



## ACADEMIC SENATE

### ADOPTED MINUTES

NOVEMBER 19, 2007

BOARD ROOM - 626

3:00-5:00 p.m.

**1. Call to Order:**

Vice-President Lamb called the meeting to order at 3:05 p.m.

**2. Roll Call:**

Jeffrey Lamb, Vice-President

Abla Christiansen (standing in for 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/Excused:* Robin Arie-Donch, Gail Kropp, Sarah Nordin, Jackie Rock

Senate Administrative Assistant Mary Swayne

Others Present: Basic Skills Coordinator, Josh Stein; Office of Admissions and Records, Dean Catherine Fites-Chavis; Research and Planning Director, Rob Simas

**3. Approval of Agenda – November 19, 2007**

Motion to Approve – Senator Watkins; Discussion: Vice-President Lamb: Will call for Item 8.a. vote after Item 7.a. if time is of essence. Add Vice-President's Report – Jeffrey Lamb as Item 5. Change Item 5-Reports to Item 6-Reports. Add Faculty Online Survey and Student Online Survey Reports – Rob Simas as Item 6.c.  
Vote to Approve as Amended - Unanimous

**4. Approval of Minutes – November 5, 2007**

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

**5. Vice-President's Report – Jeffrey Lamb**

**a. 11/7/07-FABPAC Meeting**

- “Budget basics” – Understanding Growth and Restoration Strategies

**b. Shared Governance Council (SBC)**

- Animal on Campus policy (D100 #1080) received four yes votes, two no votes, and one abstention, and was approved without any deletion or changes
- Governing Board Agenda items reviewed

**c. Academic Senate Executive Council (Gail Kropp, Jeffrey Lamb, Susanna Crawford, Ferdinanda Florence)**

- Would meet on off-weeks of Senate meetings
- Facilitate work flow and delegate responsibilities among the officers of the Senate
- Distributed information on ideas, goals of Senate Executive Council
- Will be an Agenda item for further discussion at a later meeting

**6. Reports –**

- a. Curriculum Committee – Erin Farmer**

- Finished Health Occupation and Humanities division curriculum reviews
- Hiatus from curriculum reviews until oriented with BANNER
- Faculty encouraged to submit curriculum proposals early to balance-out curriculum committee workload
- Ms. Farmer will be available to assist with completing the forms
- Discussion of eCourse and Hybrid addendum forms; noted that the current check-list format insufficiently reflects actual practices, as faculty attempt to include diverse practices of varied instructors
- IVP Kathy Rosengren sent an email to everyone with the forms attached; the forms should go to Ms. Farmer for review before they go to Donna Vessels

Comments/Questions: Senator Crawford asked whether a course taught by multiple instructors should have its DE addendum forms completed by each instructor separately; Ms Farmer noted that only one form should be completed, but that instructors should collaborate to decide on a general format. Ms. Farmer noted that the DE committee is authorized to work on issues related to these forms to ensure that they meet Title 5 requirements that some dynamic interaction is taking place between instructor and student comparable to face-to-face instruction. Vice-President Lamb asked Ms. Farmer to raise this issue with the DE committee so that they might discuss possible revisions to the forms to reflect actual practices and remain flexible with the changing uses of technology. The committee's work should then be reported back to the Senate for further discussion. Ms. Farmer added that interested senators were welcome to add their input at the committee's next meeting.

**b. Distance Education Committee – Sarah Nordin**

- No Report – Ms. Nordin not present

**c. Surveys-Student Online Survey and Faculty Online Survey – Rob Simas**

NASPA: Profile of the American College Student questionnaire previously distributed to senators. National Association of Student Personnel Administrators is a national student affairs organization of which SCC is a member.

- SCC does not have an Institutional Review Board to oversee the administering of surveys such as this, reviewing the research for accuracy and compliance
- Previously asked Senate to help in setting up such a Board; recommends Senate do this and put on a future Senate agenda
- Mr. Simas recommended that, in the absence of an official board, Senate should act as that body

Mr. Simas distributed the Profile of the American College Student-Information for Institutional Review Boards and reviewed the instructions for each section. If the Senate approves the survey, SCC would have to sign up to participate by December 14, 2007. It is an online survey that the students take, preceded by an informed consent page. Mr. Simas noted that although a decision is not needed today, the deadline is approaching, and he added his recommendation that the Senate vote to approve the survey. Mr. Simas covered some areas of the survey, summarizing the information it provides about SCC students. The survey should take approximately 20 minutes to complete online. SCC contacts students to notify them that they will be contacted by NASPA and provides a PIN and the URL for each student; SCC then sends NASPA the students' email addresses, and NASPA contacts the student. NASPA charges \$2,000 for a raw data file (students cannot be individually identified) and an analysis to comparable institutions so that we can see where SCC students fit in.

- Faculty Survey – HERI (Higher Education Research Institute) at UCLA
  - HERI Faculty Survey brochure and questionnaire distributed
  - HERI costs include \$675 participation fee, \$2.00 each completion (online survey)

Mr. Simas requested input, asking whether the Senate thought that the HERI survey would be a useful tool, worth his pursuing for SCC.

Comments/Questions: Senator McDermott inquired as to the value of the student profile survey. Mr. Simas noted that the NASPA survey is used to find out more in-depth information about the students, their feelings, technology use, concerns about ethics, etc. so that we might know them better on a human level. Regarding the HERI survey, Mr. Simas noted that SCC can add questions, but we cannot change wording. This was built on a four-year model; we can look at it to see if there is information that would be useful, applicable to SCC. Senator Blair suggested that the faculty survey may not be worth that much money, noting that many of the questions do not apply to what we do. Senator Florence noted that such a survey might be of greater use to the CTA. Vice-President Lamb added that we could develop something on our own that is similar. Mr. Simas stated that he would be willing to work with someone to develop our own homegrown survey. Senator Fuller asked if someone wanted to do a study of student behaviors on campus, s/he needed a signed inform-consent form to do so. Mr. Simas noted that, at present, there is no policy dictating such a requirement; he emphasized that an Institutional Review Board is needed as a “set aside body” to develop policies and decide whether a survey is appropriate. He added that the formation of such a board and its policy and procedures might begin with the Academic Senate. Vice-President Lamb asked for clarification, regarding the Senate’s immediate responsibilities vis-à-vis the NASPA survey. Mr. Simas requested action before the December 14, 2007 deadline, and Vice-President Lamb stated that the Senate would add NASPA as an Action Item on the December 3, 2007 meeting agenda.

**d. Flex Cal Committee – Jeffrey Lamb**

- Several workshops and panels set up
- Program ready to go except for titles, descriptions for the presentations

**7. Information / Discussion Items –**

**a. Implementation of New Math Graduation Requirement – Susanna Crawford**

- Recommendation to the Academic Senate for acceptance
- New Math Graduation Requirement Proposal to be implemented in 2009 read by Senator Crawford

Comments/Questions: Senator McDermott noted the need for support for the increasing number of non-college level math students. Senator Watkins noted that the issue was discussed at B&CS division meeting and they support the proposal. Responding to Ms. Christiansen’s question regarding structure, Senator Crawford stated that Math and Counseling had discussed structuring a pilot program, starting in 2008. The pilot would include linking certain courses in both English and mathematics to a counseling class. She added that it is difficult to separate the math requirement, including the basic skills help for math students, from English, ESL and reading help. This is far-reaching and will affect the majority of our students. Senator Ogden inquired whether there would there be a tutorial group available; Senator Crawford noted that a developmental math lab has been discussed, but an actual physical location is not forthcoming. As an alternative, we would add lab time to the actual course requirement as well as tutor supplemental instruction. Mr. Stein commented that added FTEs will prove the impetus for the provision of physical lab space.

**b. Senate Goals: Senate Representation, Options for Consideration – Joseph Conrad**

- Developed 10 reorganization options
- Distributed Senate Reorganization Options document
- Explained the options and each method of application
- Linked to percentage as opposed to raw numbers
- All presented without bias as options of ways we could do this – informational only

Comments/Questions: Senator Blair asked whether the non-proportion-based figures would have to be recalculated when the numbers in the divisions change. Senator Conrad noted that, as faculty numbers change, all the options would require a recalculation of representation numbers, at intervals that would be written into the amendment in the constitution. Senator McDermott

asked why adjunct representation was omitted, and Senator Conrad noted that the numbers presented include divisional representation only – the adjuncts and at-large senators are not addressed here. Senator Fuller expressed her feeling that Library should have separate representation from Counseling; senators discussed the complications of representation for compound divisions (such as Math-Science) if allocated more than one senator. The possibility of making Library an ex officio position was raised. Vice-President Lamb recommended that senators get some feedback from their divisions for further discussion at a later date.

- c. Priority Registration, Counseling Perspective – Abba Christiansen for Robin Arie-Donch
  - Ms. Christiansen distributed AP 5055 Enrollment Priorities Administrative Procedure revised by Counseling
  - Ms. Fites distributed “Fall 2007: Analysis of Registration Priority Groups,” which included a chart of the current priority registration system, broken down in exact number of students represented in each priority grouping

Ms. Fites pointed out the educational level/status field, as related to priority group, noting the number of those with associate and BA/BS degrees. Ms. Fites contended that by including transfer units, the number is an inflated number. She asked whether we should give preference to SCC students first and not count transfer units in determining priority status.

- Ms. Christiansen noted that the mission of SCC is to serve all California students; a campus-wide decision to change the priority status will have a huge impact on students.

Comments/Questions: Vice-President Lamb summarized the significant differences between the two drafts of AP 5055 Enrollment Priorities: the inclusion of transfer units or not and the placement of Summer Bridge students. Ms. Christiansen noted that Counseling discussed Summer Bridge and that there were different perspectives; counselors felt that the opportunity for Summer Bridge students to enroll ahead of others creates a “carrot;” however, we do not want them competing to get into classes that sophomores are trying to get into. Ms. Christiansen added that Summer Bridge does not involve a lot of students so that it is not going to make that much difference whether they are at the top priority or before priority #4. She concluded that the continuing students should have the priority over Summer Bridge. Ms. Fites expressed concern that the Summer Bridge students may not get into the classes they need; 50 students are not going to impact the continuing students and they should go back to priority #2. Vice-President Lamb asked whether improved priority positions might be used as a significant marketing tool for this program, which Mr. Stein confirmed. Senator McDermott spoke against Counseling’s position, expressing his concern that if we do not give Summer Bridge students an edge, we will lose them. Senator Crawford stated that Summer Bridge priority involves the cohesion of our basic skills program, ensuring that students are securely placed where they will be helped the most. Senator Conrad agreed, noting that having 50-75 Summer Bridge students register before the continuing students will have far less impact on the continuing students than having the continuing students register before the 50-75 students. Vice-President Lamb noted that senators were instructed at their last meeting to check with constituents and get feedback from them on this topic. Ms. Fites will email the current priority category information to Ms. Swayne and she will send it to the senators. The senators will take this to their next division meetings for discussion, and we will bring this subject back as an item on the next agenda. Senator Conrad asked whether the adoption of this procedure was the Senate’s responsibility. Ms. Fites stated that she presented it first to the Senate to get senators’ agreement before going to SGC.

- d. Faculty Hiring Policy – Division Feedback, re: Item IX c (meaning of *consensus*) in Board Policy #4005
  - Senators Fuller, Florence, Parrish, Conrad, and Watkins each reported that their respective constituents expressed no problem with the wording of Policy #4005, adding that faculty

valued the discussion that the current hiring procedure engenders and faculty was concerned that if we start to change the policy, it may impede the hiring process.

- Ms. Farmer affirmed the value of discussion in the hiring process and remarked that even when holding the minority position at times on a committee, she found hearing the majority opinion to be beneficial.
- Senator Blair stated that she had received many emails from Humanities with different opinions. She read excerpts from a few emails, which expressed concerns that the policy is vague and not uniformly understood.

Comments/Questions: Senator Blair related concerns expressed by faculty that, by revising the definition of consensus, we might be accommodating the least flexible people, that the “squeakiest wheel gets the grease.” Vice-President Lamb requested that the emails be kept in the Senate office for documentation. Ms. Farmer suggested that instead of changing the definition of consensus and the policy, faculty might be encouraged to undergo training for hiring committees. SCC does not have any formalized training for hiring committees. Senator Ogden asked if one might put an addendum in the policy that if consensus cannot be reached then the decision might be delayed. Vice-President Lamb reiterated President Kropp’s cautions about opening the language to change. Senator Blair shared CTA President Diane White’s message to the Senate, which stated “I will strongly discourage the Senate from opening up the hiring process to modification as it will surely result in a weaker, less faculty oriented process.” The senators then discussed how training might be provided for faculty. Ms. Swayne noted that such training might come through Human Resources. Senator Ogden asked if perhaps the Senate should make a recommendation to HR that they consider this. Ms. Farmer noted that there are consultants who actually do this kind of training. Vice-President Lamb suggested that this could be a theme for FLEX Cal at the beginning of the new academic year. He added that the Senate should make an official statement regarding this issue, summarizing the concerns and comments that arose, and stating that the consensus of the Senate was, that as a result of our discussions, we have found value in finding some training for our hiring committees.

**e. Catalog Rights – Robin Arie-Donch**

- Not present, no report

**f. Senate Funding of Counselor(s) Attendance at Faculty Institute for Counseling in February 2008 – Robin Arie-Donch**

- Not present, no report

**8. Action Items**

- a. Resolution 07-04: Proposal for Local Implementation of New Math Graduation Requirement**
- Motion to Move for Approval – Senator Fuller; M/S/P - Unanimous

**9. Announcements**

- Ms. Farmer announced a poetry reading by former poet laureate of the United States Robert Hass at Cody’s on 4<sup>th</sup> Street in Berkeley at 7:00 tonight
- Senator Watkins directed senators to a San Francisco Chronicle article, dated November 12, 2007, discussing Prop. 92 (community colleges funding measure)

**10. Adjournment**

- Motion to Adjourn – Senator McDermott; M/S/P – Unanimous
- Meeting adjourned at 5:00 p.m.