



ACADEMIC SENATE

Approved Minutes

March 20, 2017

SCC Aeronautics Dept., Vacaville

2:00 pm – 5:00 pm

1. Call to order	President Wyly called the meeting to order at 3:11 pm.
2. Roll Call	<p>Academic Senate: Michael Wyly (President), LaNae Jaimez (Vice President), Erin Duane, Nick Cittadino, Lue Cobene, Janene Whitesell, Ken Williams, Scott Parrish, Rusty Mayes, and Cristina Young.</p> <p>Guests: David Williams (Consultant of Academic Affairs), Gregory Brown (Vice President), Amy Obegi, and Ferdinanda Florence.</p> <p>Absent: Celia Esposito-Noy (Superintendent-President Terri Pearson-Bloom, Marivic Macalino, Joel Powell, Sabine Bolz, Andrew Wesley, Narisa Orosco Woolworth, Ricky Marshall, and Melissa Reeve.</p>
3. Agenda approval	Senator Duane motioned to approve the March 20, 2017 agenda. It was seconded by Senator Williams. The motion was carried unanimously.
4. Approval of Minutes	Senator Duane motioned to approve the minutes of March 6, 2017. It was seconded by Senator Jaimez. The motion was carried unanimously.
5. Comments from the Public	There were no comments from the public.
6. AS President Update 6.1 Senate 2017 Spring Election Update	President Wyly announced that email had been sent to faculty to solicit self-nominations for the following positions: Academic Senate Vice President (2018 Spring term only), Senator At-Large and Adjunct Senator At-Large (2017-2019), and Curriculum Committee Chairperson (2017-2020). Erin Duane will serve another term as Senator At-Large, Joel Powell will assume the AS VP position for one term. The following faculty had requested to be considered for Adjunct Senator At-Large: Larisa Wiggins, Rachel Purdie, Alisson Bolton, and Peter Zitko. The election will transpire next month and will include the ByLaws and Constitution. Jim DeKloe will be the next Curriculum Committee chairperson and this will be confirmed by the committee at their next meeting. Margherita Molnar will represent the School of Mathematics and Science and Janene Whitesell will continue her service as a Senator for additional two years. To help facilitate with their transition, new Academic Senate Senators will be invited to the last meeting of the semester.

6.2 2017 Curriculum Institute Information

Follow-Up: Senator Jaimez to send an invitation to new AS Senators.

The Curriculum Institute meeting will be on July 12-15, 2017 with 800 attendees and 60 breakout sessions. President Wyly will be working with Superintendent-President Celia Esposito-Noy and David Williams to select faculty and staff who will be attending this meeting. Joshua Scott, from SCC, will co-facilitate a Basic Skills breakout session at this event.

6.3 DE Coordinator

A hiring committee had been selected and forwarded to Human Resources for DE Coordinator position. There were seven applicants. President Wyly will share more information when available.

6.4 Curriculum Region Meeting at Merritt College Update

On April 17th, President Wyly, Curtiss Brown, and Lisa Abbot attended a Curriculum Regional meeting at Merritt College. President Wyly helped facilitate this event. The purpose of this gathering was to work as teams and brainstorm ideas to streamline our curriculum process. There were recent changes to CID course approval and associate degree for transfer approval (please visit C-ID.net for details). President Wyly will co-facilitate two additional meetings at College of Marine and Cabrillo College. As a result, President Wyly will attend the next AS meeting, and Vice President Jaimez will facilitate in his absence.

6.5 Baccalaureate Summit in San Francisco

On March 10th, President Wyly attended a Baccalaureate Degree Summit in San Francisco with Jim DeKloe and Leslie Minor. One of the breakout sessions was focused on identification of sufficient depth and rigor in curriculum process and what existing processes were in place for approval. President Wyly reported that SCC was on track in this respect.

6.6 CA Pathway Grant Update

President Wyly stated that SCC's application for the CA Pathway Grant had advanced to the next phase, an interview process. He had been invited to participate in the phone interview with Dean Morinec and the Superintendent-President on March 21st.

7. Superintendent Report

Superintendent-President Celia Esposito-Noy was not able to attend this meeting.

8. VP of Academic Affairs Report

There were no updates from David Williams, Consultant to Academic Affairs.

9. Consent Agenda – Action Item

There were no items under Consent Agenda.

10. Action Items, Including Items Removed From Consent

10.1 Curriculum Handbook Update

President Wyly collaborated with Lisa Abbot and Curtiss Brown to update SCC's Curriculum Handbook with new section dedicated to Tech Review. The updates were to specify the different roles and responsibilities between Tech Review and Content Review, an addition of an Assessment committee member to Tech Review to review items for SLO reasons, and to add Tech Review as a separate subcommittee under Academic Senate. Senator Cobene motioned to approve the addition of Tech Review on the handbook. It was seconded by Senator Citadino. The motion passed unanimously. In addition, a process approved by the Senate early this semester was added to the Course Deactivation process section. Senator Jaimez motioned to approve the addition of process under Course Deactivation. It was seconded by Senator Cobene. The motion was carried unanimously. President Wyly stated that the majority of procedural changes had been approved by the Senate. The newly revised Curriculum Handbook will be presented to the Senate.

Follow Up: President Wyly will create a similar check list for Program Review.

10.2 Review BP 5000 Series

President Wyly asked Senators to approve procedural components of BP 5000 Series (see attached document). The proposed changes and inquiries were the following:

a. 5420: The usage of the word "Athletic" on the title instead of "Accident." President Wyly will inquire if the Forensics team is included on this policy.

b. 5340: The counseling requirement was in response to Student Success to develop an EdPlan. In response to Senator Mayes' request, President Wyly will inquire if this will apply to low unit CTE certificate program or could it be excluded from this language.

c. 5350: President Wyly will inquire about the definition of, "reasonable exception."

d. 5360: This section maybe deleted. President Wyly will inquire about the difference in definitions between equity and equal opportunity.

e. 5390: Senator Jaimez inferred that this outlined a separate conduct than what was mentioned on 5300 and should be kept separate. Erica Beam recommended to use, "students with accommodations," instead of, "disabled students."

Senator Jaimez motioned to approve the recommendations as amended on BP 5000 series. It was seconded by Senator Young. It was approved unanimously.

10.3 PDFC Request For Funds For April 29th Meeting

Senator Jaimez requested for Senate approval for fund allocation for its luncheon, "Science of Burnout." Senate Citadino motioned to approve

PDFC request of funds. It was seconded by Senator Whitesell. The motion passed unanimously.

11. Information/Discussion Items

11.1 Update To Action On Senate Resolution On Disenfranchised Students: SparkPoint at SCC.

Vice President Gregory Brown presented SparkPoint to the Senators (see attached document). SparkPoint, a program under United way, works as a safety net and support system for students and community members who need assistance in upgrading their fiscal skills. This program helps students how to effectively manage their wealth and create awareness on resources available to them. SparkPoint office be open on Tuesdays from 11:30 pm-3:30 pm and Wednesdays from 9:30 am – 1:30 pm for the remainder of the semester. The SparkPoint office will operate as a satellite center and will refer individuals to the office closest to them. This program will make a commitment to work with individuals for up to 3 years to guide them to their financial goals. VP Brown stated that there might be an opportunity to work with IT to track student success. A few items clarified during discussion were: (1) this was not a federal program, (2) available to undocumented students, (3) opportunity to present at Flex-Cal, and (4) Nedra Park will coordinate appointment schedules for students who will not on available during the program's office hours.

11.5 Solicit Feedback Regarding GELOs/ILOs

Amy Obegi solicited feedback from the Senators regarding the proposed revision to our GELO's/ILO's. President Wyly shared that the Board of Trustee were supportive of the updates on the GELO's/ILO's. Senator Citadino motioned to place this item under Action item and approved the new iteration of the GELO's/ILO's. It was seconded by Senator Whitesell. The motion was carried unanimously.

11.6 Area B Meeting: Resolutions

President Wyly attended the Area B meeting on March 24th where new Resolutions were introduced for information. He encouraged the Senators to review the Resolutions and direct his vote at 2017 Spring Plenary.

11.2 Hiring Manual: Proposed Action Regarding Administrative Retreat Rights

President Wyly, Senator Jaimez, and Senator Young will be working together in developing proposed language regarding Administrative Retreat and it will be presented at the next Senate meeting.

11.3 Peer Review Assessment Survey Summary and Task Force

President Wyly encouraged the Senators to review the document. It will be on agenda next month for recommendations.

11.4 Program Review Committee Report

Ferdinanda Florence presented the updated Program Review form (see attached document). This form addressed unit review and usage of Institutional Set Standard (ISS) numbers recommended by the Senate. President Wyly commented that this would be the type of document that ASJCC need to review, therefore, should be included on Flex Form. This will be included on the agenda for action at the next meeting.

12. Reports

There were no committee reports at this meeting.

13. Other Committees

Melissa Reeve from Accreditation Committee was not able to attend this meeting.

14. Upcoming Items and/or Action Reminder

- 14.1 SARs/Early Alert Effectiveness Vice President Gregory Brown.
- 14.2 Distance Ed – TBD (2nd meeting of the month).
- 14.3 Curriculum and Assessment Update Including Effects On 2017-2018 Catalog - Curtiss Brown, Amy Obegi, David Williams, and Michael Wyly.
- 14.4 Review Hiring Handbook 3.20.17 – Michael Wyly.
- 14.5 Basic Skills – Joshua Scott (1st meeting of the month).
- 14.6 Curriculum – Curtiss Brown (1st meeting of the month).
- 14.7 Assessment Committee – Amy Obegi (2nd meeting of the month).
- 14.8 Faculty Development/Flex Cal – LaNae Jaimez (1st meeting of the month).

15. Adjournment

Senator Citadino motioned to adjourn the meeting. It was seconded by Senator Parrish. The meeting adjourned at 5:18 pm.

Documents Reviewed at This Meeting:

- 1. SparkPoint
- 2. Curriculum Handbook
- 3. BP 5000 Series
- 4. Program Review Committee Report to Senate

ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN THE BOARD ROOM UNLESS OTHERWISE NOTED:

- March 20, 2017 - Aeronautics Department, Vacaville Ca.
- April 3, 2017
- April 17, 2017
- May 1, 2017
- May 15, 2017