Joint Meeting with Academic Senate and Educational Administrators

ADOPTED MINUTES

January 28, 2008
Board Room
3:00 – 5:00 p.m.

1. **Call to Order:**
President Kropp called the meeting to order at 3:05 p.m.

2. **Roll Call:**
Gail Kropp, Academic Senate President

    Academic Senate: Robin Arie-Donch, Emily Blair, Joe Conrad, Erin Farmer, *ex officio*,
    Ferdinanda Florence, Ruth Fuller, Carl Ogden, John Nagle, Jackie Rock, Thom Watkins.
    Absent/Excused: Susanna Crawford, Jeffrey Lamb, Lou McDermott, Sarah Nordin

    Educational Administrators: Sal Alcala, Philip Andreini, Jay Field, Catherine Fites, Robert
    Johnson, Robert Myers, Elaine Norinsky, David Redfield, Leslie Rota, Robin Steinback,
    John Urrutia, Erin Vines, Lisa Waits
    Absent/Excused: Sal Alcala, Elaine Norinsky

    Others Present: Tracy Schneider, LOAC; Rob Simas, Director of Research and Planning; Joshua
    Stein, Basic Skills Coordinator; Mary Swayne, Administrative Assistant

3. **Approval of Agenda** – January 28, 2008
Motion to Approve – Senator Ogden; M/S/P - Unanimous

4. **Introductions and Welcome**
    ➢ Attendees introduced themselves and identified their respective areas.
    ➢ President Kropp extended a special welcome to the new Vice President of Academic
       Affairs, Robin Steinback, and returning Senator John Nagle, PE.
    ➢ President Kropp recognized and congratulated Lisa Waits as the new Vice President of
       Student Services.

5. **Reports:**
    a. Outcomes Assessment – Tracy Schneider, LOAC
       ➢ Presented at the Accreditation Institute, January 2008
       ➢ Distributed handout from Institute "Accreditation Dos and Don'ts"
       ➢ Distributed "Statement of Mutual Responsibilities for Student Learning Outcomes:
          Accreditation, Institutions, and Programs" approved by the Council for Higher
          Education Accreditation (CHEA)

- ➤ Distributed Student Learning Outcomes Report – SCC
  Flex Cal Workshop went well and included adjunct instructors
  - o Planning SLO workshops throughout the semester
  - o SLO Facilitators – correlating division flex activities, writing reports; will submit reports to division deans
  - o LOAC correlating the division reports for a cross-campus report; data to be used for program review, curriculum review, strategic planning
  Accreditation Institute
  - o SCC ahead in assessment, "closing the loop" activity
  - o Behind in written SLOs – goal to complete SLOs by end of semester
  Analyses of 2007 Annual Report (from 137 institutions)
  - o Reviewed report percentages; SCC has 60% of defined course SLOs and 100% of intended SLOs for GE programs
  Most common problem areas in accreditation (detailed report on ACCJC website)
  - o Lack of program review using objective data
  - o Lack of institutional holistic and integrated planning based on objective data
  - o Governance problems, primary focus on politics rather than education
  - o Commission cares more about assessment connecting to institutional, learning-centered improvement; SLOs must lead to action, based on reports at all levels
  Focus this year on connection between SLOs and Basic Skills
  Strengthening Student Success: Basic Skills and Beyond Conference, Oct. 1-3, 2008, Anaheim

b. Basic Skills – Josh Stein, Basic Skills Coordinator
  - ➤ Presented update on Basic Skills Committee Report of December 2007
  - ➤ Basic Skills now has a Summer Bridge coordinator – Brenda Tucker from Counseling
  - ➤ Various pieces of the plan are going live this semester; intend to increase the implementation next semester; for example, developmental math lab and a drop-in reading/writing lab

Comments/Questions: Mr. Simas explained the gathering of basic skills data. SCC is currently tracking year-to-year the types of courses offered and scheduled; however, no comparisons have been generated at this point. Mr. Stein clarified the plan for faculty peer mentoring, stating that the current plan includes mentorship for new Humanities faculty, who are teaching the developmental reading/writing courses full-time and part-time; math faculty mentoring will commence this semester. Mentorship will focus on basic skills faculty but in the future should be extended to any new faculty member. President Kropp asked Mr. Stein to identify those who are working on the Basic Skills Initiative. Base Line Data – Rob Simas; Faculty Peer Mentoring – Chris McBride; Information Competency – Ruth Fuller; Learning Activity Centers – Joshua Stein; Math – Susanna Crawford and Tom Grube; Reading – Annette D'Ambrosio; Summer Bridge – Brenda Tucker; Supplemental Instruction – Diane White; Tutoring – Emily Blair.

  - ➤ Summer Bridge program and activities still in working stage
    - o Spring – plan to bring students to main campus on Friday or Saturday afternoons once a month orientation sessions
    - o Summer – students return mid-summer; counseling course, study skills, time-management will be coupled with a developmental English course and/or a developmental math course

- o Arrangement of courses will affect the number of students we can accommodate; first we will try to group similar populations, so they can take courses together at the same time
- o Next summer there would be two different levels of English and math courses to provide more support at various levels
- ➢ Summer Bridge will be at the Vallejo campus the summer of 2008

President Kropp acknowledged the hard work of Mr. Stein and the basic skills team and what they have accomplished in a very short period of time. All attendees agreed, offering a round of applause.

  c. Study Abroad – Senator Ferdinanda Florence
- ➢ Presented history of study abroad at SCC
- ➢ Standing committee established; elected members: Terri Brunner (Fine and Applied Arts and Behavioral Sciences), Richard Kleeberg (Business); John Nogue (Math/Science) has expressed interest in serving
- ➢ Standing committee will review faculty plans for study abroad, providing structured guidelines, recommendations; promote positive instructional conditions, and learning experience
- ➢ Standing committee will meet at least twice this semester; will discuss ad hoc committee recommendations, including possibilities for scholarship funding for study abroad
- ➢ Following example of Photo 155, faculty might create a variable-unit course specifically for travel abroad, with attention to transferability issues

6. Strategies Proposal Workshop
  a. Orientation – Rob Simas, Director of Research and Planning
- ➢ Distributed: Strategy Development & Evaluation Form, SCC Strategic Planning: Process Flow, Strategic Goals & Objectives, Characteristics of Strategies, and 2007-08 Proposed District Priorities List: Implementation Year 2008-09

Mr. Simas explained via PowerPoint presentation the strategy development and evaluation process for SCC. SCC is changing from a 'shopping list' format to a 'planning' format, operating at the program level. The strategy development planning process helps to bring clarification to those initiating the process, in turn developing broader, outside support and other tie-ins. Planning capitalizes on that synergy. Strategic planning will involve review groups (RG), which will critique individual or group proposals for strategies. The proposal will be returned if additional work is needed or if the RG has questions. It should be returned to the RG in the fall for finalization for inclusion in the fall planning budget process. This goes through SGC, FABPAC, Executive Council and to the Superintendent-President for a final decision.

  b. Drafting of Proposals – Entire Group (working in teams of three)
- ➢ President Kropp gave instructions on completing the Strategy Development & Evaluation Form as a team.
- ➢ Consensus of attendees to work on one priority as a group instead of working on an assigned priority as a team due to lack of sufficient data on the various priorities.

- As an exercise to see how the Strategy Development & Evaluation Form might be used, the group decided to draft a proposal for Priority #7-Fully Fund and Expand Tutoring Center (Expanded Summer Cost) from the 2007-08 Proposed District Priorities List – Implementation Year 2008-09.
- Proposal drafted using orientation and instructions received from Mr. Simas and President Kropp including group questions, answers, and comments.

    c. Presentation of Proposal, Comments and Critique – Entire Group
- The group considered the usefulness of this process for future analyses of SCC district priorities and found the exercise to be helpful practice for this new approach to planning.

President Kropp offered a special "thank you" to Mr. Simas for agreeing to present to the senators and deans today despite being sick.

7. **Announcements**
- PE – Athletics sent an email to faculty advising that students on the baseball team would miss class today due to a make-up game, necessitated by a recent rain-out.

8. **Adjournment**
- Motion to Adjourn – Senator Ogden; M/S/P - Unanimous
- Meeting Adjourned at 4:50 p.m.