



ACADEMIC SENATE

ADOPTED MINUTES

DECEMBER 3, 2007
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

Robin Arie-Donch, Emily Blair, Joe Conrad, Susanna Crawford, Erin Farmer (standing in for Emily Blair), Ferdinanda Florence, Ruth Fuller, Gail Kropp, Jeffrey Lamb, Lou McDermott, Sarah Nordin, Carl Ogden, Scott Parrish, Jackie Rock, Thom Watkins

Absent/Excused: Emily Blair, Joe Conrad, Sarah Nordin

Senate Administrative Assistant Mary Swayne
Interim Vice President of Academic Affairs Kathy Rosengren

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

3. Approval of Agenda – December 3, 2007

Motion to Approve – Senator Arie-Donch; President Kropp – Ethnic Studies Program’s Use of Board Room has been resolved. Would like to remove Item **7a** from the Agenda; Senator Arie-Donch – due to time sensitivity would like to move Item **7e** up on the Agenda; Item **7e** moved and changed to Item **7a**. Vote to approve the Agenda as modified – Unanimous

4. Approval of Minutes – November 19, 2007

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

5. President’s Report – Gail Kropp

See attached written report.

Comments/Questions:

- President Kropp noted that faculty interested in Live Caption for Distance Education courses should contact Sandy Rotenberg or Jay Field; she will instruct Ms. Swayne to forward the pertinent email to the senators.
- Senator Crawford noted her interest in possibly researching AA degree programs for prisoners. IVP Rosengren noted that she had reviewed this issue very carefully in the early fall and cautioned senators that this program appeared to be a step backwards, considering SCC’s current distance education policies. President Kropp stated that although the Senate has been asked to consider this, it is not a priority this fall and may be something that will be looked at again in spring 2008.
- Discussion of possible festivities for the Senate’s first official meeting, January 28, 2008, with the new VPAA. Senator Crawford will organize a small potluck welcome.

- Senator Lamb favored the inclusion of “Actions/Reminders” at the end of future Senate agendas. Senators all agreed that this should be added for future meetings.

6. Reports

a. Academic Affairs – Kathy Rosengren

- Accreditation visit on November 29, 2007: team met with Superintendent-President at end of visit to debrief. Pleased with Recommendation #6, progress regarding administrative stability, e.g. Robin Steinback accepted VPAA position, waiting for board approval; recommendations for the VPSS position will go to the Board on December 19, 2007; conducting interviews today for a PIO, will go to the Board on December 19, 2007. Regarding Recommendation #7-Fiscal stability: pleased with plan for faculty and staff retirement obligations and FTE gains; not pleased with efforts in containing healthcare costs. Regarding Recommendation #8-Board micromangement: some progress and clear missteps. Overall, probably not a bad report. S/P Fisher informed the team that SCC is feeling “accreditation fatigue.” Dr. Spinks agreed and will recommend that there not be another visit. There will be a mid-term report that is due next year. President Kropp pointed out the need for the Senate to have the subcommittees for accreditation and SLOs structures in place for the report. S/P Fisher wants four (4) faculty chairs for each of the standards with managers as support people. IVP Rosengren stated that S/P Fisher will get a preliminary written report from the accreditation team by the end of the term. He will be able to review and make corrections of fact. The commission is meeting January 9-11, 2008 and probably by the beginning of February we will get a public report.
- The question of the Ethnic Studies Program’s use of Board Room was resolved on December 3, 2007. IVP Rosengren met with Kevin Anderson and Sanford Wright and issued an email that stated: “It was agreed that in the matter of the 2008 spring semester Ethnic Studies presentations, five will be held in college venues other than Board Room and seven will be held in Board Room. Dr. Wright will attempt to schedule the presentations in the Board Room on Wednesdays so the room will be set up for both the Ethnic Studies and the Governing Board meetings. If a speaker becomes available on short notice for the Ethnic Studies series who is not scheduled at the beginning of the semester, every effort will be made to secure the college Board Room for that speaker.”

b. Basic Skills – Josh Stein

- Distributed Basic Skills Committee Report

Mr. Stein pointed out that this is a break-down of where we are across the board. He stated that Basic Skills had a thoroughly worked-through Summer Bridge plan in place in the spring 2007. However, there is no coordinator to lead the program now and therefore the progress has suffered.

Mr. Stein reviewed and explained each component of the report:

- Baseline data
- Faculty Peer-Mentoring
- Information Competency
- Learning Activity Centers
- Math
- Reading
- Summer Bridge
- Supplemental Instruction
- Tutoring

Comments/Questions: IVP Rosengren confirmed that the previous Summer Bridge coordinator was not able to maintain that commitment; she has discussed the matter with Dr. Waits and Erin Vines, and they agreed this should be a counseling position, which they hope to advertise as a 40% position for spring and 20% summer and thereafter. If no one in the counseling area is interested in doing this, they will probably hire an adjunct counselor to run Summer Bridge. Mr. Stein affirmed

Senator Crawford's inquiry, that the English Reading/Writing lab tutors were recruited from the SCC student population, and had been hired and in training 6-8 weeks prior to going into the labs. Senator Arie-Donch inquired as to the possibility of evening tutoring; Mr. Stein noted that that is a priority, along with tutoring at the other campus locations, but that the funding does not support it yet. He added that once BANNER comes on board and we find software solutions that allow us to unify what is happening within the district, the ability to transparently move those services around from center to center will be much better for students. Senator Crawford stated that the Math Department, the Director of the Tutoring Center, and the Math Activity Center Director adamantly believe that the student tutor rate of \$7.50 an hour is just too low to recruit Math tutors. President Kropp noted the proposal to raise the rate; IVP Rosengren stated that they are working on it in EC and it will come up again next week. She added that the Basic Skills group has done an incredible amount of work this semester and since the beginning. It is beginning to work like a "well oiled" machine, with great thanks to Josh Stein. Everyone agreed with a round of applause of appreciation.

c. Curriculum Committee – Erin Farmer

- Completed Health Occupations and Humanities curriculum reviews
- Curriculum Committee will suspend division curriculum reviews for a year
- Will do training and retraining during that time
- Curricunet project will be worked on; Ms. Farmer invites suggestions for functions that might be appropriate for Curricunet to take on
- Online approval process discussed; the forms for Regular Effective Contact and Adaptation of Methods of Evaluation and Instruction are flawed when it comes to our program. They do not match with what we do and we need more appropriate forms from the Distance Education Committee

d. Distance Education Committee – Sarah Nordin

- Absent, no report

e. Flex Cal Committee – Jeffrey Lamb

- Brochure close to being printed
- Keynote speaker is still not secured; Flex Cal may not have a keynote address, we may do other activities instead
- Panel to talk about academic professionalism (1 hr) presentation on a required day; recommendations for speakers who embody academic professionalism invited

f. Treasurer's Report – Susanna Crawford

- No activity to report.

7. Information / Discussion Items

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

- Distributed Counseling Faculty Development Institute information sheet
- First time CDFI focus is on counseling
- Agenda will be counseling issues, leadership issues
- Attendance depends on funding – limited to five (5) attendees from each college
- Total attendees will be 75 from all colleges

Comments/Questions: Discussion of possible funding sources. President Kropp and Senator Arie-Donch noted that partial funding may be possible from Articulation. Senator Crawford pointed out that Basic Skills funds should be used instead of Academic Senate funds. President Kropp explained the status of the Academic Senate funds and the staff development funds. The cost per attendee would be approximately \$1,000. IVP Rosengren recommended that one participant might

be funded from Matriculation funds, and two from Basic Skills funds. To apply for Basic Skills funds, counselors would fill out the conference request form and submit to Academic Affairs.

b. Curricular Changes in Title 5 – Kathy Rosengren

- Distributed Title 5 documents, letter from CCCCCO
- Reviewed CCCCCO Significant Changes to Curriculum Regulations
- Explained the changes to Title 5 via PowerPoint screen printouts
 - Frame 3-55002 Course Standards
 - 5502.5 Credit Hours
 - Frame 4-55007 Multiple Enrollment
 - 55022 Pass/No Pass Option
 - 55024 Withdrawal
 - 55025 Grade Changes
 - Frame 5-55040 Course Repetition – Substandard Work
 - Frame 6-55063 Associate Degree
 - Frame 7-55070 Credit Certificates
 - Frame 8-55100 Stand-alone Course Approval
 - 55150-55 Noncredit Courses/Programs
 - Frame 9-55200-10 Distance Education
 - Frame 10-55220 Excursions and Field Trips
 - Frame 11–Timeline; 55024 Withdrawal

Comments/Questions: Discussion of 55025: Senator Crawford asked IVP Rosengren for clarification; if a student wants to change a ‘W,’ they would have to prove the instructor discriminated against them; or, if an instructor can no longer be reached by SCC, a student could request a change from another instructor. IVP Rosengren explained that the burden of proof is entirely on the student. IVP Rosengren then pointed out that in section 55070 changes in Credit Certificates have to go through the Curriculum Committee and occupational certificate changes also have to go through the regional deans’ groups. Regarding section 55150-55, SCC does not have a noncredit program, but it is going to be a mission of SCC to begin phasing in noncredit courses. Noncredit courses will have to go through the Curriculum Committee; that is the only way that we can get the enhanced funding for noncredit. IVP Rosengren added that the timeline has changed for the Consultation Council, from November to January 2008, and the first reading for the Board of Governors is March 2008. President Kropp noted that the Senate will revisit Title 5 changes as an Information/Discussion item in February, 2008.

c. Priority Registration, Response from the Divisions

- Ms. Fites distributed AP 5055 Enrollment Priorities Administrative Procedure/Draft Compromise
- Removed ASSC from Priority 3 as counselors recommended
- Re-entered transfer units in Priority 4 as recommended by counselors
- Moved new, first time students who participate in assessment and orientation (Priority 5) after continuing SCC students (Priority 4)
- Still disagreement from Counseling regarding placement of Summer bridge and athletics
- Ms. Fites informed the Senate she is seeking agreement to the placement of Summer Bridge and the athletes in priority 3 and agreement to this draft compromise

Comments/Questions: President Kropp noted that the main point of contention appeared to be the placement of athletes and Summer Bridge students in Priority 3; some counselors do not want these students that high on the priority list, but other divisions want to see them up there. Senator Arie-Donch stated that since Summer Bridge and athletics are two separate issues, it might be good to discuss them separately; some might want to place Summer Bridge over athletics, or vice versa. She further inquired as to why military and veterans were not included in this draft in Priority 1. Ms. Fites agreed to include them with Priority 1. President Kropp clarified that with their inclusion

in the top priority, Priority 3 becomes Priority 2, and all the priorities move up for a total of 6 priorities. President Kropp noted that this is an Information/Discussion item that has been discussed several times in past Senate meetings; therefore, it is appropriate to make it an Action Item at this meeting so that the Senate can accommodate Ms. Fites' request for action today. Motion to move Item 7c to Action Item 8b – Senator McDermott; M/S/P – Unanimous. Motion to approve the Draft-Compromise as amended- Senator Lamb; M/S/P with one abstention. President Kropp clarified that this recommendation will be forwarded to the Shared Governance Council and that the Senate will have an opportunity 18 months from now to revisit the policy. Ms. Fites affirmed that the impact of the policy will be monitored, and that she will return within 18 months with some data.

d. Catalog Rights – Robin Arie-Donch

- Information presentation, no proposal
- Distributed a copy of page 39 from SCC Catalog dealing with catalog rights
- Review this copy and we will discuss at a later date
- Catalog rights have changed over the years
- Prior to Summer 1990, SCC catalog rights did not require continued enrollment; a student could enroll 15 years later under the catalog rights s/he first matriculated under, but SCC Summer 1990 catalog started requiring continued enrollment; students must take one course during the academic year to maintain current catalog rights.

8. Action Items

- a.** Senate approval to proceed with the NASPA Student Profile Research Study in accordance with guidelines submitted by the Office of Research and Planning
Motion to approve – Senator McDermott; M/S/P – Unanimous
- b.** Acceptance of Amended Compromise AP 5055 Enrollment Priorities Administrative Procedure;
Motion to accept amendments – Senator McDermott; M/S/P with one abstaining

9. Announcements

- Senator Watkins stated that the Senate would like to recognize Vice-President Lamb's exemplary job conducting the meeting of November 19, 2007
- President Kropp informed the Senate that Trustee Keith's father died before Thanksgiving. The Memorial Services is Sunday at 3:00 p.m. The Senate agreed to send a condolence card.
- IVP Rosengren announced that this is her last Academic Senate meeting. She stated that she was very, very pleased the Senate has welcomed her and that it has been a real pleasure to be at the Senate's meetings.

10. Action/Reminders

- President's Christmas Party December 7, 2007 from 3:00-6:00 p.m.
- Distance Education caption opportunities
- Talk with divisions on Academic Senate representation; be prepared to give feedback at the February 2008 meeting
- Flex Cal – recruit Flex Cal committee members and a presenter to speak on professionalism
- Bring treats for the joint January 28, 2008 meeting
- Send Title 5 changes to constituents; Ms. Swayne will send to senators.

11. Adjournment

- Motion to Adjourn – Senator McDermott; M/S/P – Unanimous
- Meeting Adjourned at 4:58p.m.

President's Report for Senate Meeting of December 3, 2007

1. News, communications from ASCCC

11/15 Reminder from Michelle Pilati, Chair, Counseling and Library Faculty Issues Committee, to encourage counseling faculty to sign up for 2008 Counseling Faculty Institute to be held at the Westin South Coast Plaza, Costa Mesa, from February 22-24, 2008

2. News, communications from CCCSO (Chancellor's Office / Systems Office)

11/30 News release re summit meeting convened by CCCSO at Chabot College to address the barrier the cost of textbooks has become to student access and success at CCCs (constitutes 133% of enrollment fees for average full-time student according to CCCSO). Group includes representatives of students, faculty, bookstore managers, student services and instructional administrators, business officers, librarians, educational technology innovators, community college presidents and trustees, book publishers and used book wholesalers. Goal of meeting: to begin framing an action plan to reduce the cost of textbooks. Group reviewed recent studies, discussed existing practices and proposed initiatives that can reduce textbook costs. Stakeholders made presentations on textbook rental programs, collective purchasing, expanding the used textbook market, faculty textbook adoption policies as well as digital, interactive alternatives to traditional textbooks. Summit was co-sponsored by the Community College Committee of the California Association of College Stores and was intended to be the kick-off meeting for an action planning group as called for in the System Strategic Plan. Recommendations will be presented to the Board of Governors in March.

11/29 Invitation to apply for funding for live captioning for DE courses through CCC Live Caption. Eligible for funding: 1) captioning of real-time, synchronous DE courses; 2) captioning of live video streaming and live web casts; 3) off-line, asynchronous captioning and/or transcription of DE courses, videos, DVD's, podcasts and other digital media (i.e. QuickTime, Real Player or Windows Media) used in DE courses - *item #3 new to grant!* Have forwarded to in-coming DE Coordinator Sandy Rotenberg, VPAA Kathy Rosengren, and VP Technology Jay Field. Senators: you might want to advise interested faculty in your divisions about this opportunity.

3. SCC news, communications

11/15 & 12/6 Senate President is the faculty representative serving on the hiring committee for the executive assistant in Academic Affairs (to replace Judy Spencer, who has assumed the duties of Executive Coordinator in the Office of the Superintendent-President). Committee members are IVPAA Rosengren, Dean Bob Myers, EOPS/DPS Administrative Assistant Pat Mitchell, and ASP Kropp. Committee met 11/15 to develop screening criteria, interview questions; interviews scheduled for 12/6.

11/16 Reminder from LOAC Tracy Schneider re the 2008 Accreditation Institute, January 25-27 at the Hilton Pasadena. Full program of events is now available online at <http://www.asccc.org/Events/Accreditation.htm>. Last day to register is December 14, 2007. Limit is 5 participants per college. Tracy will be a presenter at the institute. Senators: do we want to consider sending additional faculty member(s)? I'm assuming Tracy's registration and some of her travel costs will be covered by the ASCCC but will check to be sure.

11/19-11/26 Second interviews for the VPAA were held on Monday, 11/19. Committee members in second interview were S-P Fisher, I-VPAA Rosengren, VP Technology Field, AS President Kropp, and Executive Coordinator Judy Spencer. Committee selected Dr. Robin Steinback, who is currently a Campus Dean (Dean of Instruction for the Menifee Campus) at Mt. San Jacinto College. Reference checks conducted by VP Fields and ASP Kropp 11/20; offer made and accepted 11/26. Employment of Dr.

Steinback will be on the Board agenda this Wednesday, 12/3, and she is scheduled to begin work the first week of January.

11/29 Accreditation Team Visit The team asked to meet with campus leadership to ascertain our perceptions regarding institutional progress on the three recommendations, #6 (management stability), #7 (fiscal stability), #8 (board leadership). I addressed my comments primarily to recommendation #6, citing the recent and pending management hires (Superintendent-President, Humanities Dean, VPAA, VPSS) as evidence of significant progress in this area.

11/29 Spring 08 Final Schedule correction from Bob Johnson (distributed via Academic Affairs). Sent by VP Rosengren using \$-ALL. Senators: please remind faculty members in your divisions to consult.

4. Meetings with VP Academic Affairs & VP Student Services

11/16 Met with VPSS Lisa Waits to discuss Academic Integrity Policy passed by Senate in March 2005. Agreed we would bring Honor Code and AIP to ASSC and SGC as information items in December. We won't ask either body to vote on the policy but want the campus community to be fully informed about the code, policy, and procedures. VP Waits will arrange to put the AIP on December EC, ASSC, and SGC agendas. We agreed that when the BP 5000 series (board policies dealing with the student services areas) comes up for review in SGC in 08/09, we will incorporate and cross reference features of the Honor Code and AIP. Also agreed that Honor Code should be published in the schedule of classes and college catalog and posted online. Also briefly discussed priority registration; Dr. Waits would like the discussion to be more data-driven and has asked Rob Simas to provide us with data currently available.

11/26 Met with VPAA Kathy Rosengren & CTA President Diane White to discuss:

- Up-coming accreditation visit 11/29
- Possibility of using basic skills funds to help finance counselor attendance at ASCCC Counseling Faculty Institute in February (counselors should discuss with VP Rosengren and Basic Skills coordinator Josh Stein if Senate concurs)
- SCC attendance at ASCCC Accreditation Institute in January (possibly new VPAA and 1-2 senators; would need to seek funding through Superintendent-President's budget)
- Basic Skills Self-Assessment Rubric from the State which is due very soon to secure next year's funding and should have Senate input
- Issues from the CIO conference VP Rosengren wishes to discuss with the Senate (cf. agenda item 7a)
- Need for clarification with Curriculum Committee what is/is not within the purview of the committee to discuss when considering courses and programs for approval or review (e.g. workload, class size, budget, activity point value, funding should not be part of the discussions)
- Agenda for the January 28 Joint Meeting, 2 major topics: 1) outcomes assessment – report from LOAC Tracy Schneider and trainers on first Flex pilot assessment & discussion of next steps; 2) workshop to practice using the new priorities proposal form introduced at the August Joint Meeting. We will use the 08/09 institutional priorities as examples so that we will be ready to draft the 09/10 priorities in February.

5. Meetings with Superintendent-President

11/9 Updated S-P on issues from Plenary (cf. President's Report 11/05/07). Discussed what SCC should be doing to prepare for our Midterm Report, which will be due 08/09 [we were accredited 05/06 for 6 years, 06/07 – 11/12; midterm falls during 08/09]. EC would like to have accreditation teams established for each of the four standards, faculty-led with management serving as resource people. Team leaders will work with ALO (Accreditation Liaison Officer), the VPAA. Need to set up structure and timeline this year. I advised S-P that we plan to create a standing sub-committee of the Senate modeled after ASCCC's

Accreditation and SLO Committee and that this could provide the umbrella organizational structure for a campus wide accreditation steering committee. Senators: we need to begin planning the composition and charge of this committee as well as inclusion of it and the newly created DE Committee in our by-laws. S-P updated me on changes in configuration of 600 building: 604 will be converted from classroom to office space; for now 603 & 605 will remain classrooms. Eventually, 600 will be used for administrative purposes only, but with Measure G we are adding 33 additional teaching spaces: building 400 – 6, building 800 – 2, building 1700 – 3, building 1800B – 8, Vallejo Center – 10 net new, Vacaville Center – 7 net new [36 new – 3 ‘lost’ from 600 = 33].

11/28 Presidents’ Meeting

3 union presidents, Jeff Lehfeldt, Cynthia Simon, Diane White and Senate President meet monthly with S-P after SGC meeting. 11/28 discussed accreditation visit 11/29, college holiday party December 7, and Cynthia’s request that we consider establishing an educational partnership with California State Prison Solano modeled on the program at Palo Verde College and Ironwood State Prison, which has awarded over 300 AA degrees to inmates at Ironwood and Chuckawalla Valley state prisons in Blythe. Agreed to discuss further when new VPAA arrives. VPSS Waits has also requested additional information on this program.

6. FABPAC

No meeting since VP report on 11/7 meeting.

7. SGC (Shared Governance Council), meeting of 11/28

- SGC meeting of January 23, 2008 moved to January 30th to accommodate FABPAC need to meet on the 23rd in order to review the Governor’s January budget update
- With completion of 400 building, SGC, FABPAC, and Senate meetings will move to conference rooms there -- part of attempt to reduce number of set-ups in the Board Room and utilize conference and large lecture halls in new building
- Holiday Party 2007 scheduled for Friday, 12/7, from 3-6 in the back room at the Rockville. S-P asked 4 presidents to co-host with him. Foundation will fund the party. Senators: please plan to come and encourage faculty and staff members in your areas to attend
- S-P reported on meeting convened by Helen Benjamin, President of Contra Costa District, regarding Cal State East Bay plans to petition to offer lower division classes at Hayward and Ignacio Valley Road campuses (currently one of only CSUs in state precluded from doing so. Area ccs concerned about adverse effect on cc enrollments. Possible negative impact on Vallejo Center enrollments.
- Reviewed draft agenda for 12/5 Board meeting -- among items of interest: employment of human services/psychology instructor (last of 07/08 full time hires), assistant director of facilities, alternate media specialist, online coordinator, VPAA; retirement of Bonnie Hendryx (fiscal services) and Maggie Terry (OAR); consideration of sabbatical leaves for 08/09; progress report on basic skills plan by Josh Stein
- Under area reports learned that move to 400 building will occur over break, will be moved in by Jan 3 or 4 with grand opening celebration scheduled for Feb 7th (VP Waits invites creative ideas for festivities); ASSC has decided to donate \$22,000 to purchase a clock for campus center; CSEA raised concerns over lack of transportation from Vallejo campus, S-P Fisher working with city to address.

8. Other – at our first ECAS meeting, Jeff, Ferd, Susanna, and I discussed the possibility of including a new item at the end of our agenda, actions/reminders, scheduled for 4:50. This agenda item would allow us to briefly summarize and agree what senators needed to do before the next Senate meeting and Mary would send out an email summary in bullet-point format two days later. Does this sound like a useful idea?