

Santiago Canyon College Academic Senate

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Minutes-Approved

Senate Business Meeting

May 20, 2014

1:30 pm-3:00 pm B-212

Present:

Senators

Aguilera, Leonor
Cannon, Cari
Carrion, Rudy
Cummins, Shawn
Deeley, Steve
Dela-Cusack, Lisa
Elchlepp, Elizabeth
Frost, Alicia
Matthews, Evangeline
Mettler, Mary
Nance, Craig
Salcido, Andrew
Shekarabi, Nooshan

Volz, Matt

Officers

Evelt, Corinna (President)
DeCarbo, Michael (Vice President)
Wagner, Joyce (Sec/Treasurer)
Rutan, Craig (Curriculum Chair)

Guests:

Flores, Marilyn
Gause, Tiffany
Hopkins, Dean
Iannaccone, Judy
James, Scott

Jeffery, Bill

Quimzon, Eden
Recinos, Theresa
Soberano, Hector (ASG)
Winter, Alistair

Absent:

Deaver, Doug
Freidenrich, Leah
Hovanitz, Eric
Shields, Jolene
Sproat, Barbara
Taylor, Michael

To comply with recent changes to the Brown Act, the SCC Academic Senate will be recording votes of the Senators as follows:

- *Members recorded as absent are presumed not to have voted.*
- *If only yeas, the minutes will state that: "the motion passed without dissent."*
- *If there are nays and/or abstentions, the names of members voting in the minority and/or abstaining will be recorded, and all other members are presumed to have voted in the majority.*

- I. Order of the Agenda—**A motion to move Action Item B after Public Comments passed without dissent** (moved by Prof. Shekarabi and seconded by Prof. Frost).
- II. Approval of Minutes
 - A. **The minutes of May 6, 2014, were approved without dissent** (moved by Prof. DeCarbo and seconded by Prof. Shekarabi).
- III. Public Comments
 - A. Prof. Mettler: DSPS is planning on sending out an updated syllabus statement on the Monday of flex week. It will include a timeline for students to be responsible to contact DSPS. Please include in your syllabus and let your constituents know about the revision.
 - B. Prof. Nance: The Math department gave up part of the Humanities building assuming that they would get a large part of the D-building. A recent letter to an architect regarding renovations to the D-building mentioned finding a place for math faculty, but also mentioned rooms for Career Education, Counseling, and Art. There is concern that the Math department will not get the classrooms that they had expected.
 - C. Prof. Frost: A future Math department presence in both the D-building and the E-building is written in the current educational master plan, but it feels like these plans are being ignored.
- IV. AS Executive Board Reports
 - A. President (Prof. Evelt):
 1. Changes in the governance handbook description for the Professional Development Committee (formerly Faculty Development Committee) were approved by the Senate, but since then revisions were made at College Council.
 - a. Wording was changed on the responsibilities to include "seeks funds to support college-wide professional development", "implement, review, and evaluate professional development applications and reporting processes", "review and make recommendations regarding conference workshop requests."
 - b. The membership changed to include an additional classified staff member and to allow for any administrator to serve as an official administrator.

- c. The committee will be a recommending body and won't make any final decisions on the allocation of funds.
2. The scholarship ceremony is scheduled for 5:30 on Thursday, May 22. An art show reception will be held immediately afterwards.
3. Congratulations to the Faculty Excellence Award winners Denise Foley, Melody Vaught, and Jennifer Rincon.
4. The end-of-year Senate-hosted dinner is scheduled for Thursday, May 29, at 6:00pm, at Prof. Isbell's home.
5. At their next meeting, the PIE committee will review an analysis from the Budget Committee regarding available funds and then send a final prioritized list to College Council.
6. Various district units submitted resource augmentation requests to the District Planning and Organizational Effectiveness (POE) committee.
 - a. The requests totaled \$3.3 million and included requests for positions and a request to fund the safety task force recommendations.
 - b. This money would have been in addition to the District's allocation and would have been taken off the top before the colleges receive their 30/70 split.
 - c. Though most of these requests would benefit the colleges, the request process in POE was not aligned with the colleges' planning processes and so the colleges did not have a chance to discuss these requests.
 - d. The POE committee prioritized these requests, but moved them forward to the District Council with the caveat that POE was not recommending that any requests get funded other than the \$400,000 for the trustees' election.
 - e. A compromise was reached at District Council. The recommendation from District Council to the Chancellor was that \$500,000 be taken off the top of any growth money to fund the trustees' election and legal fees.
 - f. The other items could go through the planning processes for 2015-2016.
7. The district-wide Adobe Acrobat Pro license was approved. Colleges will need to contribute to the annual license fee.
8. Board of Trustee's President Claudia Alvarez invited both Senate presidents to join the Board's legislative committee to discuss SB850 (Baccalaureate degree) before the May 12 Board of Trustees meeting. The Board voted to approve the general idea of a baccalaureate degree, but is waiting to hear back from the colleges before making a decision to join the pilot program.
9. As part of recruitment for the International Student Programs at both colleges, Enrique Perez has gone to India and is planning to go to China. He is not being funded out of general funds, but district foundation funds. Enrique Perez is working with Linda Miskovic and Kanana Gitonga who head up the SCC International Student Program.
10. The SCC accreditation report was approved in College Council and will be sent to the Board on Thursday, May 22. Some minor changes were made to Standard III.D.
11. Prof. Evett commended the work of the other members of the Senate Executive Board. Profs. DeCarbo, Rutan, and Wagner will all continue on the Executive Board next year, but with different positions.
- B. Vice President (Prof. DeCarbo):
 1. Faculty will be able to purchase personal Adobe Pro licenses for \$20 for their home computers.
 2. Election results:
 - a. Prof. Musselman will serve as one of the adjunct representatives next year.
 - b. Prof. Metter and Prof. Crabill will fill the open positions in Counseling.
 - c. Prof. Womack will serve for Fine & Performing Arts and Communication.
 - d. Elections have not been completed for some of the other open positions.
 3. Commendations to Pres. Evett for her evenhandedness in the district fiscal discussions.
- C. Secretary/Treasurer (Prof. Wagner): no report
- D. CIC Chair (Prof. Rutan):
 1. At the last CIC meeting, there was a presentation on the curriculum impacts that are tied to financial aid.
 - a. Title 5 allows students to retake a course up to three times, for a total of four attempts, if that course is designated as repeatable. However, federal financial aid will only pay for two attempts of the same course in which a student initially received a D or better.
 - b. The Department of Education requires that colleges share with students the actual cost of any award that is supposed to lead to employment. The college must document the cost of instruction, the cost of textbooks, and any other cost the student can expect to pay.
 2. New guidelines for completing course outlines were approved and will be posted online.
 3. The CIC approved the Economics transfer degree which will be our eighteenth associate degree for transfer.
 4. Course outlines to be reviewed by the CIC in Fall are still due in CurricUNET by June 6.
 5. Prof. Rutan thanked the CIC for their recognition of him at his last CIC meeting.
- V. ASG Report (Hector Soberano)
 - A. On May 14, ASG held an event called Walk in Her Shoes. Several of the male students wore high heels and carried signs advocating for better treatment of women.
 - B. On Friday, May 23, at 7:30, ASG will be showing the movie Donnie Darko, because of the tie-in with mental health.
 - C. Faculty beat the students in the annual volleyball game.

VI. Action Items

- A. **Resolution SP2014.13:** Support for Offering Winter Intersession in 2015—First reading
1. The Enrollment Management Committee looked at Winter 2014 intersession data, including performance, demand, and the transition of students from Fall to Intersession to Spring.
 2. The committee feels comfortable recommending the idea of offering another intersession pending the availability of funding.
 - a. The cost of instruction was several hundred thousand dollars.
 - b. Additional costs include funding the Health Center and DSPS.
 3. A recommendation in support of Intersession was made to the PIE committee. The Budget committee will need to determine if funds will be available.
 4. There had been concern that departments might have to shift course sections from Fall and Spring to offer in intersession.
 - a. Department chairs should be able to look at their year-long scheduling patterns and make the best decisions for their programs.
 - b. Offering courses in Intersession should not force a department to give up classes in Spring or Fall.
 - c. No department should be required to offer Intersession classes if there are pedagogically sound reasons against doing so.
 5. There were a lower number of course cancellations, longer waitlists, and higher average enrollment Spring 2014 compared to Spring 2013, so Intersession did not seem to have a negative impact on enrollment.
 6. If we do offer Intersession in Winter 2015, we will reevaluate again before making a decision for the next year.
 7. For financial aid purposes, Intersession and Spring units are combined. The units are counted separately for Athletics.
 8. **A motion to waive the first reading passed without dissent** (moved by Prof. DeCarbo and seconded by Prof. Elchlepp).
 9. **The motion to approve resolution SP2014.13 passed without dissent** (moved by Prof. Volz and seconded by Prof. Deeley).
- B. **Flex Calendar**—First reading
1. Some of the sessions were highlighted.
 - a. The Academic Senate retreat is scheduled for Wednesday, August 20, from 9:00-1:00. Following this, department chairs are invited to a Senate-hosted luncheon from 1:15-2:30.
 - b. On Thursday August 21, the faculty potluck will be from 12:00-1:00 and the faculty forum from 1:00-3:00.
 - c. The DSPS open house will on Wednesday, August 20, from 4:00-6:00.
 2. **A motion to suspend the rules and waive the first reading passed without dissent** (moved by Prof. Rutan and seconded by Prof. Nance).
 3. **The motion to approve the Flex calendar passed without dissent** (moved by Prof. Cannon and seconded by Prof. Shekarabi).
- C. **Resolution SP2014.11:** Support of Santiago Canyon College Participation in the LGBT-Friendly Campus Climate Index—Second reading
1. Cons:
 - a. Some of the survey questions were read aloud. It is possible that SCC might not be rated highly which could potentially impact student enrollment.
 - b. The District already has general policies in place as well as a history of non-discrimination and acceptance.
 - c. Why should the college single out one special interest group and not others?
 2. Pros:
 - a. Even if SCC does not initially get a top score, we would have an opportunity to improve our rating.
 - b. It could be a good learning experience to have an outside group review our current programs and policies.
 3. The survey questions can be viewed at <http://www.campusprideindex.org/campusofficialonly/default.aspx>.
 4. **The motion to approve resolution SP2014.11 passed** (Nay-Prof. Salcido, Abstain-Prof. Nance) (moved by Prof. Mettler and seconded by Prof. Deaver).
- D. **Resolution SP2014.12:** Adoption of the 2014 Student Success and Support Program Plan—Second reading
1. Commendations to the SSSP group for their good and timely work.
 2. **The motion to approve resolution SP2014.12 passed without dissent** (moved by Prof. Mettler and seconded by Prof. Nance).

***Approved resolutions are posted online: <http://sccollege.edu/Departments/AcademicSenate/Pages/resolutions.aspx> ***

VII. Discussion Items

- A. Arts, Humanities, Social Sciences, and Library Update (Dean Flores responding to questions and comments submitted in advance by faculty).
1. *Could you please give us an update on the proposed new art gallery?*

- a. It was approved by the Facilities committee, is in the plans for the D-building, and meetings have been held with the architects.
 - b. The area involved is the former Humanities division office and one of the dance rooms.
 - c. There will be a faculty office area, with a line of sight into a Mac lab and an art exhibit area. There will also be a space for students to work on projects and to print materials.
 - d. It will serve about 10-11 different courses in the arts, specifically digital media. Communications and CIS will also be using the space for some of their courses.
 - e. The new area will have better security and increased storage space for the Art department.
2. *Can you please share a bit about your perspective on the Geography Department that still lacks a full-time faculty member?*
- a. SCC has a Geography AA-T degree that includes a laboratory component that we do not yet offer.
 - b. It is currently a small program with two adjuncts and typically four sections of courses each semester.
 - c. A full-time faculty would help with growing the program and completing tasks such as program review.
3. *With so much focus on STEM and so many grants related to STEM, what are your hopes for the AHSS and Library Division regarding the following: Grant funding for the Library and other departments, putting the A is STEAM, and support for all departments in the division, in general?*
- a. We did apply for one grant which would have impacted psychology, communications studies, and anthropology. Though we were not awarded the grant, we did get good feedback to help with future grants.
4. *As the administrator who oversees the Honors program, will you please share your vision for what SCC might do to enhance the program as it moves into its new space?*
- a. Honors, Model United Nations (MUN), and Forensics are all important programs that have been greatly impacted by budget cuts.
 - b. It is critical for Honors to get back its release time for a coordinator and counselor.
 - i. Prof. Elchlepp, Prof. Adams, and the rest of the Honors committee have worked hard this year.
 - ii. The budget cuts have forced the Honor's program to analyze its processes and priorities and become more efficient.
 - iii. It is important to maintain the space for Honors in the Humanities building even though the program is not fully staffed.
 - iv. There are two nice classrooms in the Humanities building for all the honors courses.
 - v. Honors programs statewide are looking at how to incorporate the sciences. Students planning to major in the sciences get locked into certain classes and can have difficulty completing the Honors program.
 - c. MUN has funding through December.
 - i. It is not clear what will happen after that.
 - ii. Students have been able to participate in small-scale competitions.
 - d. The Communications department has received minimum levels of funding for Forensics.
 - i. The majority of the funding came from the Foundation.
 - ii. Speech debate camps will be offered this summer.
 - e. It is important to continue to seek outside funding and to educate the college community about the good work being done by the faculty in these areas.
5. *Other questions:*
- a. *Throughout the history of SCC, Communications, Library, and Art have been moved between various divisions. Communications does not have a presence in the Humanities building. When will there be a permanent location for Communications?*
 - i. The AHSS division is very large to only have one dean and did put forward a request for an assistant dean of Library.
 - ii. There will be an attempt to maintain a "performing arts cluster" in the remodel of the D- and E-buildings.
 1. The current Forensics room needs improvement.
 2. The goal is to keep at least one performance arts room in the D-building.
 - iii. The division is working hard to maximize the use of the Humanities building.
- B. *District Communication Presentation by Judy Iannaccone*
1. She was charged to plan and rekindle employee communication at the district-wide level because studies have shown that organizations with highly functional employee communication programs are high performing.
 2. Before the recession, the District regularly sent out a Rancho View newsletter and chancellor e-blasts, held employee forums and lunch/chats with chancellor, conducted employee surveys, and established the employee intranet.
 3. Senators were asked to respond to the following questions:
 - a. *What should be the goals of district-wide employee communications?*
 - i. It should be two-directional communication. Right now it seems like the District is just looking for ways to announce information rather than to solicit information from employees.
 - ii. Is there an ombudsman program or a type of tip line where employees could bring up issues without fear of retaliation?

- iii. The District used to offer on-site healthcare forums during open enrollment.
 - iv. It is important that the District offices and help desk reply promptly to emails from employees.
 - b. *What kinds of information do you think faculty are hungry for?*
 - i. Information about the International Student Program: goals, vision, who is making the decisions, and what is the return on the investment.
 - ii. More opportunities for employees to provide feedback on new ideas and program development.
 - iii. An increase in extending our publications outside of our institution and to the local press. Reaching out to the community so that they are aware of what our District does.
 - c. *In what form do faculty want to receive that information today?*
 - i. Direct email—without having to click on any links.
 - ii. A place on the district website which would also include archived information.
 - iii. District employees could visit the campus and be available for certain hours as in an open house.
 - d. *What kinds of information would you as a faculty member want to receive from the district?*
 - i. More information about the services at the district.
 - e. *Which of the following would employees find most useful?*
 - i. Online chats or an online forum.
 - ii. Short videos.
 - f. *How do we foster two-way communication?*
 - i. Restore trust.
 - ii. Employees would be more apt to speak freely if their names were not associated with the communication.
4. Future
- a. An employee survey was recently sent out and the results will be analyzed.
 - b. An employee communications plan will be developed and implemented next year.
 - c. There will be frequent evaluation of the various components of the plan.

A motion to extend the meeting passed without dissent (Moved by Prof. DeCarbo and seconded by Prof. Rutan)

C. Baccalaureate Degree and RSCCD

1. Background
 - a. Fifty community colleges in 21 different states are already offering baccalaureate degrees.
 - b. Some examples are architecture, automotives, and respiratory therapy.
 - c. Reasons for having these degrees include that universities don't offer a particular program or are unable to meet demand.
 - d. Some industries have changed and now require a bachelor's degree instead of just a certificate or associate degree.
 - e. SB850 would create a pilot of 15 community college districts who would each offer a baccalaureate degree which isn't offered at the UCs or CSUs.
 - f. The applying districts must show that there is a local industry need and demand for such a degree.
 - g. Pilot districts must have their programs start by 2017-18 with students completing by 2021-22.
2. The RSCCD Board of Trustees, at their May 12 meeting, voted to support SB850, but did not necessarily advocate for RSCCD to be one of the pilot districts.
3. Issues:
 - a. This will change the community college mission and would affect education code.
 - b. It is not clear how participating districts would be funded.
 - c. How much will students have to pay? It will probably cost more than the current \$46 per unit.
 - d. Will funding come from a new source or out of the existing state community college budget?
 - e. How will this affect open access? Would we have to develop an application and evaluation process and deny some students entrance into the program.
 - f. Would it affect the required minimum qualifications for instructors? What about CTE faculty who do not have a master's degree?
 - g. Would the pay for teaching courses in the baccalaureate program be the same?
 - h. Participating districts would need to create upper division general education courses.
 - i. Will employers or graduate programs view bachelor's degrees from community colleges as somehow less than those from universities?
 - j. Additional facilities might be needed.
4. Federal financial aid already has separate rules for students earning bachelor's degrees.
5. The ACCJC is already in process to be able to offer accreditation for a baccalaureate program.
6. Should SCC be part of this?
 - a. It might be good for our CTE area.
 - b. Our water program is very successful, but does the program need a bachelor's?
 - c. We already have a long list of unmet needs.

- d. We could conduct research to determine local industry needs.
 - e. This would be a lot of work for a program that might be discontinued after one trial.
- D. District Safety Task Force Recommendations:
1. Last September, a district task force was charged with evaluating the district's preparedness for an extreme security event.
 - a. After six months of research by two of the members, the task force was presented with nine recommendations to consider.
 - b. One recommendation was to have non-sworn armed officers on the campuses. Research show that extreme security events are shorter the quicker guns get to the scene.
 - c. Other recommendations are for SCC to have a continual security presence on campus as well as a full-time dispatcher supplemented in evening with student workers.
 2. All of these recommendations were submitted to POE with an estimated initial cost of \$1.5 million.
 - a. The colleges would be responsible for some of these costs.
 - b. The recommendations were not funded this year, so there will be time for more discussion and planning.
 - c. \$1.5 million was the worst case scenario. Instead of hiring all new officers, we may be able to train officers already in place.
 3. Any armed officer would be well trained.
 - a. Interested officers would need to apply and go through rigorous psychological evaluation.
 - b. The training is intense and officers are evaluated on a pass/fail basis.
 - c. There would be continual refresher training.
 4. District policies would need to be developed and put in place.
 - a. There are strict guidelines at other colleges as to when firearms can be drawn.
 5. ASG had a discussion and most of the members thought it was a good idea to have armed officers, though it would be a major change.
 6. Comments and questions from senators:
 - a. Have other alternatives been considered? Could we contract out for armed security?
 - i. The costs to contract out were considered but are still very high.
 - b. Many other colleges already have armed officers.
 - c. How do we guarantee the security of the firearms when they are with the officer and when they are not? Our temporary buildings are not that secure.
 - i. Security will soon move into the back of the library.
 - ii. Part of the proposed costs was for firearm safes.
 - d. Having armed officers on campus would be a deterrent.
 - e. How many officers currently on staff are already trained?
 - i. Some of the current officers have done the police POST course.
 - ii. Some of the part-time officers work on other campuses which have armed security forces.
 - iii. RSCCD used to have a sworn department back in the 1980s.
- E. Faculty Hiring Process:
1. The hiring request form will be digitalized and some of the data will be prepopulated.
 2. We will continue to work with Continuing Education to determine how best to capture their information.
 3. There will be a tutorial available.
- F. AR 3430: Prohibition of Harassment
1. According to the proposed clause regarding academic freedom, faculty would need to consult with an administrator before using sexually explicit material in the classroom.
 2. There was concern that the proposed wording would set a bad precedence. It was unclear about who gets the final determination of what is permissible material for a classroom.
 3. Some clauses from other colleges regarding academic freedom were collected. They will be sent out for Senators to review and provide feedback.
 4. This AR is scheduled for discussion in the Human Resources Committee in June.

VIII. Summary Reports Discussion (see attached)

Meeting Adjourned at 3:45 p.m.

Respectfully submitted,

Joyce Wagner SCC-AS Secretary/Treasurer