



ACADEMIC SENATE
Meeting Minutes
March 7, 2016
3:00 pm – 5:00 pm

Call to order	The meeting was called to order by Senate president Michael Wyly at 3:00 pm.
Roll Call	<p><u>Present</u> Michael Wyly, President; LaNae Jaimez, Vice President; Erin Duane, Secretary/Treasurer; Amy Obegi; Janene Whitesell; Joseph Conrad; Ken Williams; Lue Cobene; Marivic Macalino; Mark Barrett; Nicolas Cittadino; Nedra Park; Sabine Bolz; Scott Parrish; Joshua Scott; Thomas Bundenthal</p> <p><u>Guests</u> Celia Esposito-Noy, President/Superintendent Yulian Ligioso, VP Finance Curtiss Brown, Curriculum Chair Kelly Penwell Presenter</p> <p><u>Absent</u> Andrew Wesley; Jeff Kissinger; and Narisa Orosco-Woolworth</p>
Agenda approval	Motion to approve agenda was made, seconded, carried.
Approval of Minutes	There were no minutes to approve
Public Comments	There were no comments from the public
AS President Update <i>6.1 ASCCC Updates</i>	Reminder that next week is the Academic Academy, which will be focused on student success and equity; President Wyly will be in attendance representing the ASCCC Transfer, Articulation and Student Services committee and Professor Melissa Reeve (ESL) will be representing the College. President Wyly encourages additional SCC attendance.
<i>6.2 Board/Policy Review Sub-Committee</i>	A number of additional board policies coming our way from Academic Affairs and HR; instead of having to bring every policy through the senate, President Wyly proposes that we put charge a board policy review taskforce composed of 2-3 senators who will act as POC for administrative partners and bring any changes to senate for action. Solicited volunteers; Senator Obegi asked what the board policies pertained to so right people can be selected; examples include curriculum development, recommended changes, multiple policies where we do not have procedures, etc. S-P Esposito-Noy explained policies are required for board approval while procedures are not; difference between policies (you will do this) and procedures (this is how you do it); helpful to have procedures for all policies for best

	<p>practice. No consistency – need to link procedures to policies. VP Barrett to chair the task force; President Wyly asked Curtiss Brown if he would be interested in also serving since he is curriculum chair; he accepted.</p>
<p><i>6.3 Program Discontinuance</i></p>	<p>Last Spring identified 2 programs for possible discontinuance – Interior Design and Mechatronics. At the end of Fall term VP Minor requested that the deans identify at least one program that could benefit from the program discontinuance policy and procedure. Responsibility of AS to appoint the review committee once presented to Curriculum Committee. Other programs on hold.</p>
<p><i>6.4 Peer Review Task Force</i></p>	<p>Made recommendations and currently putting into final document that will be vetted at next meeting; will conclude this task force.</p>
<p><i>6.5 Bachelor’s Program Update</i></p>	<p>Faculty coordinators have put together ten COR’s; taken proposed curriculum process and put one class together in terms of how it might look to see if viable. Multiple faculty working on GE portion; sample syllabus for Bioethics has been assembled; COR is next step. From a curriculum side, things are moving ahead. Good progress; advised that SCR will be ready for submission to ACCJC by mid-March.</p>
<p><i>6.6 Emergency & Part time hiring Policy & Procedures</i></p>	<p>There no update at this time; working to schedule an appointment to discuss with Interim VP of HR to ascertain cause of delay and fast track.</p>
<p><i>6.7 Disenfranchised Student Update</i></p>	<p>This topic was pretty evenly divided at last meeting; President Wyly met with S-P Esposito-Noy, VP Minor and VP Ligioso to discuss going forward with ConServ; S-P Esposito-Noy argued that the College must show we are taking steps to recoup. S-P Esposito-Noy advised that under Education code we are obligated to collect fees (general fund revenue); we have to demonstrate to state that we are making concerted efforts to recoup unpaid fees and old debt before attempting to write it off. SCC is required to do a collections effort in order to show the state that we are making every effort to collect fees. Will bookend this with “Sparkpoint” which is a financial literacy partnership with United Way. Skyline has one. The senate should identify clear steps to help disenfranchised students and develop safety nets.</p>
<p><i>6.8 Hiring Process Update</i></p>	<p>Setting target date of mid-April as joint admin-senate meeting to discuss hiring priorities which will affect academic year 2016-17; participatory at the outset. Will need to re-visit the list at the end of the academic year, to accommodate changes and be responsive. Deans have had a different form; in future, both groups will have the same form. Senator Obegi requested that the form be sent out early, to avoid a short turnaround time for faculty. S-P Esposito-Noy developing a schedule, so HR is able to post timely and also not scrambling.</p>
<p><i>6.9 Flex-Cal Approval Form Update</i></p>	<p>Still awaiting response from Academic Affairs with regard to recommendations AS has suggested; a senator advised that she did a mock up as a test and discovered there is no place for School name, so she made that revision.</p>

6.10 Professional Development Funds Update

As of last meeting, met with and secured a PDF process along with a budget code; can move forward with vetted applications. Applications can still be submitted.

Superintendent Report

Attended a management workshop and learned strategies to increase summer FTEs. Goal is 1,000 FTEs for summer – a big goal. Will promote in 4-year school newspapers for transfer credits during summer including on-line courses. Also will work with high school counselors and teachers through Vallejo and Vacaville centers to provide info for their students to enroll this summer. Looking at all elements to develop a comprehensive enrollment management plan.

Peter Cammish and Josh Scott attended board meeting. Peter Cammish presented scorecard results and Josh Scott presented efforts in place and where we are seeing success; well received and board was engaged in presentation.

S-P Esposito-Noy wants to put together a planning summit on 4/20; wants to reach out to Richard Main to facilitate (he has previously been a commissioner on ACCJC and understands planning). S-P Esposito-Noy wants large participation.

VP of Academic Affairs Report

VP Brown presented; advised that we are ensuring that campus contact hours are met.

- Baccalaureate program – with substantive changes, continuing to work to get more detail to make sure SCR goes through this time.
- Accreditation – met with leads to develop a template to canvas so we are all in alignment.
- Budget – started process at the college level; initial review of position control; next steps to identify required and mandatory expenses (contracts, leases, etc.); covers about 90% of budget. Fiscal advisory committee met last week to address Curricunet upgrade/supplement so faculty can store assessments scores directly into Curricunet process and used consistently (Cost – initially \$24K and \$3K licensing annually). CSPS – met with Senator Wesley to discuss program concerns and how to address.

Sparkpoint – a program associated with United Way; designed to help needy. Has been successful at Skyline College for the last 6-7 years; teaching students how to succeed. Students who had individual needs had a 30% completion rate; combined network up to 60% retention rate and up to 90% as they continued; more services used – the higher the retention rate. Housed in numerous areas – counseling, financial aid, and workforce development; depends on where we want to make it work. Topics for next discussion – where does this fit in and how can we participate; how can we best utilize the resource to insure success for our students to eliminate disenfranchisement. Approximately 17 colleges participating. How can it be implemented and what are the appropriate investments? Looking for a long-term commitment.

Will org chart be updated? VP Brown advised that they are working with HR to get it updated. S-P Esposito-Noy asked if there is a re-org of Student Services; VP Brown advised has 27 people who report to him; need to collapse some, structural changes are needed.

Sub-Committee Reports
9.1 Basic Skills

Josh Scott advised that they are gearing up for the Chancellor's Office \$60M BS grant; schools are able to apply for up to \$1.5M; focused on evidence-based moves that can increase the number of students within 3 or fewer semesters of graduation take a transfer level English or Math course and increase the number of students who can earn an AD or meaningful certificate in less time. Opening access and decreasing amount of time. Grant application due 3/25; team went to a CO workshop on 2/22. Part of grant is to focus on professional development (changes in English, ESL and Math); streamlining; develop pathways program where students can declare a major for a professional goal. English has moved to multiple measures – high school as well as assessment results for placement in English – opening access without a drop in success – seen at many other schools. Could also use grant money to develop Math placement which is currently in process of adopting multiple measures but bottlenecked at the counseling level. Expanding non-credit courses – ESL has development a non-credit class – advantages of non-credit – free, you can attend more than once, non-gradable, less paperwork involved. Question from Senate if BS covers only English and Math students; Brown advised that CO definition of BS is English, Math and ESL.

9.2 Curriculum

Curtiss Brown advised that the Bachelor's Degree outline was approved; President Wyly met with CC to summarize their role in approval of upper division curriculum; President Wyly composed then worked with Erin Duane to update the CC handbook to with the apparatus to approve upper division courses and programs; requiring all courses coming through (modified and new) under division planning – be sure to mark their FSA for who is able to teach those courses. Losing curriculum analyst and hope to have a replacement soon. CC will forward course program removal process

9.3 Distance Ed

Coordinator Dale Crandall-Bear is not available; attending a sub-committee meeting and will provide a report out to President Wyly for distribution to the AS.

Action Items

10.1 Upper Division Curriculum Approval Process

Documentation provided by President Wyly. Key changes – wording of introduction, definitions of UD coursework cited; UD program approval language changed to be more in line with handbook; UD program checklist enhanced to include the new content; Appendix A is what working form would look like; Appendix B is resolution passed by AS; Appendix C is complete 2016 Blooms Taxonomy; Appendix E is whole handbook. Approval of this action will direct Curriculum Committee on how to go about approving UD courses and programs; would accept Bachelor Degree handbook as a document of the college. Will also provide evidence for SCR for Bachelors Program. Question from colleague regarding pre-requisite language; perhaps change to eligibility requirement. Moved for approval by VP Jaimez; seconded by Senator Obegi. Motion voted and carried.

Discussion Items

11.1 Dual Enrollment

Professor Melissa Reeve (ESL), VP LaNae Jaimez and Kelly Penwell presented the recommendations of the taskforce for the consideration of the senate. Made decisions based on research and data. In order for a course to receive dual credit, a minimum of two faculty must review the curriculum and assessments; minimum qualifications for high school teachers; differentiation between HS and college faculty (cannot receive seniority while teaching HS classes); instructors would receive stipend of \$500 for classes over 25 students; \$250 for classes under 25. Recommend that first time HS instructors work with an SCC faculty partner who will receive \$150 for each class they work in collaboration. Senator Berrett asked for clarification on faculty and was advised it can include adjunct; best qualified faculty member. Berrett thinks that there could be delays if two faculty members need to endorse based on past articulation delays. Berrett was asked to provide the best wording for HS articulation that he has in mind. Reeve advised it was designed for 2 faculty to make it more robust. Concern from senate that if faculty does not have key courses in their programs it could undermine the program itself. DE to increase enrollments in non-traditional ways. VP Jaimez recommended faculty control clause; self-assessments of both SCC and HS. President Wyly asked senators to take docs back to their constituents for feedback and to forward feedback to him by 3/14 so the documents are available to review in next meeting.

11.2 BP Policies & Procedures

Laurie Gorman advised President Wyly of policies and procedures that need review. To be forwarded to ad-hoc sub-committee so that they can take actions by Senate on date of recommendation.

- **6100** – Designee struck; addition of definition of a credit hour; nothing to object to. No procedures listed, but suspect they exist but are not linked.
- **6205** – No changes to policy, however recognition that we will need a philosophy criteria for baccalaureate degree. Language would be the language already approved for the program; may not meet board approval until after SCR. Don't have procedure (legally required); can use boiler plate language from league or insert local language
- **6205x** – if we have a baccalaureate program, we need a separate one to show on SCR that we are institutionally developing apparatuses to support such a program.
- **Distance Ed** – not required to have a policy but are required to have procedures (circular and points back to 6100)

11.3 Tenure Tea

Senator Cittadino advised that they discussed having it in Horticulture, but it no longer exists due to renovation project; will be back at library. Mugs will now require a donation; President Wyly will contact Ceramics to discuss viable alternatives. New hires will also be invited to attend. Isabel Anderson, English, is the tenured faculty this year. President Wyly requested that date of tea not conflict with the Suisun Valley Review release reading.

11.6 Distinguished Faculty

Senator Williams, as chair, sent out same criteria as last year; April 15th is the deadline for submitting. Please ask constituents for nominations.

<i>11.7 Election Updates</i>	Two nominations for adjunct representative; no nominees from Senator at Large (must be tenured faculty). Erin Duane will look into a way to do ballots digitally rather than by paper. Have to balance security verses colleagues having a voice in elections. Senator Orosco-Woolworth wants to remain on Senate when she returns from maternity leave. President Wyly will reach out to her School to have someone fill her seat until she returns – appointment verses election. Teri Pearson-Bloom will be returning in the fall. Rusty Mayes to represent CTE/Business.
Action Reminders	Next week Peer Review Task Force recommendations will be available. Pease review so we can formalize and take to next step. Up to this body to approve recommendations which will go to negotiating teams to use.
Next meeting	March 21, 2016
Adjourn	Senator Williams moved to adjourn and Senator Conrad seconded.