ACADEMIC SENATE

Approved Minutes
September 14, 2020
Meeting via Zoom
3:00 pm – 5:00 pm

1. **Call to Order**	Academic Senate President LaNae Jaimez called the meeting to order at 3:02 pm.
2. **Roll Call**	**Academic Senate Officers:** LaNae Jaimez (President), Josh Scott (Vice President), Erin Duane (Secretary/Treasurer, At-Large), and Michael Wyly (Past President/Ex-Officio)
	Academic Senate: Andrew Wesley, Anthony Ayala, Erica Beam, Jim Long, Jose Cortes, Michael Reilly, Michelle Arce, Paul Hidy, Rachel Purdie, Randy Robertson, Rebecca LaCount, and Robin Sytsma
	Sheila Gorospe-Kaushal (Administrative Assistant)
	Ex Officio: Andrew Wesley (Assessment Chair), Erica Beam (Distance Education Chair), Ferdinanda Florence (Academic Program Review Chair), Sarah Barsness (Curriculum/Tech Review Chair), Josh Scott (Student Success and Equity Chair), and Michelle Smith (Professional Development/Flex Cal Chair)
	Guests: Celia Esposito-Noy (Superintendent-President), David Williams (Vice President of Academic Affairs), Shannon Cooper (Vice President of Student Services), Heather Watson-Perez, Isabelle Anderson, and Dean Neil Glines
	Absent: Teri Brunner and Vitalis Enemmuo
3. **Agenda Approval**	Academic Senate Vice President Josh Scott motioned to approve the agenda of September 14, 2020 as presented. It was seconded by Senator Ayala. The agenda was approved unanimously.
4. **Approval of Minutes**	Senator LaCount motioned to approve the minutes of August 31, 2020 as presented. It was seconded by AS Vice President Scott. The motion was approved unanimously.
5. **Comments from the Public**	Melissa Reeve provided the following information: (a) Teaching Apprentice program in English department was implemented in 2015-2016 academic year in conjunction with co-requisite support course, (b) during Fall 2017, State Law AB705 passed, eliminating remedial

placements in English and Math, but instead recommending concurrent support in the transfer level course to support the success of students previously placed in remediation (i.e. high school GPAs: 1.9-2.6, and below 1.9), (c) English department decided to not offer co-requisites this Fall 2020 as the model wouldn't work online, (d) English faculty believed Teaching Apprentices would provide one-on-one or small group support to online students, a compromise which would save college funds by giving up faculty time for the co-req (1 unit Cat 3, or 3 hours/week) to help cover the cost of maintaining the TA program (e) Dean Hunt, who supervised the SEA grant which funded TAs, rejected the faculty proposal, and canceled the TA program and English Success Coordinator (Jose Cortes), so Fall classes have no co-requisite and no TA support, (f) during summer of 2020, the College learned that SEA funding was restored to the AY 2019-20 level, yet this program was not reinstated. Melissa Reeve requested the Senate's support to reinstate this program in Spring 2021.

AS President Jaimez acknowledged Melissa Reeve's concerns and this topic will be discussed with the Administration. In addition, there is a plan to meet and review the SEA plan and the programs that are no longer in place that were designed to meet the SEA goals.

Senator Cortes stated that TA program offered high/intentional support to SCC students, which had great impact in their success. He also explained that few of the strengths of this program was creating a diverse hiring pool and career development/training from being a TA to adjunct faculty. Heather Watson-Perez provided examples of student success (i.e. military students, surveys) when utilizing TA program and expressed her belief in its impact and effectiveness.

Senator Ayala shared that, in conversation with Christie Speck, Director of Early Learning Center, the following information be provided to the SCC Senate: (a) there have been proposed changes in capping student worker hours (150 days or 999 hours annually) to be in line with short term/temporary/hourly employees, (b) currently, Department of Education has 191 day contract requiring the ELC to offer child care services, and (c) current COVID-19 exposure guidelines as well as ongoing quality of the program would be affected should these changes take place.

Members of the public may address the Senate on any item within the Senate's purview that is not on the agenda. The Senate will not take action on any issue raised during this section of the agenda since Senate action is limited to posted agenda items. At the Senate President's discretion, these matters may be referred to Senate Executive Board and/or placed on a future agenda. Speakers are asked to limit their comments to a maximum of three minutes.

6. AS President Update 6.1 Attendees of 2020 Fall Plenary (November 5-7, 2020) and 2020 Academic Academy (October 8-9, 2020)	AS President Jaimez shared that currently there were seven faculties who have expressed interest 2020 Plenary and Academic Academy virtual conferences.
6.2 AS Representative(s) to Plan 2021 Spring Convocation	The PD/Flex Cal committee requested two representatives to help plan 2021 Spring Convocation. Senator Beam volunteered to part of this group.
6.3 Equity Summit Virtual Event at Skyline College on November 6, 2020	This conference will not be funded by the Senate; but approval process will go through Professional Development/Flex Cal committee.
6.4 ASCC Election 2020-2021	The ASCC Fall election will be on September 4-9, 2020. Senators were asked to share this information with other faculties to communicate to students and to encourage them to vote.
6.5 Senate Officers Meeting with Administrators	This meeting will focus on reviewing SCC Equity's plans and goals (i.e. program design, what will/will not be funded). In addition, they will discuss metrics for the college (i.e. vision of success, SCA plan, strategic plan, Guided Pathways, etc.).
6.6 Board of Trustee Report	AS President Jaimez shared the resolutions approved by the Senate with the SCC board of trustees.
7. Superintendent-President Report	S/P Celia Esposito-Noy had to leave the meeting and will provide updates during the next Senate meeting.
8. VP of Academic Affairs Report	VP David Williams provided the following updates regarding DE training: (a) a $500 payment, which will be provided at the end of the Fall semester, will be contributed to faculty who completed this training in the summer and submitted course shell by October 1, 2020, as per the recent negotiated MOU, (b) adjunct faculty who have not done this training will receive an email reminder, and (c) Senator Beam will schedule additional training dates in September. He announced that there will be a Zoom workshop (i.e. breakout rooms, polls, basics/advance, reciprocity from other colleges, etc.) for faculty. Also, Senators discussed the accessibility exception policies for courses such as Music/Labs due to lack of resources. Lastly, VP Williams and the Senators had detailed discussions about whether students will be required to have cameras during their Zoom classes as it will cause equity, safety, privacy, pedagogic, and proctor issues.
9. Consent Agenda – Action Item	There were no items in this section.

10. Action Items, Including Items Removed from Consent

10.1 Faculty Staffing Request Forms: Qualitative Criteria and Quantitative Data	AS Secretary/Treasurer Erin Duane motioned to approve item 10.1. It was seconded by Senator Hidy. These request forms were approved unanimously.
10.2 Hiring Prioritization Timeline 2020-2021	Senator Wesley motioned to approve item 10.2. It was seconded by Senator Robertson. This motion was approved unanimously.

11. Information/Discussion Items

11.1 SCC Budget Update	VP Diamond was not able to attend this meeting. This item will be added on the next Senate agenda.
11.2 Banner Waitlist Challenges	Senator Robertson and Senator Long shared their concerns regarding Banner as it doesn't reflect the number of students on the waitlist once the semester starts. As a result, faculty have been receiving numerous emails from students requesting to be added to the class. Also, faculty have been communicating with students about their waitlist status. Senator Long proposed the possibility of providing students "add codes" before the first day of class. Senator Robertson informed the Senators that other colleges who utilized Banner have the ability to reflect the number of students on the waitlist. VP Williams recognized this concern and will contact Admission and Records department to discuss possible solutions.
11.3 Hiring Prioritization (New Programs/Loss of Non-Tenured faculty) Task Force	AS Vice President Scott, Senator Ayala, and AS Secretary/Treasurer Duane volunteered to be part of this task force.
11.4 DE Addenda Update	AS President Jaimez acknowledged the great success of DE Addenda. There were approximately 530 courses approved and 30 courses were sent back for minor edits.
11.5 Commitment to Anti-Racist Practices and Equity in Education	At this time, AS President Jaimez explained that Hiring Practices update will be provided to Senators in the near future. AS Vice President Scott and Sarah Barsness will provide updates under item 12.

12. Reports

12.1 Academic Program Review	Ferdinanda Florence, APR Coordinator, shared the committee's goals and self-assessment (see attached document).

12.2 Student Equity and Success Council	AP Vice President/SESC Coordinator Josh Scott provided the Senators their ideas of hosting an event during the October 13, 2020 Flex day. The following items were discussed: (a) how to create an equity-minded syllabus, (b) best practices (create a policy/best practices that are brought to Senate and Administrators), (c) best practices for assessments including exams, (d) presentations on what resources are available for students (Gallery Walk of Programs), (e) individual teachers and staff members could report our best or concrete strategies/practices, (f) student panel to discuss what they are struggling and what would they find to be helpful, (g) coordinate with DE and shell submission deadline, and (h) seminar: What does it mean to be Equity Minded?
12.3 Curriculum/Tech Review	Sarah Barsness, Curriculum/Tech Review Coordinator, stated that there will 545 courses (DE addenda) under Consent Items on the first committee meeting agenda. She specified the importance of continued close relationship with DE committee. One of her key goals will be creating a strategy for implementing anti-racist/equity base process in Curriculum and a panel discussion could occur during the October 13, 2020 Flex Day. Also, her committee goal will be to clarify the Curriculum process for faculty (i.e. handbook, CurricuNet), Local GE submission process, and silo structure. She informed the Senators that two scheduled Curriculum workshops had been cancelled.
13. Other Committees 13.1 Guided Pathways Steering Committee	Michael Wyly was not able to present his update but will provide this information via email to Senators.
14. Upcoming Items and/or Action Reminder	14.1 Academic Program Review – Ferdinanda Florence (1st meeting of the month) 14.2 Student Equity and Success Council – Joshua Scott (1st meeting of the month) 14.3 Curriculum/Tech Review – Sarah Barsness (1st meeting of the month) 14.4 Assessment Committee – Andrew Wesley (2nd meeting of the month) 14.5 Distance Education – Erica Beam (2nd meeting of the month) 14.6 Professional Development/Flex Cal – Michelle Smith (2nd meeting of the month) 14.7 Guided Pathways Steering Committee – Michael Wyly (1st meeting of the month)
15. Adjournment	Senator Wesley motioned to adjourn the meeting. It was seconded by AS Vice President Scott. The meeting adjourned at 4:47 pm.

ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN THE HONEYCHURCH BOARD ROOM OR VIA ZOOM UNLESS OTHERWISE NOTED.
October 5, 2020
October 19, 2020
October 26, 2020 (Tentative)
November 2, 2020
November 16, 2020
November 23, 2020 (Special Meeting: Hiring Priorities)
December 7, 2020
December 14, 2020 (Tentative)
January 14, 2021 (9:00 AM – 12 PM)
January 25, 2021
February 1, 2021
February 22, 2021
March 1, 2021
March 15, 2021
April 12, 2021
April 19, 2021
May 3, 2021
May 10, 2021 (Tentative)

Documents Reviewed:
1. Equity Summit Flyer
2. Faculty Staffing Request Forms: Qualitative Criteria and Quantitative Data
3. Hiring Prioritization Guidelines
4. Academic Program Review Committee Goals and Self-Assessment