and President Kropp met with Webmaster Scott Ota, looking at how to upgrade the Senate website; their ideas for a revised and more complete website will be presented to the Senate in the fall.

## **6. Information / Discussion Items**

President Kropp introduced Mark Feighner, Geology/Physics Instructor, who delivered a PowerPoint presentation regarding the proposed GPS and GIS programs.

### **a. Proposed Geographic Information Systems Program – Mark Feighner**

- Distributed documents on GPS and GIS programs, briefly explained the systems and reviewed components of the proposed program
- Noted 2002 federal government Department of Labor statistics identifying GIS as a high growth industry and Department of Labor suggestion that two-year institutions offer preparatory courses in GIS, stressing the importance of certificate programs in GIS
- According to Mr. Feighner, SCC needs a fulltime Geography/GIS faculty member by 2009 in order to develop GIS certificate program; with a FT Geog/GIS faculty member, SCC can issue its first GIS certificate in 2011.
- Mr. Feighner is seeking Academic Senate support for the Geog/GIS faculty position.

Mr. Feighner stated that GIS has many applications and is a booming field. Federal government shows a strong need and California state government identified GIS as one of the high growth industries. Local governments are going to the GIS central database, and each department can access recent data. Napa Valley College and Diablo Valley College have GIS certificate programs in place, and SCC offers only one class. Mr. Feighner expressed his desire to develop a certificate program to meet this need. He reviewed the reasons that students give for taking GIS: responses vary from wanting to learn GIS because they are behind the times and trying to keep up with co-workers; wanting to further career opportunities; and to use as transfer credit to other GIS programs. The local job market is looking for people with an Associates Degree in GIS and SCC is not providing this.

Comments/Questions: Senator McDermott asked whether a cost analysis was done for the program to be fully running. Mr. Feighner replied that there is zero cost for new labs; we may need new computers, which would cost about \$30,000, but at the top of the cost is the full-time faculty position, costing about \$70,000. Senator Lamb asked whether students could be certified in GIS at a four-year institution. Mr. Feighner replied that the classes we offer here are typically lower division classes, which could be tied to a full four-year degree. This certificate can actually be completed in one year: two classes in the fall, two classes in the spring, and two additional classes related to their major, with a total of 18 credit hours. President Kropp advised that the new position Mr. Feighner has proposed must be discussed in the Math/Science Division and included in their hiring priorities. The Senate will see the priorities next fall; if the position emerges as one

of the top priorities from the Math/Science Division, and then makes it through the Deans' cut for full-time faculty positions, then in late October or early November it may be on the list for Senate consideration. Senator Florence observed that this level of detailed presentation from Mr. Feighner was helpful for senators to make an informed decision when voting; ideally the new strategic planning process will encourage more detailed proposals such as this one. President Kropp expressed her thanks to Mr. Feighner, adding that this kind of organization, planning and effort made for a beautiful presentation.

- b. Annual SLOs Report – LOAC Tracy Schneider
  - i. Annual Report and Accreditation Midterm Report
    - a. Distributed SLO flyer, which provides an overview of the outcomes assessment process at SCC
    - b. Explained the components of the brochure
  - ii. Core 4: Institutional Outcomes
    - a. Distributed SCC Core Competencies document
    - b. Proposing that Senate designate Core 4 not just as program and degree SLOs for GE but as SCC institutional goals
    - c. Students get course-specific skills and the Core 4 skills – two levels
    - d. Course SLOs are being coded for the Core 4 skill or skills that applies/apply
    - e. Timeline change – no longer assessing Core 4 separately; course SLOs and Core 4 will be done together
  - iii. Revised Assessment Cycle
    - a. Distributed SLO assessment cycle document
    - b. Proposing a new cycle – still four (4) years
    - c. Reviewed each year of cycle document; courses will be assessed twice in a four year cycle – once in each semester (spring and fall)
    - d. Current division-level reports from Flex posted on intranet under *Assessment Results*
    - e. Distributed “How SLOs/SAOs Connect Across Campus” document
    - f. Reviewed the document – the connection on campus and how it should be used at each level
    - g. Explained the fall Flex SLO workshops
    - h. Individual faculty reporting form and a departmental/division reporting form also available on the intranet

Comments/Questions: Ms. Farmer expressed concerns regarding spring curriculum review. Ms. Schneider verified that there would be a curriculum review in the spring; ACCJC wants SLO assessment completely tied to our planning at every level. Once the cycle is in place, we must be able to show that everything that has been assessed is linked to our planning, at the course, program, and institutional levels. Ms. Farmer inquired whether SLOs would be housed in Curriculum. Ms. Schneider stated that they will be talking about this later and are considering possibly attaching them to the Section Ks as an addendum. Senator Florence inquired how the percentage of completed assessments in each division is computed. Ms. Schneider stated that this information comes from the trainers' reports of what faculty presented and discussed at January Flex. At SCC, we decided not to collect individual data. President Kropp noted that the Flex assessment process went very well in the Humanities Division, but there was some confusion afterwards about how the assessments were being integrated into departmental Three-Year Plans. In President Kropp's opinion, better coordination between the division trainer and the faculty coordinator in charge of the Three Year Plan could alleviate some of the confusion. Senator Lamb noted the concern that once an assessment analysis is on paper and disseminated, it might suggest a particular direction that is not necessarily intended. Ms. Schneider stated that this is not

the purpose of recording assessments and explained the process. President Kropp suggested that next fall each faculty member fill out the Individual Faculty Reporting Form in order to assure continuity across the divisions. Ms. Schneider added that faculty should complete the form, but it would not be collected. It would be just for the individual's records, in case ACCJC wanted to see the instructor's SLO documents. The assessment process was discussed and Ms. Schneider stated that this input provides information for problem solving, to suggest changes that might be necessary such as determining whether prerequisites are needed. President Kropp asked Ms. Schneider whether she and the trainers were asking the Senate to approve a new assessment cycle. Ms. Schneider affirmed that the Senate was being asked to adopt the new assessment cycle and to approve the use of the Core 4 as the institutional goals in all programs.

- iv. SLOs and Evaluation – deleted per CTA President White's request
- v. Gold-Silver-Bronze Standard – deleted; Ms. Schneider will report in email format.

- c. Academic Freedom and Responsibility Statement – Joe Conrad and Rennee Moore
  - Deferred to May 19, 2008 meeting; read and bring suggestions to the meeting
- d. Accreditation Midterm Report
  - Deferred to May 19, 2008 meeting
- e. Proposed Revisions to Liberal Arts Degrees – Feedback from the Divisions–
  - Deferred to May 19, 2008 meeting
- f. Senate Elections Update – Jeff Lamb, John Nagle
  - Three nominees for at-large positions; two declined, leaving one nominee (no paper election for this)
  - Two candidates for adjunct positions, adjunct faculty will elect their representative
  - Will conduct straw poll ballot on proportional representation
  - Labels have been printed; envelope stuffing assistance needed: Senator Nagle volunteered to help
  - Will send out email to Senate regarding assistance, time, and location
- g. Distinguished Faculty Awards Update – Thom Watkins
  - Seven candidates for full-time and no candidate for adjuncts
- h. SCC Graduation, Presenter and Marshals – President Kropp
  - No retirees responded to invitation to present degrees
  - Senators Conrad, Watkins, Florence, Lamb will be presenters; Bob DaPrato and Gail Kropp will serve as marshals

## **7. Action Items**

- a. Resolution Commending Kathy Kearns for Supplying Tenure Tea Mugs
  - Motion to Accept – Senator McDermott; M/S/P – Unanimous
- b. Approval of \$100-\$150 Allocation to Fund Dessert for Fall Flex Faculty Luncheon
  - Motion to Approve – Senator Blair; M/S/P – Unanimous
- c. Approval of Allocation of Remaining Staff Development Funds – Conference, Travel Use
  - Motion to Approve – Senator Blair; M/S/P – Unanimous

## **8. Action Reminders**

- Banner Information
- Academic Freedom and Responsibility Policy
- Relationship of Curriculum Committee and other subcommittees to the Academic Senate
- Consider establishment of Consent Agenda for all meetings

## **9. Announcements**

- Senator Florence presented a “Thank You” gift, a tea set created by ceramics instructor Kathy Kearns, to President Kropp for being “the best, fearless leader for all these years as the President of the Academic Senate.” President Kropp was totally surprised, accepting the gift with many, many “oohs” and “ahs” all around. President Kropp thanked the Senate stating that “It has been a pleasure to work with all of you for many years; you have been a great team and you will continue to do great work.”

## **10. Adjournment**

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