



# ACADEMIC SENATE

## Adopted Minutes

January 7, 2016  
9:00 pm – 12:00 pm

<p><b>1. Call to Order</b></p>	<p>Academic Senate President Michael Wyly called the meeting to order.</p>																																												
<p><b>2. Roll Call</b></p>	<p><u>Members:</u></p> <table border="0"> <tr> <td>Michael Wyly, President</td> <td style="text-align: center;">P</td> <td>Lue Cobene</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Amy Obegi</td> <td style="text-align: center;">P</td> <td>Marivic Macalino</td> <td style="text-align: center;">A</td> </tr> <tr> <td>Andrew Wesley</td> <td style="text-align: center;">P</td> <td>Mark Berrett</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Erin Duane, Secretary/Treasurer</td> <td style="text-align: center;">P</td> <td>Narisa Orosco-Woolworth</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Janene Whitesell</td> <td style="text-align: center;">P</td> <td>Nedra Park, Admin. Assist.</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Jeff Kissinger</td> <td style="text-align: center;">A</td> <td>Nicholas Cittadino</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Joseph Conrad</td> <td style="text-align: center;">A</td> <td>Sabine Bolz</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Ken Williams</td> <td style="text-align: center;">P</td> <td>Teri Pearson-Bloom</td> <td style="text-align: center;">P</td> </tr> <tr> <td>LaNae Jaimez, Vice President</td> <td style="text-align: center;">P</td> <td>Thomas Bundenthal</td> <td style="text-align: center;">P</td> </tr> </table> <p style="text-align: center;">A= Absent      P=Present</p> <p><u>Ex-Officio &amp; Committee Chair Members:</u></p> <table border="0"> <tr> <td>Joshua Scott, Basic Skills Chair</td> <td>Gene Thomas, Distance Education Chair</td> </tr> </table> <p><u>Guests:</u></p> <table border="0"> <tr> <td>Celia Esposito-Noy, Superintendent-President</td> <td>Leslie Minor, VP of Academic Affairs</td> </tr> <tr> <td>Greg Brown, VP of Student Services</td> <td>Karen Lowe</td> </tr> <tr> <td>Joshua Scott, Basic Skills Chair</td> <td>Darla Williams, Kinesiology</td> </tr> </table>	Michael Wyly, President	P	Lue Cobene	P	Amy Obegi	P	Marivic Macalino	A	Andrew Wesley	P	Mark Berrett	P	Erin Duane, Secretary/Treasurer	P	Narisa Orosco-Woolworth	P	Janene Whitesell	P	Nedra Park, Admin. Assist.	P	Jeff Kissinger	A	Nicholas Cittadino	P	Joseph Conrad	A	Sabine Bolz	P	Ken Williams	P	Teri Pearson-Bloom	P	LaNae Jaimez, Vice President	P	Thomas Bundenthal	P	Joshua Scott, Basic Skills Chair	Gene Thomas, Distance Education Chair	Celia Esposito-Noy, Superintendent-President	Leslie Minor, VP of Academic Affairs	Greg Brown, VP of Student Services	Karen Lowe	Joshua Scott, Basic Skills Chair	Darla Williams, Kinesiology
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<p><b>3. Approval of Agenda</b></p>	<p>Senator Cittadino motioned to approve the amended agenda of January 7, 2015 and Senator Obegi seconded the motion. The motion passed unanimously.</p>																																												
<p><b>4. Approval of Minutes</b></p>	<p>Minutes of October 5, 2015 and October 19, 2015 Senator Amy Obegi moved to approve both minutes with the amendment to correct Senator Lue Cobene’s department abbreviation from LS to LA. Senator Andrew Wesley seconded the motion. The motion passed unanimously.</p>																																												
<p><b>5. Comments from the Public</b></p>	<p>None</p>																																												
<p><b>6. AS President’s Report</b> Michael Wyly, AS President 6.1 FAC &amp; Collections Agency</p>	<p>President Wyly read his letter on the subject, representing himself. The BoT (Board of Trustees) tabled the Fiscal Advisory Committee (FAC) proposal to use Conserv, a for profit collection agency until the next board meeting. VP of Finance, Yulian Ligioso was invited to attend today, but he was unable to do so. He will be invited to the next meeting. He has received a copy of President Wyly’s letter regarding the hiring of a collection agency.</p>																																												

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6.2 Hiring Updates	Hiring Updates – President Wyly sent senators an email with an update regarding what happened in the Math and Science departments. It is also an agenda item, 11.1. Consistent over loading of adjunct faculty led to 2 new hires in the math department and 1 new hire in chemistry. The established hiring processes were not followed. The transgressions of process, whether intentional or not intentional, appears to be a pattern seen in the past and present. President Wyly is concerned that the college has spent 2.5 years revising the emergency and part-time faculty hiring policy and to date HR can't provide the status of this policy.
6.3 ASCCC Updates	<p>2015 Spring Plenary will be attended by President Wyly, VP AS LaNae Jaimez and Senator Cittadino. Senator Whitesell will be presenting and representing the senate at the Instructional Design and Innovation Institute on January 19-20, 2016. The Accreditation Institute will be held Feb. 19-20. President Wyly is encouraging accreditation staff to attend. The Academic Academy, to be held March 17-19, 2016 will be dedicated to Equity and President Wyly is encouraging 3SP and Equity staff to send a team to this event to be held in Sacramento. VP AS Jaimez reported that last year's academy was inspiring and fabulous. A preliminary agenda will be available soon.</p> <ul style="list-style-type: none"> <li>• Senator Williams and VP AS Jaimez nominated President Wyly for the Hayward award. VP AS Jaimez thanked Senator Williams for doing the bulk of the work on this project.</li> <li>• Senator Obegi inquired about a replacement for UMOJA Coordinator, Karen McCord who is retiring. VP AS Jaimez reported that a plan to incorporate that position with a Learning Communities Coordinator is being explored.</li> </ul>
6.4 Peer Review Taskforce Update	The Peer Review Taskforce has been meeting every Friday and has accomplished a great deal. Recommendations are being created and will be presented to a Flex Cal group tomorrow. After constituent input the recommendations will be presented to the senate.
6.5 Bachelor's Program Update	The Substantive Change Report has been drafted. President Wyly thanked Jim DeKloe, who took the lead on this project and has sent the draft to VP AA Minor. There is some question if ACCJC will retain authority to accredit BA programs as of March 2016.
6.6 Superintendent-President Transition Planning Report	President Wyly reported that he met with new Superintendent/President (S/P), Celia Esposito-Noy for almost 2hrs last Tuesday. President Wyly took the opportunity to share his concerns regarding the Hiring Process, Accreditation and the BA program.
6.7 GELO/ILO Update	President Wyly confirmed that the GELOs/ILOs will be presented at the next BoT meeting.
6.8 Code of Ethics Update	The Code of Ethics will also be presented at the next BoT meeting.
6.9 Emergency & PT Hiring Policy and Procedure Update	<p>The Emergency Hiring and Part-time Hiring policies and procedures are in Human Resources, and will soon be presented to the BoT.</p> <p>Darla Williams of the Kinesiology department announced that Senator Terri Pearson-Bloom is absent due to a serious family emergency. Darla Williams will attend the Academic Senate meetings as often as she can until Senator Pearson-Bloom can return. President Wyly, on behalf of the senate, will send flowers and a card to let her know that the senate supports her and she is in our thoughts. He thanked instructor Williams for her wiliness to relay information to Senator Pearson-Bloom's constituents.</p> <p>Senator Ken Williams shared that a Horticulture Department volunteer, with 30 years of service to the program, died Christmas day. His memorial service will be held at the VA cemetery in Dixon Wednesday, January 13, at 11:00 am with a celebration of his life following the service, to be held at the American Legion building in Dixon. Anyone interested in attending may contact Senator Williams for more information.</p>

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<p><b>7. Superintendent- President's Report Celia Esposito-Noy, Superintendent- President</b></p>	<p>President Wyly welcomed S/P, Celia Esposito-Noy to the senate meeting. Individual senators and attendees introduced themselves to the new S/P. The S/P shared some of her past work experience. She has been in education for 26 years and started as a classified staff member running the tutoring center at Chabot Community College while serving as the CSEA union president. After that she went to graduate school and worked for some 4 year private colleges. She began her community college work at Los Rios and has taught at other Sacramento area community colleges, as well as south bay area community colleges. S/P Esposito-Noy served as VP of Student Services for 10 years at Consumnes River College and one year there as Interim President. The past year she served as Vice Chancellor of Education for the Chabot-Las Positas District. She has commuted 50 miles or more each way for the past 20 years and said it is a privilege to work in her home community. She also appreciates the standing meetings with the senate and the feedback from these meetings. S/P Esposito-Noy shared that she prefers to use an interest based approach in problem solving, how many interests can be met and will it benefit the greater good and goal. Gene Thomas asked about accountability. S/P explained that first, "accountability" should be defined, what accountability looks like (expectations) and be respectful in the engagement. Her plans for the coming days is to drift in and out of the presentations around the campus to learn about what is going on.</p>
<p><b>8. Vice President for Academic Affairs Report Leslie Minor, VP of Academic Affairs</b></p>	<p>Deferred</p>
<p><b>9. Subcommittee Reports 9.1 Basic Skills Joshua Scott, Chairman</b></p>	<p>Joshua Scott, Basic Skills committee reported that the committee has established its composition as the following: BSI Coordinator, English, ESL, Math representatives, FYE coordinator, DSP Counselor, UMOJA, ASC, VP of Student Services and the Learning Communities Coordinator. They also have plans to include advisory representatives. President Wyly asked Chairman Scott to bring a list for the senate to review. The English department has implemented using multiple measures including high school GPA and high school performance to place students. The Math department is also moving toward this model for placement. The committee is also working on professional development; teachers want to be effective. Senator Wesley suggested that Shirley Lewis be included on the committee to represent the incarcerated student population, who need basic skills. Assessment Committee Chairman, Gene Thomas, asked if the committee has considered noncredit classes. Chairman Scott responded that English and Math are working on this option and the possibility of awarding certificates.</p>
<p><b>9.2 Curriculum Curtiss Brown, Chairman</b></p>	<p>No Report</p>
<p><b>9.3 Distance Education, Dale Crandall-Bear, Chairman</b></p>	<p>No Report</p>
<p><b>9.4 Professional Development, Charles Spillner, Chairman</b></p>	<p>The senate combined Item 11.2 and the Professional Development committee report. Chairman Charles Spillner has chaired the Professional Development Committee for 10 years and is retiring this year. The Professional Development Committee is a small committee, 4 schools represented, with 2 members retiring, the senate needs to work on recruitment for the committee. The current members are Chairman Spillner, Ingeborg Bourdon, Marion Cowee, Ginger Cain and Tracy Drake. The committee worked on fund requests process last semester and worked closely with the AS Administrative Assistant to set the process. Forms to request the funds are online in My Groups. There are other funds available such as Equity and 3SP. The committee is working on how to educate staff about other funding resources. President Wyly said we will need to work closely to transition a new chair. At a meeting December 18, VP Ligioso said the budget is \$30,000 instead of the previous stated \$50,000. He will pursue clarification on the budget. President Wyly noted the current plan is to reimburse unused funds at the end of the year</p>

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and perhaps the committee wants to change the \$200 limit. The Senators agreed that the committee should consider raising the limit. President Wyly also suggested considering using some of the monies to bring workshops to the campus. President Wyly said the committee should consider revising the process/policy and propose any recommendations to the senate. Senator Obegi thought possibly, the reimbursement was too low to make it worth attending and also suggested that if someone applies this year, then someone else should be considered for the next year to prevent the same people from applying every year. Senator Bundenthal suggested even if the amount is increased, the committee could use their discretion as to how much is refunded and not always approve the maximum amount. President Wyly commented that the committee should discuss these issues and inform the senate of their recommendations.

**9.5 Program Review**  
**Amy Obegi,**  
**Chairperson**

The Program Review Committee will be meeting on the second and fourth Mondays of each month. It will be a busy semester as several schools are due for review in February.

**9.6 Assessment**  
**Gene Thomas, Chair**

Chairman Gene Thomas reported that the Assessment Committee had difficulty making quorum last semester. Members came late resulting in quorum being established 15-20 minutes into the meeting; additionally members left during the meeting, causing a loss of quorum. The committee did not meet in December. They have been evaluating the CurricUnet assessment module designed for SF City College. The college coordinator there reported that the module works well. It allows faculty to upload their own work and Chairman Thomas was assured that CurriUnet and Banner will work together, but special programming may be required. The CurriUnet company sent a draft agreement to VP Minor on Nov 13<sup>th</sup> (at a cost of \$20,000) for the CurricUnet assessment module. We currently have CurricUnet for student records and programs. Senator Obegi reported that the assessment module works well and is very user friendly, but staff will need training to use it and must code items correctly. Chairman Thomas noted course outcomes are ineffective for assessing ILOs & GELOs outcomes; the quality is not there and is a large issue. Dean Peter Cammish provided course outcomes for every course and Chairman Thomas will be sampling from Dean Cammish's course data. There was some discussion over which level of data disaggregation will be required by ACCJC. Even the presenters at the Curriculum academy had differing opinions on the level of disaggregation needed. This is required because there can be disparity between student SLOs and grades. There is a need to know why that is happening so strategies can be developed to help the students and possibly connect to Equity resources. President Wyly said Napa Community College was the pilot college for the new ACCJC standards and their report is just published; it could be a good resource. This discussion will be continued in the future.

**8. Action Items**  
**10.1 Senate Goals**

President Wyly reminded the senate that the goals have been adequately discussed at previous meetings. Goal 18 has been slightly altered due to changes made in response to the faculty survey. Additionally it was decided to publish a newsletter, "Senate Hot Topics," after each meeting to communicate pertinent information independently of school meetings. President Wyly is charged to educate the administration on the 10+1 and has offered it to present at any meeting, but no one has taken him up on the offer to date. He will be doing a presentation in this afternoon's meeting and possibly at a fall Flex-Cal session. **A motion to approve the draft summary of the goals was made by Senator Cobene and was seconded by Senator Duane. The motion passed unanimously.**

Discussion – Senator Cobene was concerned that \$20,000 was removed from the original \$50,000 amount allocated to Professional Development without any explanation or knowledge of the senate and this could happened to other committees and programs. The senate should include a goal to address this. Additionally, he stated that the hiring practices should also be a goal, as it is not an accident that hiring practices were ignored, and the administration should be accountable. President Wyly responded by making funding the 19<sup>th</sup> goal and divided the goal of establishing hiring priorities as 14.A and hiring practices/accountability as 14.B.

	<p>There was discussion about creating a goal to address the problem of bullying by faculty and students.. Several Senators reported that they felt bullied by other faculty and did not report it to the Human Resources Department. Another senator who did seek help, felt that the dean and Human Resources were dismissive of the matter. . President Wyly noted that there is a workshop this Friday on “Ethics and Civility in the Work Place.” President Wyly will discuss the matter with the S/P and asked the senators to discuss the matter with their constituents. Senator Bundenthal was adamant that individuals should report it to someone if they feel they have been bullied or, if necessary approach their union. Conversely, Senator Williams experienced an incident 2 years ago and he felt that the Human Resources handled it well through their process.</p>
	<p>Senator Wesley said there is an adjunct vs full-time divide and he would like a senate goal to support adjuncts, provide some outreach, and address adjunct parity. President Wyly said the state has encouraged local senates to engage in support (mentoring) and to address adjunct parity, but not in terms of money. Senator Bolz suggested the wider view of the role of faculty, how we support teachers and learning should be considered as well. Various senators brought up deficiencies such as no training for new staff on Banner or how to use the smart classrooms. . The senate agreed to add this to next year’s goals. These goals will be presented to the deans in the afternoon meeting.  <b>The motion to accept the goals as amended was passed unanimously.</b></p>
<p><b>10.2 Evaluation Form: Task all Subcommittees</b></p>	<p>President Wyly asked for a motion to request all subcommittees to complete the Self-Evaluation Form by the last meeting of spring term. <b>VP AS Jaimez moved to request all subcommittees be required to complete the self-evaluation form and Senator Whitesell seconded the motion.</b> President Wyly suggested that the data from the form could be shared at the last meeting of the semester and it will be good guide for new committee members. <b>VP AS Jaimez added that a self-study questionnaire should be included to inform their self-evaluation. The motion passed unanimously.</b></p>
<p><b>10.3 GELOs &amp; ILOs</b> Gene Thomas</p>	<p>This was combined with the assessment Committee report, Item 9.6.</p>
<p><b>10.3.1 Direction &amp; Calendar</b></p>	<p>Deferred</p>
<p><b>10.3.1 Course-embedded Model</b></p>	<p>Deferred</p>
<p><b>10.4 Baccalaureate Program</b></p>	<p>The college needs to expedite the Substantive Change Report. Fifteen schools were selected to offer baccalaureate degree programs. To date only 2 or 3 pilot colleges have not filed a Substantive Change Report. SCC is one of the three largely because it was the last college selected. Mira Costa is our Bio-Tech partner college in southern California and has 10 courses planned. The work to develop the courses is split, SCC will develop 5 courses and Mira Costa will develop the other 5 and then exchange the course work. A meeting is scheduled with CSUs to encourage acceptance of the BA work. Two Biotech positions with 30% release time were created to fast track the 10 courses through the Curriculum Committee by the end of spring semester. Any full time faculty interested in serving on the hiring committee should contact President Wyly immediately. The Daily Republic newspaper reported baccalaureate program as 1 of the top 10 stories of last year. President Wyly thanked Jim DeKloe for his very work hard of drafting the Substantive Change Report. Evidence still needs to be gathered and the report will be presented to the senate as a future information item. A steering committee composed of identified discipline faculty for the development of the upper division GE courses such as Bio Ethics and Statistics is needed. <b>A motion to approve the GE steering committee was made by Senator Williams and Senator Cobene seconded the motion. The senate voted unanimously in favor of creating a GE steering committee.</b></p>

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<p><b>11. Information &amp; Discussion Items</b></p> <p><b>11.1 Hiring</b></p> <p><b>11.1.2 Hiring Process</b></p>	<p>President Wyly noted that there is a process for assigning faculty courses and it is very easy to accidentally over load faculty. However there is an individual work load report that comes back to the dean from Fiscal that highlights overloaded staff, yielding an opportunity to fix the problem. Deans are well aware of the process and ramifications of overloading faculty. Furthermore, there is an additional approval process if faculty are overloaded. The fact that the hiring process was not followed resulted in adjunct faculty being deprived of an opportunity to apply. Also tenured faculty were prevented from participating in the selection of potential future colleagues, forwarding names, and the selection of a hiring committee chair. All adjuncts, lost their spring overload classes, resulting in the cancelation of some courses which negatively impacts students. Because this has happened before, there seems to be a pattern of disregard for the hiring processes. No apology was offered and no one seems accountable. S/P Esposito-Noy suggested that the college provide mentoring for deans. Senator Berrett suggested an action item to inform the BoT of all the ramifications of the hiring process breach that occurred. President Wyly countered by suggesting a resolution, Senator Berrett agreed. The resolutions are more effective if the senate can prescribe what should happened.</p>
<p><b>11.1.3 Discussion of Senate Resolution</b></p>	<p>President Wyly will develop a letter for the BoT. The improper hiring has put the Faculty Association in a difficult and conflicting position as it must represent the 3 hired staff members and the adjunct staff. President Wyly and the Executive team will use this input and any additional input to draft a resolution. The deans will be present in the afternoon meeting and this issue can be discussed at that time.</p>
<p><b>11.1.4 Calendar</b></p>	<p>This will be discussed in the afternoon meeting with the deans, because the hiring problems are related to the hiring calendar. Senator Cobene noted that no administrative dean has acknowledged the hiring problems that have occurred.</p>
<p><b>11.1.5 Dual Enrollment</b></p>	<p>President Wyly said the state passed a bill for dual enrollment (HS and College) and our courses can be offered at high schools and taught by high school instructors. It will be very important for hiring practices to be followed as this program evolves and discipline faculty are involved. Kelly Penwell is now in charge of high school outreach and dual enrollment. The senate will be working with her and she has been invited explain her work. Currently there is no procedure to identify which courses can be dual enrollment courses. Senator Cittadino wondered if there was a cap on the number of students who could dual enroll. Senator Whitesell said a taskforce did generate a list of course that could be dual and task force member Sakai Cabrera composed the list. President Wyly thought Sakai Cabrera could also be a helpful presenter to the senate on this topic.</p>
<p><b>11.2 Professional Development</b></p> <p><b>Charles Spillner Chair</b></p>	<p>This report was combined with item 8.4</p>
<p><b>11.3 Program Discontinuance Update</b></p>	<p>President Wyly read excerpts Board Policy/Procedure 6105, Program Discontinuance which outlines the next required steps, including the development of written assessments as well as the identification of programs to Curriculum by the VPAA, including timelines. President Wyly is unsure where the administration is in the process. Senator Berrett reported that one CTE program has completed the self-study and received feedback from the industry. Every school dean was asked to identify a course for the process. Senator Berrett noted that the senate objected to the idea of deans picking a course and asked for senate action on this issue. The meeting was already running over time so President Wyly asked that Senator Berrett send him an email with his proposal for action on this matter. This also can be discussed in the afternoon meeting with the administrators.</p>
<p><b>11.3.1 Input from Sub Committee Chairs</b></p>	<p>Deferred</p>

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<b>11.3.2 Actions in Spring</b>	Deferred
<b>11.4 Dare to Declare</b>	Last year the senate passed a resolution to encourage faculty attendance and senate participation at the graduation ceremony. It was effective as more faculty attended last year than in the past. President Wyly proposed that we pass the resolution for this year as well to celebrate our students.
<b>11.4.1 Graduation</b>	
<b>11.4.2 Completion Agenda &amp; Student Outreach</b>	President Wyly proposed reinitiating the Dare to Declare Project. The Counseling Department was interested in this project but other priorities arose and the task was not accomplished.
<b>11.4.3 Student Completion Outreach Taskforce</b>	President Wyly asked the senate if they wanted to create a taskforce to create the Dare to Declare document for students in conjunction with VP SS Brown. VP AS Jaimez agreed that a taskforce is needed and she was willing to participate on it.
<b>11.5 Elections</b>	The election process will start early February with the goal of being completed sometime in March. The President and VP terms are up this year and both intend to run for re-election. If a school representative term is up, then the school will need to hold their own election. Academic Senate holds elections for the president, VP, adjuncts positions and at-large senators.
<b>11.6 Flex-Cal</b>	Senators Whitesell, Bolz and Flex-Cal committee member Ingeborg Bourdon worked on revisions to the Flex-Cal form. Currently there are 6 different forms being used across the campus. A draft of the new form was passed out for review and the form will be action item on the next agenda. Please forward any suggested changes to Senator Whitesell.
<b>12. Action Reminders</b>	Deferred
<b>13. Announcements</b>	Deferred
<b>14. Adjournment</b>	<p>Senator Cittadino motioned to adjourn the meeting and Senator Orosco-Woolworth seconded the motion. The meeting adjourned.</p> <p>Attachments:  Draft Summary of AS Goals for AY 15-16 with F2015 Updates  Prior Approval for Flex-Cal Optional Hours</p>

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