

Santiago Canyon College Academic Senate

8045 East Chapman
Orange, CA 92869

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SENATORS

Business and Career Education

Deeley, Steve 2016
Salcido, Andrew 2015

Continuing Education (OEC)

Shields, Jolene 2015

Counseling & Student Services

Aguilera, Leonor 2015
Crabill, Phillip 2016
Mettler, Mary 2016

Humanities and Social Sciences

Cannon, Cari 2015
Elchlepp, Elizabeth 2015
Howell, Scott 2016
Dela-Cusack, Lisa 2015
Umali Kopp, Christine 2016

Fine & Performing Arts and Communication

Womack, Melinda 2016

Library

Freidenrich, Leah 2016

Mathematics and Sciences

Cummins, Shawn 2015
Hovanitz, Eric 2016
Taylor, Mike 2015
Nance, Craig 2016
Frost, Alicia 2015

Adjunct

Matthews, Evangeline 2015
Musselman, Matthew 2015

EXECUTIVE BOARD MEMBERS

President

Evelt, Corinna 2016

Vice President

Rutan, Craig 2015

Secretary/Treasurer

DeCarbo, Michael 2015

AGENDA 16 September 2014 1:30 pm – 3:00 p.m. Academic Senate Room A-211

I. Welcome

II. Approval of Minutes

- A. Retreat 20 Aug. 2014
- B. 2 Sept. 2014

III. Public Comments (2 minute limit per person)

IV. AS Executive Board Reports (20 minutes)

President, Vice President, Secretary/Treasurer, CIC Chair

V. ASG Report (5 minutes)

VI. Summary Reports Discussion (5 minutes total)

VII. Action (15 minutes)

First Reading

- A. **Resolution F2014.3:** Adoption of New SCC Academic Senate/Castle Foundation Scholarship Criteria

Second Reading

- A. **Resolution F2014.1:** Faculty Support for Institutionalization of Basic Skills Programs & Services at Santiago Canyon College
- B. **Resolution F2014.2:** Support for the Creation of a Faculty Committee Assignment and Workload Task Force

VIII. Discussion Items (30 minutes)

- A. **Student Equity Plan Update:** Student Equity Committee Co-chairs Professor Lucy Carr-Rollitt and Associate Dean of Student Development Lorrie Jordan and Research Specialist Rudy Tjptahadi will give an update regarding SCC's progress related to the creation of SCC's Student Equity Plan. (4, 5, & 10) (10 minute presentation & 5 minute Q&A)
- B. **Common Core:** CIC Chair Joyce Wagner will provide an overview of Common Core and highlight the resulting pedagogical shifts. (1, 3, 4, & 5) (10 minute presentation)
- C. **SB 850 Baccalaureate Degree Update:** AS President Corinna Evelt will lead a discussion where faculty share any interest in offering a baccalaureate degree in their discipline as well as provide an update on RSCCD Board Policy 4206. (1, 2, 3, 4, 5, 6, 8, & 10) (10 minute discussion)

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

Rancho Santiago Community College District BP2410 (previously BP9001) (Setting Policy)

Adopted 03/17/97

Revised March 28, 2011

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority.

The RSCCD Board of Trustees believes that a major trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups. For developing policies regarding the academic and professional matters numbered 1, 2, 3, 5, and 8, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).*

For developing policy regarding the other five academic and professional matters, the Board will consult with the faculty through the mutual agreement process previously agreed upon. At RSCCD, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the District Council. Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

***For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:**

1) Curriculum, including establishing prerequisites and placing courses within disciplines; 2) Degree and certificate requirements; 3) Grading policies; 5) Standard or policies regarding student preparation and success; 8) Policies for faculty professional development activities;

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

4) Educational program development; 6) District and college governance structures, as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self study and annual reports; 9) Processes for program review; 10) Processes for institutional planning and budget development.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the District website.

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e.

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Senate Retreat August 20, 2014

Senators Present

Cari Cannon
Phillip Crabill
Shawn Cummins
Steve Deeley
Lisa Dela-Cusack
Leah Freidenrich
Alicia Frost
Eric Hovanitz
Scott Howell
Evangeline Matthews
Mary Mettler
Matthew Mussleman
Craig Nance
Andrew Salcido
Jolene Shields
Mike Taylor
Christine Umali Kopp
Melinda Womack

Senators Absent

Leonor Aguilera
Elizabeth Elchlepp

Senate Executive Board

President Corinna Evett
Vice President Craig Rutan
CIC Chair Joyce Wagner
Sec/Treas. Michael DeCarbo

ASG Representative

Absent

Guests

Scott James
Danny Martino
Ruth Babeshoff
John Weispfenning
John Smith
Jim Grannitto
Lourdes Fajardo
John Hsiao
Kate Kosuth Wood
Charlie Malone
Steve Mclean
Morrie Barembaum
Bill Jeffrey
Joe Yorba
Binh Vu
Amanda Uvalle

I Welcome

- A New Senators – Profs. Scott Howell, Scott James, Umali Kopp, Matt Mussleman, Phil Crabhill
- B New Faculty Members – Profs. Charles Malone, Water Utility Science and Scott James
Distance Education

II Address from SCC’s President Dr. John Weispfenning

- A President Weispfenning shared his “Approach with Faculty”

He has been a Faculty member at four institutions and an administrator at two others

In 2007, while working at the Private Institution, Ottobein, he discovered that in the 1970s, in response to student uprisings, they had created a college senate where every member of the faculty would be a member; once created there were 150 faculty, 40 students, 40 administrators. This illustrated to him that all members must have a voice in the governance of the institution.

He has a doctorate in communication and his topic of research was broadcast organizations. His dissertation explored television network censors and discovered that they had very little power. This influenced his direction on how to lead, he told us “rather than say ‘don’t do this’ rather, plant a seed and ask if ‘perhaps there is another way, have you looked at this?’ He added, “I do not manage what you do in

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the classroom, I have respect for what you do in the classroom. On the other hand, my job is to protect every member of the college.”

B He shared his ingredients necessary for successful shared governance.

- 1 Atmosphere of consistent practice of respect.
- 2 Acknowledge other’s expertise and recognize the limits of one’s own expertise.
- 3 Recognize where there are delineations between what is administrative purview, 10+1, working conditions, and perhaps something else entirely.
- 4 Understanding representative governance. (Members of a committee are not always sure of responsibilities outside of the specific committee meeting moment.)
- 5 Understand that a specific recommendation may not be accepted.
- 6 Some level of disagreement is normal and even desirable. (Of course this must be tempered, if there is too much disagreement to the point where communications ceases, campus leaders must encourage dialogue amongst the disagreeing parties and does not spread throughout the campus.)

III Looking at SCC Goals – CIC Chair Wagner

A The EMP has experienced a transformation into a more usable document.

- 1 It includes the Educational Vision which highlights:
 - a Accountability
 - b Personal and Professional Growth
 - c Excellence in Educational pursuits
- 2 Major Accomplishments is worth looking at, please review.
- 3 Mapping Goals is in the EMP on pages 73 – 75.
 - a This is 2012 to 2016 and requires that there must be more action done this year.
 - b We will soon be working on the next EMP and must be prepared to assess the 2012-16 goals.

IV Discussion of Senate Goals – following are suggestions/concerns for Senate leadership and inquiry.

- A Hiring Process time line lags behind other college’s and lessens the number of qualified applicants.
- B Job descriptions need to be organic from department rather than from HR.
- C Communication with our constituents.
- D Policies from Board that impact the classroom must involve faculty communication.
- E Promote civility.
- F Assist with separating transcript process from Santa Ana.
- G Investigate Chancellor’s office as to whether student contact hours will be audited.
- H Student Success Plan and the Student Equity plan requires more facilities and resources.
- I Administrative hires should include site visits.
- J Goal setting for student success matrix.
- K Allow for the Board to improve their perception of Faculty.
- L Discussion of what will be taught at all levels of higher education (continuing education, baccalaureate degrees, etc.)

V SCC Hawk Bookstore Update

- A The mission is the same, to help the student succeed, “to provide the best access to course materials to support the academic mission of the district.”
- B Textbooks and tuition have outpaced the cost of inflation.

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C 65% of students have opted out to buy the text due to cost, as a result 95% reported they felt an impact on the classroom.

D The bookstore has adopted several strategies.

- 1 Work with the Faculty to discover best options (i.e. used vs. new)
- 2 Work with publishers to negotiate prices.
- 3 Year round buyback.
- 4 Alternate sourcing of books from internet vendors.
- 5 Renting custom textbooks
- 6 Loose leaf textbooks and buyback
- 7 Work with departments for a common text to reduce pricing via bulk purchase
- 8 Offering textbook rentals.
- 9 Very receptive to innovate solutions for alternate pricing, distribution and rental.
- 10 Digital distribution
- 11 Comparison website presents students all available options, even if bookstore is the more expensive option.

E Results of the bookstore compared Fall 2011 to Fall 2013

- 1 New textbooks was down 6%
- 2 Used textbooks was up 23%
- 3 Rental textbooks 810%
- 4 The average cost of textbooks went from \$57.60 to \$52.81, down 8%.

VI Accreditation Site Visit Update

A The visiting team will be here October 6 through 9

- 1 There are 9 administrators and 4 faculty on our visiting team.
- 2 Co-chairs, senators and steering committee members will likely be visited.
- 3 There may also be random interviews and volunteer interviews.
- 4 The commission meets the first week of January and publishes results of findings in February.

VII “What Makes SCC Special?”

A The answer to this question is being sought by the Senate, College President and District Office.

B The senators were given a worksheet with five questions the results will be compiled and presented at a future meeting, here is a snapshot of some of the answers.

- 1 What’s the first thing that comes to mind when you think of SCC?
 - a community spirit, service oriented, community feeling, bucolic
- 2 Currently, what differentiates SCC from other colleges?
 - a early welcome, student orientations.
 - b STEM
 - c Transfer programs
 - d Honors
 - e Community Science Night and other community services.
- 3 What do we currently have/do that we can enhance to further differentiate SCC from other colleges?
 - a Honors
 - b Choir

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- c Athletics
 - d Look to our signature programs and investigate if there are metrics that show how participation in these programs strengthens relationships across the college.
 - e Supplemental Instruction – Centers
 - f Highlight our student services to the public, market it.
 - g Forensics
 - h M.U.N.
 - i High school outreach.
- 4 What would compel students to attend SCC?
- a Same as above
- 5 What could we develop that might attract students to SCC?
- a Work on integration of programs and communication between them.
 - b Define what makes a signature program
 - c Social media connections with current students and alumni within specific programs.
 - d Raise awareness of “invisible” programs.

VIII Senator Roles, Responsibilities, and (brief) Handbook Review

- A The college has committed \$6,500.00 for Senate participation in state institutes.
- B A handout was distributed to Senators to serve as a guideline for Senators to use in communication with respective Discipline Groupings.
- 1 The purpose is described as a method to improve awareness, streamline communication, increase time for contemplation and as a way to synthesize information.
 - 2 The directions are to complete the report as soon as possible and distribute it to members of the respective Discipline Grouping.
 - 3 The form is a rough template of a Senate Business meeting Agenda to be filled out by the Senators.

IX Governance Committee Reminders and Evaluation Process Brainstorm

- A Committees meet to fulfill missions.
- 1 All committee missions stem from the college mission which is driven by the state mission.
 - 2 The committee can define roles and responsibilities as it sees fit according to the mission.
 - 3 Committees are responsible for:
 - a Setting agendas, recording minutes, posting agendas/minutes and submitting summary reports.
 - b Committees do not create policy, they make recommendations to the Senate.
- B What is effective and/or ineffective?
- 1 Effective
 - a The committee is meeting responsibilities
 - b The committee reaches consensus.
 - c Meeting times seems to be lessening
 - d There is cross reporting between committees.
 - 2 Ineffective
 - a Difficult to find minutes/agendas on websites and/or emails
 - b Committees are not aware of reporting structure and requirements

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- c Irregular attendance
 - d Lack of follow through
 - e Hard to fill vacancies
- C Is the communication within the committee and outside of the committee happening?
- 1 CIC, Senate and EMP regularly distribute information in a timely manner
 - 2 Some faculty members do not feel his/her voice is heard, and at times is discouraged.

X Class capacity Presentation

- A Traditionally, class size came about as a result of:
- 1 Many course capacities were set due to room size limitations.
 - 2 As rooms got larger, so did capacity sizes.
- B Role of the Faculty
- 1 Discipline faculty have unique classroom experience that should be relied upon when making decisions.
 - 2 Smaller class size leads to increase instruction and learning.
- C Role of Administration
- 1 Administrators are responsible for ensuring that the class schedule will produce sufficient FTES for SCC to operate.
 - 2 Administration must ensure that SCC continues to meet FTES targets using our allotted budget.
 - 3 Administrator must ensure that all legal and safety requirements.
- D Role of FARSCCD
- 1 Enrollment maximums that have been contractually negotiated.
 - 2 When unequal working conditions may be present.
 - 3 Once a negotiation is reached any changes must go through collective bargaining.
 - 4 If there is a contractual obligation that is being violated by faculty then the negotiated capacity may be violated.
- E Fall 2014
- 1 Faculty over-enrolled to accommodate for the tough financial times.
 - 2 Due to our past accommodations, administrators assume we will continue to do so.
 - 3 Faculty will be encouraged to over enroll.
 - 4 Faculty are not required to over enroll their course.
- F Where do we go next?
- 1 The senate and curriculum should work with administration to develop a process.

XI Adjournment

SCC Academic Senate Minutes – DRAFT
Senate Business Meeting September 2, 2014

Senators Present

Leonor Aguilera
Phillip Crabill
Steve Deeley
Lisa Dela-Cusack
Leah Freidenrich
Eric Hovanitz
Scott Howell
Evangeline Matthews
Mary Mettler
Matthew Mussleman
Craig Nance
Andrew Salcido
Jolene Shields
Mike Taylor
Christine Umali Kopp
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Senators Absent

Cari Cannon
Elizabeth Elchlepp
Shawn Cummins
Alicia Frost

Senate Executive Board

President Corinna Evett
Vice President Craig Rutan
CIC Chair Joyce Wagner
Sec/Treas. Michael DeCarbo

ASG Representative

Hector Soberano

Guests

Regina Lamourelle
Maureen Roe
John Smith
Mary Walker

I Welcome

Thank you to administrative services for the new permanent Academic Senate room A 211.

II Approval of Minutes

May 20, 2014 (DeCarbo/Womack) approved without dissent.

III Public Comments

None

IV AS Executive Board Reports

A President

- 1 In discussion with President Weispfenning regarding the schedule being inadequate to capture the target FTES, he said that 29 sections were added in order to relieve the pressure on Faculty to enroll over cap.
The discussion concluded with the agreement that scheduling should be done to capture targets on the front end, rather than immediately during the first weeks of the semester.
- 2 The baccalaureate degree is still a topic of interest for the members of the board, and they are looking for the colleges to show an interest in pursuing the possibility.
- 3 The safety report referenced by the Chancellor's Newsletter was circulated.

B Vice President

- 1 The list of committee membership has gone out; the finalized list will be forthcoming.
This year, committees will be asked to add alternates to their committees so as to ensure faculty representation during votes.

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Senate Business Meeting September 2, 2014

C Secretary/Treasurer

- 1 Presented a handout to assist with filling out the Hiring Packet Request (Appendix 1)
This year, all data for sections 4 and 5 and parts of 7 will be collected by the AS Sec/Treas.
All requests for data must be made by September 24, 2014.

D CIC

- 1 There has yet to be a meeting, but there will be a lot of curriculum at the first meeting due to the June deadline.
- 2 On deck for the year: prerequisites by content review, course capacity, cleaning up curriculum to meet the Chancellor's Office increased scrutiny, and making sure units match hours.

V ASG Report

- A Planning is now taking place for the academic year.
- B The welcome back booth was particularly effective and successful.
- C There are 75 applicants for this year's council.
- D A movie night will happen in the end of the summer.

VI Action

First Readings:

A Resolution F2014.1 (Dela-Cusack/Rutan)

- 1 Professor Roe, coordinator of the Basic Skills Initiative, spoke in support of the resolution.
The resolution is a commitment to the State that SCC will seek to sustain current BSI programs.
Her report can be found at:
http://prezi.com/vgyvurddkgt/bsi-success-stories/?utm_campaign=share&utm_medium=copy
- 2 History of the Grant:
A five year grant that is now in its sixth year.
SCC receives \$180,000 annually, broken down into Program/Curriculum Development, Advisement/Counseling, Supplemental Instruction/Tutoring, Professional Development.
- 3 The Writing Center is one area that could be institutionalized.
If a Center Technician is provided the Center could extend hours from 3 to 15 hours.
Additional hours could be added if a Coordinator, Instructional Assistant and faculty overload were funded.
To maintain the Center as is \$25,000 is needed, for ideal functioning, \$72,000 is needed.
Since its inception, the Center has shown success in English 061 and N60 by 8% and 4% respectively.
- 4 Math CROSSroads is another opportunity to institutionalize the Initiative.
The program allows incoming fall freshman the opportunity to prepare in the spring prior to entry into SCC for the upcoming math placement test.
62.5% of participants placed into a math higher than they would have prior to the program.
- 5 SOAR offers students who place into MATH 080 to prepare in the summer for the fall 080 class.
The program is in its infancy and has yet to be statistically validated, but participants indicate that the intervention is successful.
- 6 English CROSSroads allows incoming fall freshman the opportunity to prepare in the spring for the upcoming English Placement test.
In 2013, 74% tested into English 101 and in 2014 that number grew to 84%.
- 7 SCC Family Night is another opportunity

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Family members of the surrounding high school senior classes are invited to SCC
In 2013, 170 guests attended, in 2014 298 attended.

- 6 The goal of BSI programs is student success, in summary the projects:
Link to approved curriculum
Increase student success
Create clear pathways from high school to SCC
Are supported by our EMP and DPPs
Complement goals of SSSP and Student Equity
Are designed with the objective of Institutionalization.

Discussion:

- 1 Is there a list of priorities for institutionalization?
Because the Writing Center is Curricular, the State would probably ask for this first.
If it be the will of the Senate to prioritize the programs, that could be done.
- 2 Could a timeframe of weaning off be created?
All of the programs/services could be itemized at the next BSI meeting.
Ideally we would have had a timeline for institutionalization in place at the onset of the grant, but we should be prepared for the ebb and flow of funding as the years progress.
- 3 What would the impact be for planning in other areas across the college?
If this were to be approved at the Senate level that would mean it would take priority over other programs/services in other committees (i.e. budget and planning).
- 4 Could we declare our support for the BSI without having to commit general funds at this moment?
It is possible that the Senate could pass a resolution declaring support without delineating specifically how that program would be institutionalized.

B Resolution F2014.2 (DeCarbo/Freidenrich)

- 1 Sec/Treas. DeCarbo presented the perceived need that committee work across the college may be unequally shared by the Faculty.
To that end, a Task Force is proposed to investigate whether the perception is accurate and if it is, to present some alternatives for a more equal disbursement of committee responsibilities.

Discussion:

- 1 Even though committees may have a disparate amount of work, how do we get the Faculty members involved prior to the need?
Faculty can access the committee matrix on the SCC Website under College Councils, Committees, Task Forces and Groups to plan committee work a year in advance.
- 2 The general will seems to be in agreement with the Task Force formation and Sec/Treas. DeCarbo will bring names of proposed members to the next meeting.

VII Discussion Items

A AB 86 Progress

- 1 The State has dramatically changed how Adult Education will be funded and has asked regions of the State to determine how best to meet the need.
There are now 70 consortiums within State proposing plans for their respective areas.
- 2 The current jurisdiction of RSCCD will make up our regional consortium.
It will consist of: SAC, SCC, CE, OEC; Unified School Districts of Orange, Santa Ana and Garden Grove; Orange County Department of Education; and Orange County Sheriff's Department.

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Senate Business Meeting September 2, 2014

All current efforts can be found at <http://www.ranchosantiagoadulted.com/>

The groups meet to unify/coordinate the offering of services/programs and curriculum

- 3 The five primary areas of service will be:

Adult Secondary, Adult Basic Education, English as a Second Language Citizenship, short term Career Technical Education, and Adults with Disabilities

- 4 A report must be submitted to the State by October 31 to delineate the service members, areas and programs needed.

The report must be a comprehensive meaningful plan to address all of the needs within the service areas.

The group is not just looking at educational needs but all things necessary for student success, such as transportation, child care, and DSPS

B Academic Senate/Castle Foundation Scholarship Criteria Braistorm:

- 1 So as to create consistency and predictability the Senate should create criteria by which to grant the award.

Current requirements are a BOG (Board of Governor's Waver), 3.5 grade point average, and a continuing student.

- 2 Here are some of the ideas during the brainstorm:

Must be enrolled in 12 units

Must be enrolled in 12 units on average per semester.

Could we stipulate those 12 units be completed at SCC?

Involvement in leadership and student programs

Can we remove the continuing student requirement, so as to award it to a transfer student?

Could it be work/extracurricular leadership?

Is there a desired major? Or lifetime profession?

Would we like to include a list of preferred majors?

If we are to use leadership, could we define it better?

Leadership could be in a club, ASG, church, work, community, volunteers.

- 3 The general will seems to be:

12 units completed at SCC

Demonstrated leadership at SCC or some other aspect of life

Remove the continuing student requirement.

- 4 Sec/Treas. DeCarbo will summarize the brainstorm session criteria and draft a resolution by the next Business Meeting.

VIII Summary Report Discussion

No discussion.

IX Moved to adjourn (Womack/Deeley)

BSI Task Force

Meeting Summary

5 September 2014

9AM-11AM H111

Present: A. Williams, E. Quimzon, M. Flores, D. Babayan, M. McMullin, M. Roe Absent: J. Coto

I. New Budget Item

- a. Members approved a \$600 expenditure item be added to pay Alison Williams for creation of online CROSSroads modules (Effective: Spring 2015)

II. State Report Preparation

- a. Members viewed the Prezi presented to the Academic Senate on Tuesday, September 2; the Prezi explains the objectives of our BSI projects, some of the major costs associated with these projects, and the data supporting steady increases in success rates. <http://prezi.com/vgyvurddkgt/bsi-success-stories/>
The data will be used in the State Report with some additions/clarifications:
 - i. Maureen will add the average success rates in English N60/061 courses BEFORE the Writing Center intervention (five year average prior to Fall 2009); this number should be lower than our current success rates and therefore demonstrate progress
 - ii. Maureen will add the fact that English 101 success rates (Fall 2007-Fall 2010) were 59.7% whereas 74.2% of our CROSSroads students succeeded in English 101.
- b. To address the “How are we institutionalizing our BSI programs” question:
 - i. Senate resolution F2014.1 which should be approved at the September 16 meeting
 - ii. English and Math departments mention BSI programs in their DPPs
- c. To address the “How are we scaling up our BSI programs” question:
 - i. Report will address the small numbers in SOAR this year, explaining our plans to increase student participation in Summer 2015 by adding the book rental element and shortening the program to two-weeks
 - ii. CROSSroads numbers should increase in English as they did last year
 - iii. CROSSroads numbers should increase in Math because students may complete the modules at home
- d. To address the “How does basic skill support SSSP and Student Equity” question:
 - i. Maureen will work with Jennifer on the SSSP portion
 - ii. We will mention that the BSI coordinator served on the SSSP Planning/Drafting group

- iii. Maureen and or Alison will attempt to attend the next Student Equity meeting.
 - iv. The Student Success Committee should bring together the efforts of BSI and Student Equity as the same members work on all of these committees
 - 1. We should especially make sure that we are projecting the same success rates for our students.
 - e. Maureen will begin to send out drafts of the Narrative and Data portions of the BSI Report for task force members to review and revise.
- III. Priority Registration “Reserved Pathway Seat” for CROSSroads students**
- a. Seats need to be reserved only in the Spring semester for students who
 - i. Place into English 061 in fall and take 101 in spring (no more than 20 students)
 - ii. Place into Math 080 in fall and take one of the four transfer-level options in spring (possibly 40-50 students)
- IV. SCC Family Night**
- a. Tentative Date: **Thursday, November 13** (date changed from Wednesday to Thursday so that the campus is not as crowded)
 - b. New Location: Gym (can seat 400+ guests) and means we don’t have to worry about the number of same-day registrations
 - c. Meet and Greet can take place in the Gym lobby
 - d. Time table
 - i. 5:45-6PM Registration (ticket can be printed from website and brought to the event— www.professorroe.wix.com/sccfamilynight)
 - ii. 6:00-6:30PM Meet and Greet the representatives from programs, services, clubs, ASG, etc.
 - iii. 6:30-8:30PM Program (same schedule as last year’s)
 - iv. Three registration tables: A-M; N-Z; and Same-Day Folks
 - e. Funding (\$1,000): Regina Lamourelle claims that we can access monies to pay for our costs; Maureen will follow up with her
 - f. Once the date is verified, Maureen will begin sending out information to high school counselors. Ed (Outreach) can also get the word out.
- V. Upcoming Event**
- a. BSI Sharing Event at SCC Friday, September 12 @ 10AM in H208; Register at <https://bsireportingocln.eventbrite.com>

Meeting Adjourned at 11AM. Next BSI Meeting is Friday,, October 3 @ 9AM in H111.

Summary Report

Committee: Enrollment Management

Meeting Date: September 4th, 2014

Content

1 Discussion items: The committee received an update on summer and fall FTES totals. Summer 2014 came in slightly under target (508.24 FTES generated). Fall 2014 saw an increase of 30 sections offered, but SCC is still ~ 50 FTES under the 3100 FTES target. Winter Intersession will be offered in 2015 and will consist of ~ 60 sections. The current target for Intersession is 200 FTES (we generated 168.29 in 2014). Our spring 2015 FTES target is 3168.76 (3038.71 generated in 2014). These targets are to achieve 2.75 % growth over 2013-14.

The committee also discussed the groups that receive priority enrollment and groups that have pathway reserved seats. There was a discussion about giving priority (or reserved seats) to SOAR, Crossroads, and SCC ASG students. Additional information about how many students would gain priority in the next few years is needed before a final decision can be made. Additionally, Santa Ana College is discussing whether to offer priority enrollment for Early Welcome students in their first spring, in addition to the fall semester where they already receive priority. If this were done, SAC Early Welcome students would have priority enrollment in SAC and SCC courses. SCC would need to do the same or our Early Welcome students would be at a disadvantage.

The committee received an update on the class capacity discussions at the Academic Senate retreat and the faculty forum. The role of the committee has not been determined yet, but set enrollment capacities make it easier to develop a class schedule.

Committee members will create a list of items to include in the new SCC Enrollment Management Plan. The committee will decide which elements to include at the 9/18 EMC meeting.

2 Duties met:

- The committee continues to track enrollment data for SCC
- The committee continues to refine the formatting for the department chair tool
- The committee has begun creating the SCC Enrollment Management Plan

3 Actions proposed:

- The Enrollment Management Plan should be finished in early 2015 and will need to be approved by the Academic Senate and College Council.

4 Events Planned:

None

5 Resources needed/acquired/allocated:

None

Summary Report

Committee: Professional development Committee

Meeting Date: September 9, 2014

Content

1 Discussion items:

1. Welcome of new members
2. Website update
3. Committee members' roles/responsibilities (faculty, administration, and staff)
4. Go over flex evaluation forms from fall 2014 flex week
5. Classified employees' professional development needs
6. Fall 2014 semester timeline for our committee

2 Duties met: N/A

3 Actions proposed:

- a. Schedule website training for members of the committee
- b. Review Standard III A in self evaluation document
- c. Request a budget to support professional development

4 Events Planned:

Week	Activity
5 (September 22)	Send email for repeat sessions
7 (October 6)	First general call for proposals
9 (October 20)	Second general call for proposals
11 (November 3)	All proposals are due and finalized
	Put calendar together

- | | |
|------------------|---|
| 13 (November 17) | Senate approval (depends on meeting schedule) |
| 14 (November 24) | Send an all faculty email with calendar |

5 Resources needed/acquired/allocated: N/A

Summary Report

Committee: Planning & Institutional Effectiveness (PIE) Committee

Meeting Date: 3 Sept. 2014

Content

1 Discussion items:

1. Welcome of new members
2. Overview of work completed last year
3. Reminder that all PIE and SCC planning documents can be found on the PIE Committee web page:
<http://www.sccollege.edu/Departments/AcademicSenate/PIEC/Pages/default.aspx>
4. Review of SCC Facility Request Form, Creation of SCC Facility Request Process Flow Chart and PIE Facility Request Rubric
5. Update of PIE Resource Request Recommendations to College Council

2 Duties met:

1. Revision of and creation of pertinent documents.

3 Actions proposed:

1. Created a Task Force to define “safety” and “legally mandated”

4 Events Planned: N/A

5 Resources needed/acquired/allocated: N/A

Santiago Canyon College Academic Senate

8045 East Chapman
Orange, CA 92869

(714) 628-4831
FAX (714) 532-2055

SENATORS

Business and Career Education

Deeley, Steve 2016
Salcido, Andrew 2015

Continuing Education (OEC)

Shields, Jolene 2015

Counseling & Student Services

Aguilera, Leonor 2015
Crabill, Phillip 2016
Mettler, Mary 2016

Humanities and Social Sciences

Cannon, Cari 2015
Elchlepp, Elizabeth 2015
Howell, Scott 2016
Dela-Cusack, Lisa 2015
Umali Kopp, Christine
2016

Fine & Performing Arts and Communication

Womack, Melinda 2016

Library

Freidenrich, Leah 2016

Mathematics and Sciences

Cummins, Shawn 2015
Hovanitz, Eric 2016
Taylor, Mike 2015
Nance, Craig 2016
Frost, Alicia 2015

Adjunct

Mathews, Evangeline
2015
Musselman, Matthew 2015

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Rutan, Craig 2015

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DeCarbo, Michael 2015

Curriculum Chair

Wagner, Joyce 2016

Resolution F2014.1

Faculty Support for Institutionalization of Basic Skills Programs & Services at Santiago Canyon College

Moved: Professor Dela-Cusack

Seconded: Professor Rutan

Whereas, The Basic Skills Task Force has designed and implemented several programs and services to assist basic skills students at Santiago Canyon College (SCC);

Whereas, These programs and services have proven to increase student success rates in basic skills mathematics and English course as evidenced in the reports submitted to the state over the past three years;

Whereas, Student services assisting basic skills students such as those provided in the Writing Center and Math Study Hall (MaSH) are integral to English and mathematics curricula; and

Whereas, SCC's programs like CROSSroads (College Readiness Optimizes Student Success) and SOAR (Strategies of Algebra Readiness) are designed to help successfully bridge basic skills students from high school to college and quicken their progression into transfer-level courses;

Resolved, That the Academic Senate of Santiago Canyon College declare support for the pedagogical need to institutionalize Basic Skills programs and services that have proven to increase the success rates of SCC's basic skills students.

Date Presented: 2 September 2014

Date Approved:

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Resolution F2014.2

Support for the Creation of a Faculty Committee Assignment and Workload Task Force

Moved: Professor DeCarbo

Seconded: Professor Freidenrich

Whereas, The ideal of participatory governance functions best when all members participate;

Whereas, There should be policy and process in place to ensure that all members of participatory governance contribute fairly; and

Whereas, There is the perception and possibility that the distribution of committee work is disproportionately shared by participating Faculty;

Resolved, That the Academic Senate of Santiago Canyon College create and charge the Faculty Committee Assignment and Workload Task Force to investigate committee assignment and the workload of each committee so as to determine whether or not current practice is the most effective and equitable process as well as to propose suggestions for improvement should current practice be found in need of correction; and

Resolved, That the Faculty Committee Assignment and Workload Task Force will provide the Academic Senate of Santiago Canyon College a preliminary report regarding effectiveness and equity no later than 2 December 2014, and if suggestions for improvement are needed, the task force will present a report to the Academic Senate by 17 March 2014.

Date Presented: 2 September 2014

Date Approved:

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Vice President

Rutan, Craig 2015

Secretary/Treasurer

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Curriculum Chair

Wagner, Joyce 2016

Resolution F2014.3: Adoption of New SCC Academic Senate/Castle Foundation Scholarship Criteria

Moved: Professor Umali Kopp

Seconded: Professor DeCarbo

Whereas, The Academic Senate of Santiago Canyon College wishes to encourage and reward student leadership, advocacy, and involvement with the SCC Academic Senate/Castle Foundation Scholarship;

Whereas, The SCC Academic Senate/Castle Foundation Scholarship should be awarded with consistency, predictability, and parity ; and

Whereas, Clear criteria of student leadership, advocacy, and involvement will help students determine if they are eligible for the SCC Academic Senate/Castle Foundation Scholarship and assist those determining the recipient;

Resolved, That the Academic Senate of Santiago Canyon College adopt the following as criteria for the awarding of the SCC Academic Senate/Castle Foundation Scholarship:

Students who are interested in applying for the Santiago Canyon College (SCC) Academic Senate/Castle Foundation Scholarship must meet the following criteria:

1. Have a minimum overall GPA of 3.5
2. Successfully completed at least 12 units at SCC
3. Be a BOG waiver recipient
4. Display significant involvement in leadership activities at SCC or community, such as:
 - Membership/Officer role in Associated Student Government or clubs
 - Participation in volunteer work or community service
 - Service as a Mentor
 - Active engagement in civic duties and related efforts; and

Resolved, That the entry in the Scholarship Brochure will read:

SCC ACADEMIC SENATE/CASTLE FOUNDATION SCHOLARSHIP

GPA: 3.5 or above
INCOME: Financial information NOT required
STATUS: Continuing student at SCC in fall 2014 OR
Graduating/Transferring to a four year institution in fall 2014

AWARD(S): One
AMOUNT: \$1,000

Requirements: All majors; minimum 3.5 GPA; successfully complete 12 units at SCC; must be a BOGW (Fee Waiver) recipient; display significant involvement in leadership activities at SCC or community, such as membership/officer role in ASG or clubs, participation in volunteer work or community service, service as a mentor, and/or active engagement in civic duties and related efforts.

Date Presented: 16 September 2014

Date Approved:

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