

Santiago Canyon College

Academic Senate

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Minutes-Approved

Senate Business Meeting

February 5, 2013

1:30 pm-3:00 pm D-221

Present:

Senators

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

Isbell, James
Martino, Danny
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: Wayne, Jason

Guests:

Smith, John

Absent:

Hovanitz, Eric
Matthews, Evangeline

- I. Order of the Agenda (no changes)
- II. Approval of Minutes
 - A. The minutes of December 4, 2012, were approved (moved by Prof. Womack and seconded by Prof. DeCarbo).
 - B. The minutes of the January 23, 2013, Spring Retreat were approved with revisions (moved by Prof. Martino and seconded by Prof. Deaver).
- III. Public Comments
 - A. Prof. Martino: A constituent expressed concern that the SCC Academic Senate/Castle Foundation Scholarship required applicants to be BOG waiver recipients.
 1. Prof. Evett stated that the BOG waiver requirement was not on the scholarship description that she approved in Fall. She will contact the Scholarship Program Office.
 2. In the future, the Senate, as a whole, will review the scholarship description and revise if necessary.
 - B. Prof. Martino: The one year accelerated transfer degree introduced at convocation was a surprise to faculty.
 1. There was concern expressed that the Senate President and the Curriculum Chair were not consulted prior to convocation. According to 10+1, faculty have a voice in issues involving curriculum (1) and degrees (2).
 2. Questions from the Senators:
 - a. Is there any research supporting the success of accelerated degrees?
 - b. Do the CSUs and UCs have a similar push to offer accelerated degrees?
 - c. Will the students who are best prepared for an accelerated degree be interested?
 - d. Will this mean that those students will have priority registration into those classes?

- C. Prof. Elchlepp: The English department was written into a grant without their prior approval.
 - 1. Prof. Evett responded that the particular grant had used the older version of the grant application, and is thus evidence that the revised form is needed
 - 2. Further, because grant applications sometimes get altered between the initial writing and the final version, there needs to be a system to monitor the entire process
 - 3. In addition, there needs to be a location to house all the grant information and a list of current and past grants.

IV. ASG Report (Jason Wayne)

- A. The ASG budget has been severely reduced, from \$32,000 to \$20,000.
- B. The next ASG newsletter is expected to be out by the end of February. The ASG Journalism Director, Caitlin Tassos, is doing a great job as the editor.
- C. The Multicultural Leadership Committee is planning celebrations of Black History month. The film, "Remember the Titans" will be shown on Tuesday, February 19, 3:00-6:00, room TBD.
- D. The Inter-Club Council reports that the number of active student clubs increased from 7 to 23 clubs. The ASG budget was altered so that the ICC can provide funds of \$100 for starting an approved new club.

V. Action Items

- A. Constitution (Prof. DeCarbo)
 - 1. Minor revisions to the Constitution were suggested.
 - 2. A resolution to present the updated Constitution to the faculty as a whole had been drafted and will be formally presented at the February 19 Senate meeting. The resolution will need approval from two-thirds of the members of Senate present.
- B. Accreditation Steering Committee Membership (Prof. Evett)
 - 1. A tentative list of Steering Committee members was presented to the Senate.
 - 2. An administrator, faculty member, and classified staff member will work as a group to head the writing of an accreditation standard or substandard. They will recruit other members to form a standard committee.
 - 3. A finalized list will be sent out to faculty before being voted upon at the next Senate meeting.

VI. Discussion Items

- A. Spring Planning for Senate—Possible Topics for Discussion/Action
 - 1. The accelerated one year degree.
 - 2. Offering basic skills as credit or non-credit.
 - 3. Setting enrollment caps for the classroom.
 - a. The Curriculum Committee can recommend caps.
 - b. Our union, FARCCD, has some agreements with the District about caps.
 - c. Caps in Distance Education courses need to be determined.
 - d. Some of the classrooms in the humanities building are large, and faculty are concerned about pressure to add students.
- B. Bylaws Revision (Prof. DeCarbo and Prof. Shekarabi)
 - 1. In the sections regarding recall for both senators and officers, it was suggested that the initial petition asking for recall only needs to be signed by 20% of the faculty, not 50%.
 - 2. The following questions regarding the curriculum chair will need to be addressed:
 - a. Should curriculum chair be an elected position instead of an appointed position?
 - b. Should the curriculum chair officially be on the executive board and have voting rights?
 - c. Should there be term limits? Six years was suggested.
- C. Enrollment Management (Prof. Evett)
 - 1. Issues with the current enrollment management practices at SCC:
 - a. There is no clearly stated philosophy.

- b. There is no clearly stated policy.
 - c. Faculty are not consistently involved in decision making.
 - d. It is unclear if and how data is driving decisions.
2. Issues to consider when developing a policy:
- a. How do we determine which class schedule produces the most success?
 - b. Should some decisions be left to the department as opposed to an EM committee?
 - c. How do we separate course offerings from class scheduling?
 - d. How do we guarantee that EM committee members would look beyond their own disciplines?
 - e. How should input from various groups be coordinated so as to reach a final decision?
 - f. How do we balance the immediate issue of meeting student demand in a particular semester with looking forward to future changes and developments?
 - g. How do we find a balance between expensive classes and money-making classes?
 - h. How should the budget impact decisions?
 - i. How will we work with Santa Ana College?
3. Senate role:
- a. Consider adopting part or all of the ASCCC papers of 1999 and 2009.
 - b. Initiate the creation of an enrollment management philosophy.
 - Find a balance between meeting current student needs, maximizing apportionment, and attracting new students.
 - Some values to include: student success, reflecting the mission, student pathway completion, quality, data-based, and fiscal responsibility.
 - c. Help develop an EM policy that is founded upon an EM philosophy.
 - Determine if there should be a separate enrollment management committee with faculty representation.
 - d. President Evett was charged with bringing forth a resolution to create a task force to work on a philosophy and a possible EM committee membership structure. Contact Prof. Evett if you are interested in serving on this task force.

VII. Reports Discussion

A. Curriculum

1. Transfer degrees:

- a. History and Studio Arts have been approved by the Chancellor's Office.
- b. Approval is still pending for Political Science and Elementary Education.
- c. The Kinesiology transfer degree approval will take longer as it is a new program.

B. Student Learning Outcomes Assessment and Review Committee (see attached summary).

C. SAC Senate Report (see attached summary).

D. Technology

E. Facilities (see attached summary).

F. College Council

G. President's Report

- 1. An unforeseen advantage of the OEC move is that those OEC students whose classes are now meeting at SCC are expressing increased interest in transferring to the SCC credit program.
- 2. SCC needs to consider whether to keep some of the continuing education programs on campus instead of having them return to the OEC.
- 3. The building issues at the OEC mainly concerned accessibility and are less severe than feared. OEC might be ready for student occupancy in Fall.

Meeting Adjourned at 3:00 pm (Moved by Prof. Deaver and seconded by Prof. Carrion)

Respectfully submitted,

Joyce Wagner

SCC-AS Secretary/Treasurer

Summary Report

Committee: SLOARC

Meeting date: December 6, 2012

Content

1 Discussion items:

- SLOARC reviewed an initial draft of an *Approach to Outcomes Assessment* document which takes into account 5 different areas related to SLOs and assessment:
 - Courses: SCC has a process already underway for courses.
 - Award Programs
 - All degree and certificates will have a minimum of one outcome that is measured through unique assessment, not just a mapping of courses.
 - Similar award programs, as well as programs that offer both a degree and certificate, will have one set of shared outcomes.
 - Programs
 - A program can be defined as “a cohesive group of courses or activities that support a common set of outcomes”.
 - Programs need their own set of measurable outcomes linked to the LCATs.
 - Examples, outside of disciplines, include General Education, Honors, Distance Education, Continuing Education, STEM, Library, Tutoring Center, and MUN.
 - Support Services Outcomes
 - Each entity will have their own set of measurable outcomes that are linked to the LCATs and/or Institutional Operational Outcomes.
 - A minimum of one outcome will measure student learning.
 - A minimum of one outcome will measure entity performance.
 - Administrative Services
 - Aaron gave Steve Kawa examples of processes from other institutions.
 - The Office of Institutional Effectiveness and Assessment (IE&A), along with SLOARC, needs to take an active role in getting the process started.
- TaskStream: Implementation will be getting underway.
- Student Awareness: Progress has been made toward having a student- written article and an LCAT publicity campaign.
- ParTest and ParScore: Faculty are involved in pilot programs. More pilots in Spring.

2 Duties met:

- SLOARC reviewed several completed 5-column course assessment reports that had been submitted to the IE&A.

3 Actions proposed: (none)

4 Events Planned: Flex Week:

- Program Assessment 101.
- How to Make Assessment More Meaningful. (Science FIG will present some of their work).
- Help is on the Way: Simplifying Assessment Reporting. (Examples from the Reading FIG and their work with the SCANTRON ParScore system will be presented).

5 Resources needed/acquired/allocated: (none)

Summary Report

Committee: Facilities

Meeting date: 12/3

Content

- Discussion items: There still leaks in the M&O building, the Humanities building is still on time to be completed in March-April.
- Fume hoods have been fixed in Science Building.
- The new entry to college off Santiago Canyon will be open for spring semester.

- ASG reported they will not pursue a smoke free campus anymore.
- We discussed OEC using classrooms at SCC.
- The U buildings need to have fire sprinklers installed at a cost of \$300,000. A discussion is going about moving some of the portables to help offset this sprinkler installation cost.

2 Duties met:

3 Actions proposed:

- Committee members are to investigate making changes to parking lot 1 to deal with traffic flow at a specific intersection of the parking lot. Steve will look into getting material to black out the window in the Astronomy room.

4 Events Planned:

5 Resources needed/acquired/allocated:

Summary Report

Committee: Santa Ana College Academic Senate

Meeting date: 12/11/12

Disclaimer: The following are extremely unofficial highlights of what was perceived to have happened.

- The Board of Trustees has new members and different officers. The Board has agreed to move the closed session portion of their meetings to the end of the agenda.
- The Planning and Budget Committee is working on ways to institutionalize funding processes.
 - Mention was made that FTES are funded the same, but cost differently (i.e. science is more expensive than humanities).
 - Tutoring and Freshman Experience, for example, have costs, but do not generate funds. It needs to be determined how these programs are advocated for and funded since they are not part of a single department.
 - One option for the Committee is to award blocks of money, for example to Student Services, and then let smaller and more knowledgeable groups determine exactly where the funding goes.
- OEC was mentioned. There is concern that CEC might face the same issue with their building. The higher standards of the Fields Act versus having DSA approval were discussed.
- Four more transfer degrees were approved: Political Science, Business, Teacher Education, and Geography.
- Accreditation:
 - About 20 people attended a SAC accreditation workshop last Friday.
 - There is a 2 hour Accreditation Basics online course at the ACCJC website.
 - There will be 10-11 accreditation subgroups, each with a faculty co-chair and templates for completing their portion of the standards. The goal is to have a rough draft by May.
- Student scholarships are now submitted online. There is already a high volume of applications. After students complete their applications, identified faculty will receive an email with a link to submit a letter of recommendation.
- The 2012-2013 SAC Academic Senate Goals were approved after discussion.
- Nursing received a glowing report from their accreditation board. Sixty students are graduating this month.
- Football won their third bowl game in the last four years. Wrestling was 5th in the state with one SAC freshman having a 23-0 record.
- Flex week:
 - There will be a Thursday session on 10+1 and shared governance.
 - There is a joint chairs meeting on Wednesday morning, followed by lunch and the SAC Senate retreat.