



ACADEMIC SENATE

Adopted Minutes

August 13, 2015
9:00 am – 12:30 pm

1. Call to Order	Academic Senate President Michael Wyly called the meeting to order.																										
2. Roll Call	<p><i>Present:</i></p> <table><tr><td>Amy Obegi</td><td>Andrew Wesley</td><td>Gene Thomas</td><td>Janene Whitesell</td></tr><tr><td>Ken Williams</td><td>LaNae Jaimez</td><td>Mark Berrett</td><td>Michael Wyly, President</td></tr><tr><td>Narisa Orosco-Woolworth</td><td>Nedra Park, Admin. Asst.</td><td>Nicholas Cittadino</td><td>Sabine Bolz</td></tr><tr><td>Terri Pearson-Bloom</td><td>Thomas Bundenthal</td><td></td><td></td></tr></table> <p><i>Ex-Officio & Committee Chair Members:</i></p> <table><tr><td>Curtiss Brown</td><td>Joshua Scott</td></tr></table> <p><i>Absent:</i></p> <table><tr><td>Curtiss Brown</td><td>Dale Crandall-Bear</td><td>Erin Duane</td><td>Jeff Kissinger</td></tr><tr><td>Joe Conrad</td><td>Lue Cobene</td><td>Susan Gunther</td><td>Sabine Bolz</td></tr></table>	Amy Obegi	Andrew Wesley	Gene Thomas	Janene Whitesell	Ken Williams	LaNae Jaimez	Mark Berrett	Michael Wyly, President	Narisa Orosco-Woolworth	Nedra Park, Admin. Asst.	Nicholas Cittadino	Sabine Bolz	Terri Pearson-Bloom	Thomas Bundenthal			Curtiss Brown	Joshua Scott	Curtiss Brown	Dale Crandall-Bear	Erin Duane	Jeff Kissinger	Joe Conrad	Lue Cobene	Susan Gunther	Sabine Bolz
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3. Approval of Agenda	Moved by Senator Jaimez and seconded by Senator Pierson-Bloom to approve the May 11, 2015 Minutes.																										
4. Approval of Minutes	Postponed																										
5. Comments from the Public	None																										
6. AS President's Report <i>Michael Wyly Summer ASSCC Activities</i>	The ASCCC Leadership Institute was attended by Senator Brown and Michael Wyly. Michael Wyly, Curtiss Brown, Terri Pearson-Bloom, and Gene Thomas represented faculty at the ASCCC Curriculum Institute in July. President Wyly also presented at the Institute.																										
<i>Andrew Young Global Institute (AYGI)</i>	SCC leadership, including the Academic Senate has been involved in nascent Andrew Young Global Institute's efforts in cooperation with its director, Dr. Melvina King, and College Administration. Mission of the AYFI: "The Andrew Young Foundation promotes more just and prosperous communities in the U.S. and globally by developing and supporting a new generation of leadership for a multicultural world." The institute is located at the Vallejo Campus. Discussions held in June and July with the Vallejo leadership emphasized the role of SCC in providing pathways to leadership, industry and higher education in Vallejo. Dr. Melvina King spoke of the need to meet the needs of the community and students. SCC will be hosting Dr. M. King during Flex Cal tomorrow.																										
<i>Shared Governance</i>	This committee met regularly throughout the summer to discuss budgetary issues, in the absence of a fiscal advisory board. At the request of President Arterberry, VP Ligioso is working to reconstitute a committee similar in function to FABPAC. The senate is also in agreement over this need. Yulian Ligioso proposed to reconstitute the fiscal advisory group as a smaller committee. Historically it was a large group, but meeting quorum was often difficult. The proposed composition of the committee still needs to be developed. <ul style="list-style-type: none">• ILOs/GELOs were presented to and approved by the Shared Governance Committee (SGC).• Part time and Emergency Hiring Policy Update – no movement since passing at Shared Governance.• Status of Code of Ethics - This was approved by the SG and is currently pending.• Policy & Procedure – were approved by SG and will be presented to the Board of Trustees next meeting.																										

	<ul style="list-style-type: none"> • Smoking Policy – It has been suggested that we establish specific smoking areas for students. However both Interim President Arterberry and AS President Wyly agreed that the current smoke free policy should stand as is. • Concerns were brought up over the lack of process used in creating new positions in Admissions and Records. For one, these positions would be funded under SSSP although they are not on the plan approved by the Senate last academic year. It was suggested at SGC that they are a part of the plan as these positions would support Degree Works. Two, additional concerns were raised about general process or lack thereof. • Concerns over the proposed Athletic Planning additions were voiced by SGC. Leigh Sata presented a proposal to bring back the football program. There were deep concerns regarding process, including the need for such a program to be informed by the Education Master Plan and not the other way around.
<i>Academic Affairs Hiring process update</i>	<p>This process will start in August and a joint meeting with the VPAA to determine the hiring priorities and a corresponding calendar. Concern was expressed that a clear calendar of hiring priorities is needed. President Wyly will discuss this issue with Interim President Arterberry. Senator Obegi noted that in the past the planning was done in the spring for the next academic year. Senator Obegi asked if a deadline existed for potential retirees to notify the college of their intention to retire. Such a list would be very useful in planning future hiring. President Wyly responded that it is unlikely that the retiring faculty would be replaced due to current budget concerns.</p>
<i>Accreditation Update</i>	<p>A plan is in place for the Accreditation Study Committee. Faculty is needed and the positions include release time. President Wyly asked Senators to encourage colleagues who might be good candidates to volunteer. This committee will be educated on the new accreditation standards and serve to educate others. The work of this group must be included in this year's Accreditation Report, so the need is urgent. Dr. Minor will send an application to anyone who is interested.</p>
<i>Assessment Update</i>	<p>As a part of our effort to meet the requirements of the new ACCJC standards, the Senate and its Curriculum Committee will need to address some new requirements, including the listing of minimum qualifications on the Course of Records [COR] as well as connecting SLO assessments to decisions regarding curricular and programmatic changes. As an aside, at ASCCC Curriculum Institute, President Wyly presented on SLO assessment and curricular/programmatic changes with Sacramento City College Academic President, Virginia May. At that presentation, our program review materials proved to be a great resource of interest to many colleges.</p>
<i>Curriculum</i>	<p>In addition, there are courses in the catalogue that have not been assessed and not offered in the last five years. SCC will need to develop a strategy for assessing and/or removing unassessed courses from the course catalogue to meet ACCJC requirements as well as the practical expectation of student expectations that a course in the catalogue has a chance of being offered. Senators requested a list of unassessed classes. The issue of minimum qualifications to teach a class needs clarification.</p>
<i>Peer Review</i>	<p>Per Senate conversations and goals for the AY 2014-15, the Senate will continue to insist on its purview per Ed Code in leading conversations on the development of possible peer review language. Per previous conversations with the senate, President Wyly will continue to push for the development of a task force to begin looking at possible peer review processes and language in cooperation with the Faculty Association and Administration.</p>
<i>Study Abroad</i>	<p>The work of this subcommittee will continue, perhaps in cooperation with the AYGI.</p>
<i>SSSP and SEP Updates</i>	<p>President Wyly will meet with our new Vice-President of Student Services, Greg Brown, to discuss SSSP and Student Equity planning for AY 2015-16, including timely submission of draft reports to the Senate for input and approval processes.</p>
<i>Faculty & Senate Survey Update</i>	<p>Very few surveys were returned to the Senate. Therefore, President Wyly extended the return date until August 30th and asked all present to encourage their colleagues to complete the survey.</p>

<i>BS in Biomanufacturing in Degree Update</i>	Currently working on bio-tech manufacturing upper division courses. Senate roles, and those roles of its Curriculum Committee, includes the development of curriculum processes and definitions of upper division course work. Work needs to be done to define what constitutes an upper division course at SCC and what upper division GE should look like. The CCCCO is looking at the schools for models. What do we need in terms of professional development for curriculum committee members? Will we require professional development for CC members Upper Division GE.																																							
ASCCC Future Events & Potential Funding Requests	<table> <thead> <tr> <th style="text-align: center;">Event</th> <th style="text-align: center;">Date</th> <th style="text-align: center;">Location</th> </tr> </thead> <tbody> <tr> <td>a. 2015 Area Meetings</td><td>TBD</td><td>TBD</td></tr> <tr> <td>b. 2015 Plenary Session</td><td>Nov. 5, 2015</td><td>Irvine</td></tr> <tr> <td>c. 2016 CTE Curriculum Academy</td><td>Jan. 14-15, 2016</td><td>Napa</td></tr> <tr> <td>e. 2016 Innovation and Instructional Design</td><td>Jan. 20-22</td><td>TBD</td></tr> <tr> <td>f. 2016 Accreditation Institute</td><td>Feb. 19-20</td><td>San Diego</td></tr> <tr> <td>g. 2016 Academic Academy</td><td>Mar. 17-19</td><td>Sacramento</td></tr> <tr> <td>h. 2016 Area Meetings</td><td>Apr. 1-2</td><td>TBD</td></tr> <tr> <td>i. 2016 Plenary Session</td><td>Apr. 20-23</td><td>Sacramento</td></tr> <tr> <td>j. 2016 CTE Institute</td><td>May 27-29</td><td>Anaheim</td></tr> <tr> <td>l. 2016 Faculty Leadership Institute</td><td>Jun. 9-11</td><td>Riverside</td></tr> <tr> <td>m. 2016 Curriculum Institute</td><td>July 7-9</td><td>Tentatively in Anaheim</td></tr> <tr> <td>n. 2016 Fall Plenary</td><td>Nov. 3-5-2016</td><td>Westin South Coast Plaza, (city?)</td></tr> </tbody> </table> <p>The senators requested that the event dates be sent via email.</p>	Event	Date	Location	a. 2015 Area Meetings	TBD	TBD	b. 2015 Plenary Session	Nov. 5, 2015	Irvine	c. 2016 CTE Curriculum Academy	Jan. 14-15, 2016	Napa	e. 2016 Innovation and Instructional Design	Jan. 20-22	TBD	f. 2016 Accreditation Institute	Feb. 19-20	San Diego	g. 2016 Academic Academy	Mar. 17-19	Sacramento	h. 2016 Area Meetings	Apr. 1-2	TBD	i. 2016 Plenary Session	Apr. 20-23	Sacramento	j. 2016 CTE Institute	May 27-29	Anaheim	l. 2016 Faculty Leadership Institute	Jun. 9-11	Riverside	m. 2016 Curriculum Institute	July 7-9	Tentatively in Anaheim	n. 2016 Fall Plenary	Nov. 3-5-2016	Westin South Coast Plaza, (city?)
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Superintendent / President Report	No Report.																																							
Vice President for Academic Affairs Report <i>Leslie Minor</i>	Enrollment Management is a priority for this year. ASCCCJ has noticed that SCC does not have strategic management plan. Academic Affairs, Fiscal and Student Services will be working collaboratively to create an integrated plan to improve scheduling, what programs to offer, determine what size enrollment is ideal for the college and what size can we afford to be. Outreach, Counseling, Admission & Records and Student Services are involved in this process. We need programs to be as healthy possible to maximize enrollment. The Program Discontinuance Policy will be an important factor in this process as well and will be an ongoing process in the future. ASCCJC has reported that 67% of classes have been assessed. We need to work on the remaining 33%, some of which are not being taught or inactive classes and therefore not assessed. ACCJC reminded VP Minor that the catalogue is our advertisement to students and therefore should be accurate. Deans have a list of Discontinued Courses and President Wyly will also send it electronically to Senators.																																							
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Accreditation	The Accreditation Team needs more support and input from faculty in terms of more members to participate. Release time is available for team participants. VP Minor reported that we need more documentation showing what we do and in compliance of making that information available to the public. All committees on campus need to comply with the ACCJC standards and self-assess its work and processes. Entering and updating goals in the Educational Master Plan one aspect of the documentation process. To that end, Peter Cammish created a form for faculty to use to accomplish this task. Faculty are to complete the form, submit it to their Dean and the Dean will forward it to Mr. Cammish for entry into the Master Plan. We need to work on this, as the Educational Master Plan must show a continuous improvement cycle and no goals or updates have been entered in the last 6 months. VP Minor will have the form resent to the faculty. Senator Pearson-Bloom suggested the forms be discussed at school meetings.																																							
<i>California State Prison Solano Project</i>	California State Prison Solano Project- Inmates at in Vacaville piloted 6 correspondence courses with SCC. There were unanticipated challenges with delivery of materials and the return of materials due to the prison check processes for contraband. Classroom space and sites, scheduling times and funding for textbooks were also problematic. The pilot program will be extended and restructured to address the challenges and create a better learning experience for the inmate students. Six courses will be offered this fall. Since inmates have difficulty being hired, the Chancellors Office and state prison officials have requested face to face liberal arts and business classes stressing entrepreneurial skills. Senators Wesley and																																							

	Orosco-Woolworth agreed that face to face classes are more productive. Involved inmates have expressed the need for the program and transferable courses for a degree. Senator Wesley noted that despite the logistical problems, the inmates are very dedicated and want to learn. Senator Kissinger stated that in his social work experience at CSU Sacramento, their program was very successful and reduced recidivism rates. VP Minor related that other institutions are offering classes and more collaborative work should be done to establish boundaries among the institutions. VP Minor requested that the AS consider changing the timeline of this project due to the need to restructure the program. The program is not currently generating FTEs, the goal is to educate inmates so they have some skills to move forward in a positive direction in their lives. President Wyly suggested that we discuss the timeline change on a future agenda.
Aeronautics Expansion	The current bond team is proposing that the Nut Tree property purchased two years ago now be developed for the expansion of the aeronautics program. This will be on the next board agenda.
9. Action Items	None
10. Discussion Items	
10.1 Senate Goals	President Wyly asked Senators to review the list of Academic goals with their constituents and solicit their ideas for new goals. President Wyly will send the list electronically. Additional goals may be added as the need arises. This will be discussed at a future meeting. Results of the self-study survey filled out by senators were shared. However we still need the faculty surveys. We will discuss the surveys at a future meeting as the survey information may need to be incorporated into the goals.
10.2 Adult Education Block Grant (aka: AB86) Update Kay Hartley and Shawn Carney	Shawn Carney, the SCC faculty point person on this project introduced Kay Hartley. The county planned ahead and involved SCC faculty, the adult school and service providers of the workforce in a partnership to meet the needs of adult learners. Four math classes, a computer and workforce class were co-taught with SCC faculty at college level. The state allowed unspent money to be used for expansion and curriculum development and as a result one course integrating English and MS Word has been developed. More future planning and recruitment is needed. The state has funded 5 million in a block grant for Adult Education and is developing a formula to distribute more funds. The state has requested an emphasis on what can be done to help students be successful so the counseling department will be involved in the future. There is a long waiting list for GED classes and the partners will be addressing this issue. Senator Thomas Bundenthal asked if there was potential overlap with the prison programs. Ms. Hartley noted that county jails have expanded their educational programs. However often prisoners are released before they can complete the course, one of many challenges in the prison setting. A regional mini conference in the future would be a forum to share and learn from each other. Ms. Hartley expressed appreciation for the support and investment of the SCC faculty with this endeavor. Shawn Carney will keep the senate updated on the development of this program.
10.3 10+1 & Brown Act Michael Wyly, President	The Academic Senate and all the subcommittees need to consistently comply. The Brown Act was created to keep meetings transparent and open to the public. Among the areas highlighted by President Wyly were what constitutes a meeting, quorums, agendas, and voting member qualifications. Several senators had suggestions to improve our meetings. Senator Pearson-Bloom suggested a reformat of the AS roll call to easily reveal if quorum is met. Senator Jaimez suggested we create a form to show committees and members. This presentation is available for other committees to use. As leaders of the academic community, senators responsible for compliance of the Brown Act model within their committees. Brown Act presentation will be sent out electronically for other committees to use. President Wyly also offer to discuss the presentation with sub-committee chairs.
10.4 Budget Report – VP Yulian Ligioso	The tentative budget is posted on the Finance website and will be updated in September. However much of this budget is composed of one-time revenues. Attendance has been stable this past year and based on current data and more courses are being offered. However we need to grow and increase attendance. Outreach efforts are underway and we are looking at strategies to encourage the students that we do have to take more classes. We had more students last summer, but fewer FTEs. The research department will be looking into this. Over the next 3 years, we will be spending more funds than we are receiving. At the request of Interim President Arterberry, VP Ligioso has been charged with re-instating a budget and planning committee to address the future challenges. Historically there were two groups FABPAC and

	Shared Governance; each group met twice a month. Since much of the membership overlapped, the group merged into one large group of about 25 people, meeting once a month. However, the group could not get through the agenda items. His new plan for financial advisory committee, consists of 14 people. VP Ligioso proposes the following membership composition: 3 Senators, 1 CTA, 2 Students, 1 CSEA, 1 Local 39, 1 Minority Coalition, 1 Classified Manager, 1 Academic Manager, 1 Academic Affairs VP, 1 Student Services, 1 VP Ligioso, 1 Director. VP Ligioso will email the proposal electronically for the AS to review before the next Shared Governance meeting. President Wyly suggested that if the senators or their constituents have questions they may email VP Ligioso or himself for future discussion and possible presentation.
10.5 – Accreditation Update	This topic was incorporated in the President's Report (Item 8 above).
10.6 – Flex Cal-/Faculty Development Funds – Chuck Spillner, Committee Chair	This year \$50,000 is available for professional development; it is not sufficient to pay for all activities but will augment other funds. The faculty may request funds by using the form available as a PDF on My Groups under Administration to Academic Senate, file: "Funds Request." Senator Spillner will email the path to the Senate to for easier access to the form. Senator Jaimez noted that you must download and save the form. Ideally the completed form should be submitted to the Academic Senate office at least 3 weeks prior to the event. If the committee approves the request, the expenditures will be reimbursed when the receipts are submitted to the PD committee. President Wyly pointed out ASCC standards define professional development and will be used to determine approval of fund requests. Funds can be requested until 4 weeks before the end of spring 2016 semester (April 15th). Reimbursements may be processed until July 1 st . The committee is considering a maximum of \$200.00 per meeting/conference for full time faculty and \$150.00 for adjunct faculty and faculty can apply for multiple events. President Wyly pointed out that unspent funds do not roll over to the next academic year. If funds are not depleted by the mid-April deadline, events that exceeded the caps, may be reviewed for further reimbursement. The committee will need to establish criteria for such reimbursements. The PD committee is composed of a representative from every school plus an HR representative. President Wyly suggested that the committee membership be limited to one person per school. Additionally, the funding requests process will need to be assessed and updated as we learn more in the future.
10.7 - Curriculum & Assessment	We have a number of courses in the catalogue that are not currently offered and not assessed. Course list will be distributed via email. Please work with your Deans to emphasize that this is an important accreditation issue. Courses must be assessed and we must correct the catalogue. President Wyly encouraged the Senate to work with the Curriculum Committee as they required to resolve this issue. Curriculum is faculty purview per the process that has been developed. President Wyly suggested that we have a concrete plan of action with a timeline and criteria.
10.8 – Proposed By-Laws Amendment	President Wyly proposed that the by-laws be amended to include the Assessment Committee as a standing subcommittee of the AS. VP Minor and Committee Chair, Gene Thomas are in favor of this change. Senators were asked to discuss this proposal with their constituents for input. This will be an action item will be on the next agenda.
10.9 – Program Discontinuance Report <i>Mark Berrett</i>	Presentation deferred until next meeting.
10.9 – Senate Goals Update	Further discussion deferred to next meeting.
11. Committee Reports 11.1.1 - Basic Skills Joshua Scott, Chair	Joshua Meeting with others to understand what is needed to move the committee forward to meet the needs of students. A BSC meeting has not been scheduled yet. One area of concern is First Year Experience. Nicholas Cittadino has stepped down from this committee and a replacement is needed.
11.1.2 - Curriculum Committee	No Report

Curtiss Brown, Chair	
11.1.3 - Distance Education Committee Dale Crandall-Brown, Chair	No Report
11.1.4 - Professional Development Committee Chuck Spillner, Chair	No Report
11.1.5 Program Review Amy Obegi, Chair	No Report
11. 2 Other Committees	
11.2.1 – Accreditation Steering Committee	No Report
11.2.2 –Assessment Committee Gene Thomas	No Report
11.2.3 – Equity	No Report
11.2.4 – 10+1	No Report
12. Adjournment	Senator Mark Barrett moved that the meeting adjourn, and Jeff Kissinger seconded the motion. The senate voted unanimously to adjourn.