ACADEMIC SENATE

ADOPTED MINUTES

OCTOBER 1, 2007

BOARD ROOM - 626

3:00-5:00 p.m.

1. **Call to Order:**
   President Gail Kropp called the meeting to order at 3:06 p.m.

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

   Robin Arie-Donch, Emily Blair, Joe Conrad, Erin Farmer, *ex officio*, Ferdinanda Florence, Ruth Fuller, Jeffrey Lamb, Lou McDermott, Sarah Nordin, Carl Ogden, Scott Parrish, Thom Watkins
   Absent: Susanna Crawford, Jackie Rock

   Others Present: Interim Vice President of Academic Affairs Kathy Rosengren
   Senate Administrative Assistant Mary Swayne
   Guests: Interim Vice President Student Services Lisa Waits, Humanities/Philosophy Thomas Warren

3. **Approval of Agenda – October 1, 2007**
   Motion to Approve – Senator Arie-Donch; M/S/P – Unanimous. Amendments: President Kropp Academic Affairs, Reports **6a** will be **7h** which will be consolidated with Action Items.
   Vote to Approve Agenda as amended - Unanimous

4. **Approval of Minutes – September 17, 2007**
   Motion to Approve – Senator Watkins; M/S/P – Unanimous. Corrections: President Kropp noted a typo on Page 6, paragraph 3, line 2: internet should read intranet. Senator Florence noted adding the name after Flex Cal on Page 4; it should read Flex Cal – Jeffrey Lamb.
   Motion to Approve as amended – Senator Nordin; M/S/P – Unanimous.

5. **President's Report – Gail Kropp**
   a. News, communications from ASCCC
   ➢ Asked who serves as SCC's Student Life Coordinator, and whether this is a faculty position; questions arose as to whether this would be the same as the Director of Student Activities, an administrative position held by Shirley Lewis.
   ➢ Asked to solicit faculty participation on Accreditation teams, especially given new SLO requirements. Teams are well represented by administrators, but very few are faculty.
   President Kropp - our Superintendent/President would be receptive to suggestions from the Senate of faculty members. Senators might think about whether or not they are interested. Anne Bevilacqua, a former Senator, has served, and Senator Blair expressed interest in participating. Senators might check with faculty in their areas.
   ➢ 9/30: Email from CTA Chair Diane White raising concerns that the Distance Education Committee (subcommittee of the Academic Senate) is interested in creating language having to do with faculty evaluation in regards to online courses. This does not fall under the Senate's purview but rather under the purview of the Union. The Distance Education Committee cannot create evaluation protocols.

Distance Education Committee Chair Senator Nordin stated that the Committee was questioning whether there were protocols granting the Director of Human Resources and the Vice-President of Technology access to online courses; does the contract stipulate the circumstances under which they would be allowed access to view online courses? President Kropp urged Senator Nordin to discuss the matter with Union President Diane White.

6. **Reports**
   a. Curriculum – Erin Farmer
      ➢ Approved three new courses in Physical Education
      ➢ Began Humanities Division Curriculum Review
      ➢ Conducted formal training on Stand-alone Course approval as mandated by the System Office.
   Ms. Farmer explained that SCC now has the ability to approve these courses locally and offer them, following Board approval, without waiting for approval from the Chancellor's Office. A stand-alone course is not part of an approved program. Ms. Farmer also provided feedback about the distinction between noncredit courses and credit/no credit courses – with credit/no credit merely being a grading option, while noncredit refers to courses like parenting, health and safety education, classes for older adults, and generally those courses that are designed to prepare students to achieve lifelong learning goals, including preparing to succeed in college level work.
      ➢ Potential date for preview of Curricunet is Oct. 30, 2007 at 1:30p.m.; location to be determined.
        <u>Comments/Questions:</u> President Kropp encouraged the Senators to attend the Curricunet preview, noting its potential future links to strategic planning.

   President Kropp introduced Thomas Warren, Philosophy Professor, Humanities Division who spoke to Items **7a** and **7b.**

7. **Information / Discussion Items –**
   a. Concerns regarding Student Use of Library Computers – Thomas Warren
      ➢ Has conducted a long-term, informal survey of library computer use with his classes
      ➢ Has observed netsurfing that appears unrelated to academic work
      ➢ Proposed that a code of student behavior be posted in the Library, resembling the Code of Student Behavior signage, to be enforced by Librarians.
   <u>Comments/Questions:</u> Senators voiced concerns that such restrictions would amount to censorship; librarian enforcement of such censorship would be neither feasible nor desirable. As a librarian, Senator Fuller defended the standing computer-use policy, stating that an open computer lab allows students of diverse economic and social backgrounds to participate in the creation of information and the very evolution of the web itself. Although casual observation might suggest non-academic computer use, students work in a very multi-tasking format, so that emailing, research, MySpace and other forms of communication might be conducted simultaneously at any given time. Senator Fuller also noted that pornography is restricted and policed, and that librarians can and do exercise the authority to give preference, during peak hours of usage, to students needing to do academic work. Senator Fuller then distributed to the Senate a paper entitled "**WIRED; We Are the Web."** Senator Watkins noted that there are two open labs in Business & Computer Services (building 500), and that the same policy outlined by Senator Fuller is in effect there; Senator Watkins agreed with Senator Fuller's censorship concerns.

   b. Concerns regarding Faculty Hiring Policy (BP #4005) – Thomas Warren
      ➢ Distributed handout: page 5 from Faculty Hiring Policy BP#4005 and pages 249-50 from *Robert's Rules of Order 1996*.
      ➢ Referenced an occurrence last semester in which a member or members of a hiring committee objected to the overall direction of the hiring committee; Mr. Warren noted that the policy does not directly dictate the next course of action should a hiring committee member object to the decisions of the hiring committee.

➢ The policy stipulates that the committee should reach consensus (page 5 Section IX, c.); however, Mr. Warren questioned whether the term "consensus" was clear and universally understood. Referring to page 249 of Robert's Rules of Order, Mr. Warren argued that "consensus" might be equated to the phrase "unanimous consent"; he added that "unanimous consent" does not mean that everyone has to agree but rather that dissenters do not feel sufficiently contrary to block the group's decision. Robert's Rules says that if you cannot reach a unanimous consensus, then your only alternative is to start counting votes.

➢ Mr. Warren urged the Senate to rewrite the hiring policy to specify the meaning of "consensus," and to stipulate the process to follow should there be staunch objection within a hiring committee.

Comments/Questions: Senator Blair raised her concern that the "unanimous consent" referenced in Robert's Rules has no correlation with the "consensus" language in the hiring policy. She noted varying and broader definitions of consensus in two dictionaries. President Kropp advised that the Senate should be wary of opening up the faculty hiring policy, as the policies were hammered out with care and compromise between the Governing Board and faculty. If we open up the policy for one word, we could be opening up the entire policy. President Kropp stated that she would need to be persuaded that there were grievous and serious problems arising from a misunderstanding of the meaning of the word "consensus" before she would advise the Senate to change the hiring policy. She noted that she would check the implications of opening up the whole hiring policy. Senator Lamb inquired as to whether this policy was coming up for revision this year, and President Kropp confirmed that the HR Series 4000 is coming before Shared Governance Council (SGC) this year. President Kropp agreed with Senator Blair's recommendation that the senators should research how often the situation described by Mr. Warren actually happens, and instructed the senators to go back to their respective divisions and ascertain if there has been a problem with understanding Item IX c in Policy 4005 and if that has impeded the work of hiring committees the faculty has served on within the last three years. Senators should speak to the Deans and faculty members and report back at the next Senate meeting on October 15, 2007.

c. Articulation Issues – Robin Arie-Donch

President Kropp recommended that, given limited time, Senator Arie-Donch might fully discuss articulation issues as the first Information/Discussion item at the next meeting. Senator Arie-Donch agreed, and distributed a handout on Articulation, including Articulation Processes/Timelines. Senators were directed to read the handout and be prepared to discuss faculty involvement in articulation at the next Senate meeting.

d. Implementation of New Math Graduation Requirement – Susanna Crawford

➢ Senator Conrad to fill in for Senator Crawford in her absence.

➢ Senator Crawford had wanted the Senate to consider the implementation timeline, and to make a motion to adopt the new implementation in fall 2009.

Comments/Questions: President Kropp stated that we need a concrete proposal that spells out timelines, given Senator Crawford's concern about catalog and schedule deadlines. Absent a proposal it is difficult for us to make a decision. Senator Arie-Donch (Counseling) will meet with Senator Crawford to discuss some of the issues that will be crucial to implementation. At that point, we will have something more concrete in the way of a proposal and by our next meeting we will be able to have a substantive discussion. President Kropp asked Senator Conrad to confer with Senator Crawford, to see if this needs to be an Action Item as well as an Information/Discussion Item on the next agenda, and to let Mary Swayne know before a week from Wednesday.

President Kropp introduced Dr. Lisa Waits, Interim Vice President Student Services. Dr. Waits noted that it was a common practice at her prior institution to deliver the report that she is presenting today and expressed her hope that it continues to be a practice at SCC.

e. Report on Student Complaints and Discipline Cases – Lisa Waits, VP Student Services
  ➢ Distributed summary data regarding Student Discipline Fall 2006-Present and Complaints 2006-07.
  ➢ Accustomed to working in partnership with the faculty Senate about student discipline issues; would like to establish dialogue about the needs here at SCC.
  ➢ The data addresses disruptive behaviors. Dr. Waits made a distinction between violent student behavior and disruptive student behavior. Violent behavior is baseball bats, totally unacceptable violence, which requires Campus Police, contacting 911. Campus police have a different authority than the VPSS; they can communicate actions/referrals for student to VPSS.
  ➢ VPSS meets with student and addresses the issues; reviews the student discipline process with the students; students can choose between administrative hearing with Dr. Waits or review by the College Review Board; VPSS makes a determination whether the student will continue at SCC.
  ➢ Dr. Waits is trying to track what comes into the VPSS office and wanted to encourage a dialogue regarding possible interventions and institutional ways to set up expectations for students about their behavior. Considerations:
    (1) Survey the faculty and the students to generate the top 10 disruptive behaviors they see in the classroom.
    (2) Student Government – asked them to think of ways that we could deal with disruptive behavior. A student-made DVD was developed and is shown at student orientations; Dr. Waits said she would bring the DVD to a future meeting.
    (3) Begin to manage what expectations we set up for behaviors. It helps the faculty in their classrooms if they know what students have been told up front regarding SCCs expectations. Students are empowered to speak up regarding manners in the classroom.

Dr. Waits reviewed the data that has come to VPSS this year, a fall-to-fall report, suggesting that there could be different ways to track the data, and she is open to feedback from the Senate on what would be helpful.

32 student discipline cases, F06-F07

Dr. Waits asked whether any of the senators had experience with the College Review Board; Senator Conrad affirmed that he has served on the CRB committee. Dr. Waits felt that it would be good to contact the College Review Board to set up a meeting, hopefully in October. SCC may want to look into the various models for judicial review. Dr. Waits remarked that although 32 looks like a small number, quite a bit of time is involved with each case.

21 student complaints, F06-F07

There is a difference between a discipline case and a complaint. Dr. Waits noted that sometimes students register a complaint for not getting the grade they wanted, and most of the time the Deans exclusively handle these issues. When the student is dissatisfied with the dean's decision, the student might then come to the Student Services Office.
  ➢ We review the same information, with rarely a different outcome on a grade change.
  ➢ Students do have that right to question us.
  ➢ These situations are considered a complaint rather than a discipline issue.
  ➢ Started tracking the number of times she interacted with parents. There are students who are minors and their parents have to be legally involved in resolving the incident. SCC has had a good relationship with parents in these cases.

Comments/Questions: Senator Blair questioned whether the Academic Integrity Policy approved by the Senate in spring 2005 is being used with regard to plagiarism and academic dishonesty offenses, and whether faculty are aware of proper procedures in the event of suspected plagiarism. Dr. Waits noted that VPSS is working on how to electronically track incidents of academic dishonesty because the numbers are growing. President Kropp stated that the policy was produced and approved by the Senate, but it has not gone to Shared Governance (SGC). It might best that we bring this policy to Shared Governance, followed by a joint presentation to the faculty by Senate members and the Office of Student Services. We should make clear to deans and faculty how it works to facilitate the reporting we should be getting. Senator Lamb noted that it would be good if the Senate spearheaded the re-

introduction of this approved policy, and added that it could be presented again at Flex Cal. He will contact Dr. Waits and President Kropp with date, time and location. Senator Fuller suggested that once Shared Governance approves the policy, we should put it online, perhaps linked to the "Turn it In" anti-plagiarism software.   She further suggested that a student logging in at a portal would have to click that they agree to the policy/statement before continuing login. Dr. Waits cautioned that faculty wanting to share specific, sensitive information regarding student conduct should speak with her in person, rather than send electronic communication; legally, such emails must be made part of a student's record. Students must also be alerted that an instructor is reporting them, and informed as to what specific problem is being reported.

President Kropp expressed thanks to Dr. Lisa Waits for her valuable presentation, and senators agreed that such a report should be made annually. Senator Arie-Donch suggested that this information would be helpful for new faculty as well, maybe during the new faculty orientation.

f. Senate Goals
  ➢ Subgroup distributed handout - Academic Integrity Phase II
  ➢ Reviewed the notes from their meeting
  ➢ Focused on creating a Phase II with a scope that could actually be accomplished
  ➢ Create a timeline and assign tasks: Senator Lamb-Flex Cal will be on Academic Integrity, Ms. Farmer-will do curriculum training for all faculty
  ➢ Balance curriculum training with presentation by Diane White on workload and professionalism
  ➢ Review of Phase I by former Senator Michael Wyly
  ➢ Conduct forums – Fall: Workload and course rigor; Spring: Grade inflation
  ➢ Research grade distribution across disciplines at CCCs; define what constitutes grade inflation and determine if this is a problem at SCC
  ➢ Investigate grant opportunities
  ➢ Develop faculty guidelines for academic integrity that we hope to write in the summer (if we get grant money) and include in the faculty handbook for fall 2008.

g. Staff Development Funds   Joe Conrad
  ➢ Distributed spreadsheet of funds allocation based on SCC Human Resources Development Plan
  ➢ Allocations should be disbursed to division deans
Comments/Questions: Senator Lamb asked what happens if the money is not used; President Kropp replied that it stays in the fund for next time.   She was informed by Fiscal Services that the money is in the HR account now. The Senate unanimously agreed that Senator Kropp authorize HR to release the funds to the deans. President Kropp added that the Senate's job down the line is to decide what to do about mini grant funds, which the Senate should talk about at the next regular Senate meeting. Senators will monitor distribution of funds with deans.

h. Academic Affairs – Kathy Rosengren
  ➢ SCC grew 2.04% in FTES as of 1st census
  ➢ Met with Chapman College, JFK University, Cal State East Bay, Cal State Maritime Academy-Arturo and will have a meeting on October 19, 2007 with Cal State-Sonoma
  ➢ JFK University will start partnering with SCC at spring semester – will teach two-upper division psychology classes at Vallejo Center
  ➢ Working on a memo on workload which will be sent to all full-time faculty, specifically on the 29-hour commitment for on-campus work, which is a contractual requirement.

8. **Action Items**
    a. Endorsement of Accreditation Progress Report
        ➢ Added to report: the list of people on response teams, ASSC, FABPAC, SGC, and committees; 2.04% increase in FTES; updated Interim Superintendent/President Fisher to Superintendent/President Fisher
        ➢ Report remained 99% the same
        Vice President Rosengren requested endorsement by the Academic Senate.
        President Kropp asked for a motion to that effect; motion – Senator Watkins, 2nd – Senator Ogden; M/S/P – Unanimous acceptance.

9. **Announcements –**
    ➢ Ms. Swayne announced that Ms. Tammy Harrison had come to the Academic Senate Office seeking volunteer(s) to teach social graces, manners, and etiquette to young girls 5-13 years of age. The class would be conducted according to the volunteer's schedule and all material would be supplied. The children are members of the Life Changing Reality Christian Center in Fairfield and Ms. Harrison can be reached at 707-372-3624.
    ➢ Ms. Swayne noted that she is willing to work with someone as a volunteer
    ➢ Senator Watkins announced that he had received a request that we discuss at a future meeting the creation of the category of Faculty Emeritus.

President Kropp reminded the Senate that the next meeting begins with a joint meeting with the deans regarding full-time faculty hiring; there should be time for Senate business afterwards, with Senator Arie-Donch leading first with Articulation.

10. **Adjournment –**
    ➢ Motion – Senator Fuller; M/S/P – Unanimous
    ➢ Meeting adjourned at 5:05 p.m.