

Santiago Canyon College

Academic Senate

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Minutes-Approved

Senate Business Meeting
September 4, 2012
1:30 pm-3:00 pm E-306

Present:

Senators

Aguilera, Leonor
Breedon, Emma
Carrion, Rudy
Cummins, Shawn
Deaver, Doug
DeCarbo, Michael
Deeley, Steve
Elchlepp, Elizabeth
Evet, Corinna
Hovanitz, Eric

Isbell, James
Martino, Danny
Matthews, Evangeline
Mettler, Mary
Nance, Craig
Salcido, Andrew
Scott, Randy
Shekarabi, Nooshan
Shields, Jolene
Sproat, Barbara
Wagner, Joyce

Womack, Melinda

Non-Voting Members

CIC: Rutan, Craig
ASG: none

Guests:

Jones, Vanessa
Vazquez, Juan

Absent:

Granitto, James

I. Order of the Agenda

- A. Item V.D. Exceptions to Academic Regulations (EAR) Committee Membership Resolution was postponed indefinitely until one of the representatives brings it forward (moved by Prof. DeCarbo and seconded by Prof. Martino).

II. Approval of Minutes

- A. The minutes of May 1, 2012 were approved (moved by Prof. Sproat and seconded by Prof. Deeley).
- B. The minutes of August 22, 2012 were approved (moved by Prof. DeCarbo and seconded by Prof. Womack).

III. Public Comments

- A. None

IV. ASG Report

- A. None

V. Discussion Items

- A. College Update: President Juan Vazquez
 1. The new budget allocation model
 - a. The BAPR implementation group has started the process of determining the responsibilities of each group (SCC, SAC and District).
 - b. Some positions have not been filled.
 - i. Part of the money from these positions went to the District to contribute to our part of a \$5 million deficit from last year.
 - ii. Some full-time positions are gone for good (public information officer, Foundation director, facilities manager...).

- iii. Some of the money from unfilled positions may be available for SCC to spend.
 - c. The Budget Committee will be making recommendations to Juan and the College Council.
 - 2. The District
 - a. We need to take the position that the District is there to serve the Colleges and provide for those things that are in the Colleges' plans.
 - b. The District is currently responsible for the bookstores, security, child development centers, IT backup and the higher level maintenance and facility services.
 - c. The District IT manager has appealed to the BAPR group for more people and has noted that the system has problems.
 - i. The District lost more than \$100,000 in DSPS allocations because MIS information was delivered late to the Chancellor's Office.
 - ii. SCC needs to make sure data is accurate and complete before it is given to the District.
 - 3. New District-Wide Groups
 - a. A master planning group (name to be determined) will drive the budget and resource allocation.
 - i. This group will include 4 representatives from each unit (SCC, SAC, and District) including 2 faculty.
 - b. A fiscal group (BAPR reinvented)
 - i. This group will follow the directives of the planning group.
 - ii. This will probably be the group where District requests are prioritized.
- B. Common Curriculum BP6177 Revision Resolution (First Reading): Prof. Rutan (*ATTACHED*)
- 1. Background
 - a. The Joint Curriculum and Instruction Handbook, which is spelled out by Administrative Regulation 6177, was last revised in 2008.
 - b. The Handbook has the instructions on how we implement the Board Policy on curriculum.
 - c. It included a definition of "common" that required signatures from both colleges for courses that had the same number.
 - 2. Issues
 - a. Even though both colleges are now using CurricUNET, there is a backlog of review at the end of the process.
 - b. Courses from here and SAC are articulated separately. It is possible to have a course articulate at one college and not the other.
 - c. If the course number stays the same, the courses at each college must have the same number of units and primarily the same content to avoid any articulation issues.
 - 3. Resolution F2012.1
 - a. The resolution asks that the Senate accept the recommendations of the CIC and approve the revised version of *Procedures and Requirements Attendant to BP6117*
 - b. The revisions would eliminate the need to get approval from the other college for course changes.
 - c. However, if a college wanted significant change for a course, it must use a different course number so students don't get confused.
 - d. The definition of common now applies only to policy.
 - e. The authority of the District Curriculum and Instruction Council would be reduced to policy changes and General Education courses that are at both colleges.
 - f. Substantive change to content is defined to be 20% or more change.
 - 4. Fall Semester

- a. This policy change will not go into effect until Spring because it affects how CurricUNET operates.
 - b. Routing to SAC for approvals still needs to occur this semester.
 - c. If you pass a course this semester and SAC does not, it can still go into our catalog.
 - d. The resolution has passed SCC's and SAC's Curriculum Councils and is being presented at both Academic Senates.
5. The resolution was moved by Prof. Aguilera and seconded by Prof. Martino and will be an action item at the next Senate meeting (September 18).

C. Student Learning Outcomes Assessment Deadline: Prof. Wagner

1. Accreditation
 - a. Our Accreditation Commission (ACCJC) has asked that community colleges become proficient in student learning outcomes by Fall 2012.
 - i. "Proficient" is defined in an ACCJC rubric where the levels are "awareness", "development", "proficiency" and "sustainable continuous quality improvement."
 - ii. A report is due on October 15 to the ACCJC in which we show how close we are to meeting the proficiency level.
2. Our Status
 - a. As of this Senate meeting, SCC has assessments turned in for 77% of courses that are currently being offered.
 - b. SCC is behind on program and institutional level assessments.
 - c. SCC is in the process of hiring a replacement Assistant Dean of Institutional Effectiveness and Assessment.
3. Resources
 - a. Kay Powell and Rudy Tjiptahadi created a Power Point presentation "How to Complete Assessment Form" to aid in filling out the 5-column assessment report.
 - b. The power-point presentation along with other information can be found on the SLO Committee website. (<http://www.sccollege.edu/StudentServices/slo/Pages/default.aspx>)

D. The Exceptions to Academic Regulations (EAR) Committee Membership Resolution was tabled.

E. Governance Committees, Minutes and Reporting: Prof. DeCarbo (*HANDOUT ATTACHED*)

1. Representation
 - a. The contract for full-time faculty includes 5 hours a week of "institutional service."
 - b. We not only have an obligation but also the privilege of sitting on committees.
 - c. One-third of faculty responded to Prof. DeCarbo's emailed request to verify committee commitment.
 - d. Some committees still have empty seats.
 - e. We have difficulty keeping people on the different Technology Committees. Faculty do not need to be technologically savvy to join and contribute to these committees.
2. Content of Minutes
 - a. As per the Brown Act, all committees, councils and task forces under the Academic Senate must record minutes and submit them to the Academic Senate.
 - b. Minutes must include:
 - i. Attending members
 - ii. All motions made
 - iii. All actions taken
 - c. All documents presented at the meetings must be made available.

3. Reporting
 - a. All approved minutes from governance committees under the Senate must be submitted to the Academic Senate Vice President.
 - b. A proposed "Summary Report for the Senate" portion of these minutes would include:
 - i. Actions taken
 - ii. Events planned
 - iii. Items for recommendation
 - iv. Other resources needed/acquired/allocated
 - v. Useful information
 - c. These summary reports can be sent out to Senators along with the Senate agenda.
 - i. Senators then would be more informed before attending Senate meetings.
 - ii. By not needing committees to present a verbal report, the Senate would save time at our meetings by going straight to discussion of any issues in the written reports.

VI. Reports Discussion

- A. Curriculum: Prof. Rutan
 1. SCC has been recertified to approve stand alone courses.
- B. SLOARC
 1. Already discussed.
- C. SAC Senate Report
 1. Has not met yet.
- D. Technology
 1. No representative present.
- E. Facilities: Prof. Nance
 1. The Facilities Committee heard a presentation from an energy company concerning the placement of solar panels in the parking lots. Because of concerns, no decision was reached.
 2. The two entrances with signals are still on hold. One will be opened soon but just for construction workers.
 3. Bicycle racks are being added around campus.
- F. President's Report: Pres. Evett
 1. The TAG will look into the Web Advisor problems that occurred the first week of classes and will consider possible safety nets.
 2. The Board Meeting on October 22 will be held at SCC at 4:30 in SC 105. Faculty participation would be appreciated.
 3. The Great California Shakeout earthquake drills will be held on October 18 at 10:18 am and 7:30 pm.
 4. International students rented parts of our facility over the summer. President Vazquez is looking into developing an international student program. The goal is that no current students will be displaced but that our classes might be augmented and we may be able to offer more classes. There will be a meeting on September 11 with an international group to discuss possibilities.
 5. A newsletter from Prof. Evett will hopefully be out this week with more information about the Senate.

Meeting Adjourned at 3:00 pm (moved by Prof. Martino and seconded by Prof. Hovanitz)

Respectfully submitted,

Joyce Wagner

SCC-AS Secretary/Treasurer

F2012.1 Approval of Revisions to Procedures and Requirements Attendant to BP6117

Moved:

Seconded:

Whereas, the faculty at Santiago Canyon College (SCC) strive to offer a comprehensive curriculum that is easily modified to continue to serve student needs despite changes that occur at transfer universities; and

Whereas, the faculty at SCC should be able to develop courses that serve the needs of their student body which differs from the student body at Santa Ana College; and

Whereas, the approval requirements described in the current Procedures and Requirements Attendant to BP6117 have proven to be a hindrance to the faculty's ability to change courses when needed;

Resolved, the SCC Academic Senate approve the revised version of Procedures and Requirements Attendant to BP 6117; and

Resolved; that the revised Procedures and Requirements Attendant to BP6117 be published in the latest version of the Joint Curriculum Handbook.

SANTA ANA COLLEGE
SANTIAGO CANYON COLLEGE

JOINT
CURRICULUM AND INSTRUCTION
HANDBOOK



DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

Section 4a

**Board Policy 6117
Curriculum**

**Adopted 03/28/77
Revised 01-22-07**

Courses of instruction and educational programs shall be established and modified under the direction of the Board of Trustees, and submitted to the Board of Governors for approval, following state regulations. Courses of instruction and educational programs, when applicable, shall be articulated with proximate high schools, four-year colleges and universities under the direction of the District Board of Trustees. The colleges will maintain a common curriculum.

Legal Reference: Education Code: 51022 Instruction Programs

Section 4b

Administrative Regulation 6117

January 1, 1997

Procedures in requirements attendant to BP6117 shall be published in the Curriculum and Instruction Handbook, which is maintained by the Curriculum and Instruction Council and the Office of Instructional Services.

Legal References: Educational Code 78200, 78201, 78203

Responsible Manager: Vice President of Academic Affairs

**Procedures and Requirements Attendant to BP6117
Santa Ana College
Santiago Canyon College**

Introduction

In the best interest of students, the colleges in the Rancho Santiago Community College District have agreed to maintain a common curriculum, i.e., shared curriculum. The Academic Senates at Santa Ana College and Santiago Canyon College have endorsed this principle, and as a result, the Curriculum and Instruction Councils at each college have cooperated and acted in concert in every possible instance. This means a continuing and ongoing commitment to a common, i.e., shared curriculum within general education and transfer requirements. Also, each college should have the flexibility to develop in ways that best suit the needs of students at each college.

Purpose

The clear and practical curriculum procedures explained in this document will provide maximum student access and faculty cooperation between the two colleges, while preserving academic freedom and encouraging innovation.

Courses

Courses with the same number will have the same title, number of units and basically the same course content. As a result, revisions of common, i.e., shared curriculum must be communicated between the respective departments at each college. Course Outlines of Record may be structured to allow each college flexibility in approach and emphasis as long as the content is basically the same. If, after serious and due consideration, one of the colleges wishes to make a substantive change to the course content or any change in the number of units, and the other does not agree, the college making the change must invoke a number change and handle all state requirements and articulation changes.

Note: Due to the fact that transferable courses are articulated primarily on course description and content and are also reviewed for course purpose/Student Learning Outcomes, textbook/materials, instructional methods, outside assignments, and standards of achievement, even a slight variation in any of the areas listed above may result in a different articulation outcome for a *common course*.

Plan A or the General Education Requirements for the AA Degree

Agreement on Plan A is critical to making it as easy as possible for a student to attend both colleges. Because of the different course offerings at each individual college, Plan A can not be identical at both but should be as similar as possible. While the placement of courses in each Plan A area will reflect the specific courses offered at each individual college, if a course is offered at both colleges, placement on Plan A must be the same at both colleges.

1. Changes to Plan A, Section I. *Units and Residency Requirements* require the approval of the Curriculum and Instruction Councils at both colleges.
2. Changes to the description of Plan A Section II. *General Education Requirements* require the approval of the Curriculum and Instruction Councils at both colleges. Changes to the number of areas within Plan A, Section II, General Education Requirements, or to the type and designation of the areas within Plan A, Section II, also require the approval of both Curriculum and Instruction Councils. If a course is taught at only one college, that college determines the placement within the areas of the Plan A, Section II. *General Education Requirements*.

If a student completes a Plan A, Section II *General Education Requirements* in an area using a course taught at either college, both colleges will honor it. For example, the modern language possibilities in the Plan A, Area C Humanities Requirement include Vietnamese 101 in the SAC catalog but not in the SCC catalog. SCC, therefore, accepts Vietnamese 101 as meeting the Area C requirement. By contrast, if the student took Vietnamese 101 at Orange Coast College, the course would not automatically be accepted in that area.

3. Changes to the description of Plan A, Section III. *Major Requirements* require the approval of the Curriculum and Instruction Councils at both colleges. Changes to the actual major requirements are addressed under the heading of *Degree/Certificate Requirements of the Academic Departments*.
4. Changes to the description of Plan A, Sections IV-V, *Required Proficiencies*. Because there are many ways to demonstrate proficiency, each college will determine how each individual proficiency requirement in Plan A, Sections IVA, Reading; IVB, Mathematics; and V Oral Communication is met. However, the proficiency categories must be the same.

Note: The General Education Philosophy Statement is reflective of the college's SLOs, and therefore the college's mission statement. Since each college has a different mission statement, it is difficult to align the SLOs in the exact same manner. For this reason, the colleges may have different philosophy statements, mission statements and SLOs.

Plan B (CSU) and Plan C (IGETC)

The Plan B (CSU) and C (IGETC) at each college will reflect the course offerings at each college. Because these agreements are with the California State University and the University of California systems, they will be unique to each individual college in the RSCCD. However, if a course is common i.e., shared, to both colleges and it appears on one of the plans at one college, it must also appear on the same plan at the other college and be placed in the same area. For example, Anthropology 101 appears as a life science: Plan B Area B2 for CSU and Plan C Area 5 Group B for UC. It may not appear as a life science for one college and a social science for the other (i.e., Plan B Area D; Plan C Area 4).

Degree/Certificate Requirements of the Academic Departments

Degree and Certificate requirements should be the same at both colleges whenever reasonably possible. However, because of different specific course offerings, this will not always be feasible. When degree or certificate requirements differ, they must still be comparable in depth and breadth of content at both colleges. For example, if one college lacks a facility, the degree cannot require completion requiring this facility.

The Role of the District Curriculum and Instruction Council

Statement of Purpose

This council fulfills the role of insuring common, i.e., shared curriculum and academic policies between Santa Ana College and Santiago Canyon College. It is the body which receives, for information purposes, policy changes for the catalog approved by the Curriculum and Instruction Councils of each college, e.g.,

- IGETC and CSU courses
- AA degree requirements
- All academic standards and policies which are developed at the college councils.

The official annual letters prepared for the Board of Trustees by the college Curriculum and Instruction Council chairs will be reviewed by the District Curriculum and Instruction Council co-chairs for information prior to presentation to the Board. The two letters will be presented to the Board at the same board meeting.

The District Curriculum and Instruction Council will meet as needed.

Adjudication Process

The council is responsible for adjudicating disputes between the two colleges, e.g., any change to the General Education Requirements for the AA degree; placement of courses in Plan A, Plan B and Plan C; and will be the last resort for resolution of all conflicts. A simple majority vote will determine the outcome.

Collegial resolution should occur at the department level, and if this does not prove viable, the two Curriculum and Instruction Council Chairs will confer with the affected faculty to seek resolution. If resolution is not possible, this issue will be sent for formal review by the District Curriculum and Instruction Council. The parties will be informed of the outcome within 10 working days of the District Curriculum and Instruction Council meeting.

Membership of the District Curriculum and Instruction Council

- 2 Representatives: *Chair, SAC Curriculum and Instruction Council; Chair, SCC Curriculum and Instruction Council
- 2 Representatives: Academic Senate President, SAC; Academic Senate President, SCC
- 2 Representatives: Vice President of Academic Affairs, SAC; Vice President of Academic Affairs, SCC
- 2 Representatives: 1 Faculty Representative from SAC; 1 Faculty Representative from SCC appointed by the respective Academic Senates
- 2 Representatives: Articulation Officer, SAC; Articulation Officer, SCC – *Advisory only*
- 2 Representatives: Support Services Assistant, SAC; Support Services Assistant, SCC – *Advisory only*

*The District Curriculum and Instruction Council will be co-chaired by the SAC/SCC Chairs of the Curriculum and Instruction Councils

In-service on this document should be offered every year.

Referred to SAC/SCC Curriculum and Instruction Chairs by District Curriculum and Instruction Council 03/19/2012. Agreed upon by SAC/SCC Curriculum and Instruction Chairs 04/05/2012.
 Approved by SAC Academic Senate Executive Committee.....
 Approved by SCC Academic Senate Executive Committee.....

Approval Dates:

SAC Curriculum and Instruction Council:

SCC Curriculum and Instruction Council:.....

SAC Academic Senate:.....

SCC Academic Senate:.....

I Faculty Committee, Council, Task Force representation

A A gentle reminder from the bargaining agreement:

Workload

6.1 WORKLOAD

6.1.3 Work Week

A. College Credit Instructors

*The standard work week is to average forty (40) hours. The standard instructional work week shall consist of fifteen (15) LHE of classroom assignments, fifteen (15) hours of preparation, five (5) office hours, and **five (5) hours of institutional service.***

Other Faculty Duties - Credit and Non-Credit

6.2 OTHER FACULTY DUTIES – CREDIT AND NON-CREDIT

6.2.1 Council Assignments, Meetings

Participation in council or committee assignments, course development, meetings, conferences, office hours and other college/district activities is a part of the contractual responsibility.

- 1 The above applies specifically to credit faculty, but the same duties can be found for non-credit faculty, counselors and other non-instructional faculty.
 - 2 Collectively remind ourselves of our obligation and privilege to participate in the governing of Santiago Canyon College.
- B 1/3 of our Faculty have responded to the request to “verify . . . committee commitment.”
- 1 A reminder will be sent out at the end of the week.
 - 2 As Senators, a gentle reminder to your constituents would be appreciated and within your duties regarding communication of senate work.
- C There has been some interest, but the following committees still have empty seats:
- 1 Continuing Education Commencement/Planning
 - 2 Continuing Education Faculty Leadership
 - 3 Continuing Education Safety/Emergency
 - 4 Curriculum & Instruction Council (2)
 - a Career Technical Member
 - b At-large Member
 - 5 District Technology Advisory Group (2)
 - 6 Faculty Development
 - 7 Graduation/Commencement Planning
 - 8 Honors Program
 - 9 Physical Sciences Member
 - 10 Matriculation Advisory
 - 11 SLOARC
 - 12 Technology (2)
 - 13 Transfer Advisory

II Faculty Committee, Council, Task Force minutes content

A As per the Senate discussion regarding the Brown Act, all Committees, Councils and Task Forces must record minutes of meetings and submit those minutes to the Academic Senate.

B Minutes content requirements

- 1 A list of all attending members (guests have the option of not having their presence recorded)
- 2 A recording of all motions made (regardless of success)
 - a Motions to accept minutes
 - b Motions to adjourn
- 3 A recording of all actions taken
- 4 All documents presented must be made available
- 5 A “Summary report for the Senate.”

C Minutes content suggestions

- 1 A recording of discussion items
 - a Particularly noting the pros and cons
- 2 A recording of all reports presented

III Faculty Committee, Council, Task Force minutes reporting

A All approved minutes MUST be submitted to the Academic Senate Vice President

- 1 The Academic Senate Vice President will then post the minutes to the Academic Senate website.

B The “Summary report for the Senate” will be submitted to the Academic Senate Vice President.

- 1 The “Summary report for the Senate” will not be an approved recording of the meeting.
- 2 The most recent “Summary report for the Senate” will be provided to all senators prior to the next Academic Senate Business Meeting.
- 3 The purpose of the “Summary report for the Senate” is to streamline the communication process by:
 - a Allowing Senators to have all committee needs/items in one document.
 - b Synthesizing an entire committee’s minutes into brief section.
 - c Encouraging discussion of committee work prior to a formal acceptance of the minutes.
- 4 The “Summary report for the Senate” shall include:
 - a Actions taken
 - b Events planned
 - c Items for recommendation
 - d Other resources needed/acquired/allocated
 - e Useful information