



ACADEMIC SENATE

Approved Minutes

March 6, 2017

Board Room

3:00 pm – 5:00 pm

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| 1. Call to order | The meeting was called to order by President Michael Wyly at 3:08 pm. |
| 2. Roll Call | <p>Academic Senate: Michael Wyly (President), LaNae Jaimez (Vice President), Nick Cittadino, Terri Pearson-Bloom, Maravic Macalino, Janene Whitesell, Ken Williams, Joel Powell, Sabine Bolz, Andrew Wesley, Narissa Orosco-Woolworth, Rusty Mayes, Ricky Marshall, and Cristina Young.</p> <p>Guests: Celia Esposito-Noy (Superintendent-President), David Williams (Academic Affairs Consultant), Amy Obegi, Josh Scott, Curtiss Brown, and Melissa Reeve.</p> <p>Absent: Erin Duane, Lue Cobene, and Scott Parrish.</p> |
| 3. Agenda approval | Senator Pearson-Bloom motioned to approve the agenda of March 6, 2017. It was seconded by Senator Whitesell. The agenda was approved unanimously. |
| 4. Approval of Minutes | Senator Pearson-Bloom motioned to approve the minutes of February 27, 2017. It was seconded by Senator Wesley. The motion was carried unanimously. |
| 5. Comments from the Public | There was no comment from the public. |
| 6. Academic Senate President Update | Academic Senate President Report |
| <i>6.1 Information on Area B Meeting</i> | President Wyly would be attending Area B meeting on March 24 th . At this meeting, the ASCCC executive board would have an opportunity to confer with each college. Also, Spring resolutions would be presented to the Senate for information only before Spring Plenary meeting on April 19 th . |
| <i>6.2 CGC Meeting Update</i> | President Wyly deferred Institutional Set Standards (ISS) discussion under item 10.2. |
| <i>6.3 Senate Election For</i> | |

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| <i>Spring 2017-19 Update</i> | President Wyly will announce Academic Senate’s new Adjunct Senator At-Large and Senator At- Large for 2017-19 term by the next meeting, March 20 th . Also, a self-nomination email will be sent to all faculty for positions: Curriculum Committee chairperson and one-semester replacement for Academic Senate Vice President. The deadline for these two positions is March 17 th by 12pm. |
| <i>6.4 Peer Review Assessment Survey Update</i> | President Wyly informed the Senators that the Peer Review Assessment Survey summary was provided to Superintendent-President. The information will be presented to the Senate by next meeting. |
| <i>6.5 BP 2005 Update</i> | President Wyly stated that BP 2005 would be updated and policies 1 thru 5 of 10+1 would be placed under, “primarily rely upon.” For clarification purposes, it will be separated to several policies. |
| <i>6.6 Hiring Manual Update</i> | President Wyly shared progress made on SCC Hiring Manual. A procedural language will be added to capture and address a situation where administrators (never employed as faculty) opt to retreat to the classroom. A copy of President Wyly presentation to the Board of Trustee meeting was shared with the Senators via email. |
| 7. Superintendent Report | Celia Esposito-Noy |
| <i>7.1 600 Bldg Update</i> | Superintendent-President Celia Esposito-Noy stated that due to flood damage repair, Academic Affairs, Academic Senate, Research & Planning, and the President’s Office had been moved to different locations. An email will be sent out to communicate temporary locations. |
| <i>7.2 Vallejo Center Summer Session Update</i> | Vallejo Center will be closed this summer due to HVAC repair. SCC had been working with Mare Island Academy to reserve seven classrooms, a tutoring center, faculty/staff room, and counseling offices to accommodate the upcoming Summer session. At this time, a book exchange area still needed to be determined. |
| <i>7.3 VPAA Interview</i> | Mary Jones will be facilitating an interview for candidates applying for VPAA next week. Also, an interview for DE chairperson will be conducted once a hiring committee is finalized. |
| <i>7.4 Library Update</i> | Superintendent-President Esposito-Noy stated that Lucky Lofton, Executive Bond Manager, had submitted additional documents which emphasized, “health and safety issues,” in hope that it will improve SCC chance of being included on the May list. Until then, she has been reviewing different options and determining the correct time frame that would be best for SCC. |

7.5 2017 Spring Flex Cal Activities

Superintendent-President commended LaNae Jaimez, Janet Leary, and faculty, who will be presenting/participating, for their hard work during the 2017 Spring Flex Cal Activities.

8. VP of Academic Affairs Report

David Williams, Academic Affairs Consultant, shared that there will be changes, such as dates and course hours, on 2017 Summer and Fall sessions catalog.

9. Consent Agenda – Action Item

Senator Pearson-Bloom motioned to approved the items on Consent. It was seconded by Senator Cittadino. The motion was approved unanimously.

9.1 Hiring Committee for Anatomy: Robert Payawal (not faculty).

9.2 Hiring Committee for Humanities: Sarah McKinnon.

9.3 Hiring Committee for BioTech/Upper Division: Ed Re.

10. Action Items, Including Items Removed From Consent

10.1 Curriculum Handbook Review For Action

President Wyly stated that SCC Curriculum Handbook was still in the process of being reviewed for edits. Items such as, CTE approval process, detail on Tech Review committee, and roles of Content Review committee will be added to the handbook. It will be presented back at the next AS meeting.

Follow Up – President Wyly to provide Senators with digital copy of revised Curriculum Handbook before the next meeting.

10.2 ISS Recommendations for CGC Meeting

President Wyly opened the floor for discussions and recommendations regarding Institutional Set Standards (please see document attached). Senator Williams motioned to approve recommendations. It was seconded by Senator Wesley. The motion was carried unanimously. The Academic Senate recommended the following:

1. **ISS for Successful Student Course completion: AS** recommended 67% and resource allocations for items below 67%. For example, under Success by Ethnicity chart, Black Non-Hispanic was at 60% and American Indian Alaska Native was at 64%.
2. **ISS for Headcount for Degrees, Certificates, and Total Awards:** AS recommended: (1) Associates (718 headcounts), (2) Certificate of Achievement (180 headcounts), and (3) Grand Total (854 headcounts).
3. **ISS for Transfer to 4 Year:** AS recommended an average of 819.
4. **ISS for CTE Employment Rate:** AS recommend to measure these numbers against next year's numbers.

10.3 Senate ByLaws and Constitution

President Wyly informed the Senators that re-ratification of Senate Bylaws and Constitution will be provided to faculty during Senate

elections. Senator Pearson-Bloom motioned to approve modifications and updates. It was seconded by Senator Wesley. The motion was approved unanimously. Some of ByLaw modifications discussed were: subcommittee chairpersons could request item be placed/suggest changes on AS meeting agenda, changed Senate Secretary to Secretary/Treasurer (Section 3), changed academic year (Section 2), added that AS meeting be held before the beginning of new session (Flex Cal), agendas/minutes should be posted 72 hours in advance in adherence with Brown Act, added the ability of an adjunct faculty to serve as a Senator in the event that full time faculty could not participate in a specific School, etc.,

Under the Constitution, President Wyly recommended to add subcommittees list/details and to define their purposes and responsibilities, clear definition of committee chairpersons' job description, and recommend additional training at the beginning of the year for all subcommittee members. Senator_ motioned to approve changes. It was seconded by Senator __. The motion was carried unanimously.

11. Information/Discussion Items

11.1 Articulation Form Review

President Wyly reviewed the Articulation form used to articulate SCC college courses and high school courses. The form needed to include the following: (1) Outcomes SLOS, GELOs, ILOs, etc., (2) Procedures for developing articulation agreements, (3) Renewal and received dates, and (4) Title 5 reference. He also noted that this form was not vetted by the Senate. It will be presented back to the AS meeting for approval once updated. Senator Wesley motioned to approve updates on the form. It was seconded by Senator Pearson-Bloom. The motion was carried unanimously.

11.2 Review GELO/ILO Revisions

Amy Obegi, Assessment Committee Chairperson, presented the revised GELO/ILO (see attached document). Currently, GELOs/ILOs were not aligned with the criteria list created by ACCJC. President Wyly reminded the Senators that GELOs were approved in order to start the process of developing and accessing them. The Assessment committee would review/discuss this revision in their next meeting. Also, per accreditation standards details were added on the new ILOs. Once faculty input was received and incorporated, it would be included in the AS meeting agenda for action.

Follow Up: Senators were asked to review the handout and to provide comments to Amy Obegi.

11.3 Review BP 6200 and 6205B

Regarding BP 6205B (see attached document), President Wyly recommend to strike A, B, C, and D under paragraph three and add, "the General Education Learning Outcomes (GELO) when appropriate." There were no modifications on BP 6200. Senator __ motioned to

approve modifications. It was seconded by Senator _____. The motion was carried unanimously.

12. Reports

12.1 Basic Skill Committee Update

Joshua Scott, Basic Skill Committee chairperson, provided the following updates: (1) BS Committee would be presenting, "Don't Be Irrational," during Flex event on March 13th from 12 pm to 3pm, and (2) March 24th agenda will focus on ASTC discussions how to best integrate these services from a student perspective. BS meeting notes will be forwarded to the Senators as soon as possible.

Follow Up – President Wyly to confirm voting member for BS committee since VP Gregory Brown would be replaced by Dwayne Hunt.

13. Other Committees

There was no update from other committees.

14. Upcoming Items and/or Action Reminder

- 14.1 SARs/Early Alert Effectiveness Vice President Gregory Brown.
- 14.2 Program Review: Individual Discipline Goal Feedback – Ferdinanda Florence (2nd meeting of the month).
- 14.3 Distance Ed – TBD (2nd meeting of the month).
- 14.4 Curriculum and Assessment Update Including Effects On 2017-2018 Catalog - Curtiss Brown, Amy Obegi, David Williams, and Michael Wyly.
- 14.5 Review Hiring Handbook 3.20.17 – Michael Wyly.
- 14.6 Peer Review Assessment Survey Results – Michael Wyly.
- 14.7 Update To Action On Senate Resolution On Disenfranchised Students: Spark Points at SCC – Gregory Brown, VP.

15. Adjournment

Senator Williams motioned to adjourn the meeting. It was seconded by Senator Jaimez. The meeting adjourned t 5:14 pm.

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

March 6, 2017
March 20, 2017
April 3, 2017
April 17, 2017

May 1, 2017
May 15, 2017

Documents Reviewed At This Meeting:

1. Institutional Set Standards.
2. Draft of Revised GELOs/ILOs
3. Articulation Agreement
4. BP 6200 and 6205B