AGENDA
2 December 2008
1:30 pm – 3:00pm
Room B-103

I. Call to Order

II. Order of the Agenda

III. Approval of Minutes
   A. 18 November 2008

IV. Public Comments (5 minute limit per person)

V. ASG Report

VI. Action (5 minutes)

VII. Discussion Items (30 minutes)
   A. Budget & Process update
   B. Distance Education Coordinator Position
   C. Student Learning Self-Eval Statement
   D. Treasurer’s Report

VIII. Reports
   A. SAC Report
   B. Curriculum
   C. Technology
   D. Facilities
   E. College Council
   F. President’s Report

Santiago Canyon College (SCC) is a diverse learning community dedicated to intellectual and personal growth. Our purpose is to foster a learning environment that helps students develop knowledge and understanding, critical thinking, sound decision making, cultural awareness, effective communication skills, and a commitment to local and global citizenship. Santiago Canyon College offers a comprehensive curriculum that includes university transfer, associate degree and certificate programs. In addition, we provide community services, career education, continuing education, high school diploma program, basic skills development, and a range of support services for full and part-time students, including those with family and career responsibilities. At SCC we encourage students to plan, implement, and evaluate their educational progress through meaningful reflections and interaction with both the college and community.
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 Coordinating Board. 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.

**Legal reference:** Title 5 sections 51023.5-51023.7 and 53200-53204

*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.
DISTANCE EDUCATION SERVICES SPECIALIST

CLASS SUMMARY

Under general supervision and direction, assists in planning, organizing, and facilitating the operations of the Distance Education/Telecourse delivery department; provides responsible support involving the coordination of diverse functions into a cohesive program/service; required to exercise high degree of independent judgment; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Assists in establishing procedures and guidelines for distance education access and delivery; coordinates and facilitates activities; assists administration and faculty in delivery of instruction using electronic equipment; trains district faculty and staff in operation and use of distance education multimedia laboratory; assists in developing and implementing in-service and staff development training workshops; assumes responsibility for the execution of special projects and prepares related reports; assists supervisor in complex reporting and research activities; reviews and processes documents and records related to primary function; operates computers and peripheral equipment as related to distance education functions; prepares equipment for operation, and monitors equipment and communication network to ensure proper performance; secures and maintains equipment and work areas in clean and orderly condition; performs testing and minor debugging of programs; maintains computer files on disk and tape to ensure system integrity; operates auxiliary and support equipment; identifies and troubleshoots operational problems; reports equipment malfunctions and maintains accurate records and problem logs; performs wide variety of complex tasks requiring specialized knowledge and involving frequent and responsible public contacts.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Dean of Human Services and Technology.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a bachelors degree and one-year experience operating and troubleshooting computers and related peripherals and auxiliary equipment. Training could include successful completion of a recognized computer operations training course. Experience in the delivery of instruction using non-traditional and alternative methods using electronic equipment highly desirable.
DISTANCE EDUCATION SERVICES SPECIALIST (continued)

**Knowledge and Abilities**

**Knowledge of:** principles and techniques of distance education, media-based instruction and instructional delivery systems used to enhance the quality of instruction and student access; uses operation and maintenance of computers and related equipment; principles of planning, organizing, and scheduling; principles of training and supervision; modern office procedures; computer applications used in the delivery of instruction in a non-traditional mode; English, spelling, and grammar.

**Ability to:** plan, organize, and schedule programs and projects; train and supervise personnel; communicate effectively; establish and maintain effective working relationships with faculty, staff, administrative personnel, students, and vendors; operate computers, communication networks and related support equipment; identify and troubleshoot equipment and programs; maintain records and make reports; evaluate processes and products and make recommendations for improvements.

**Skills:** demonstrated performance in operating computers with related peripheral and auxiliary equipment used in delivery of instruction at a distance, following standard operating procedures.
Contract (Probationary) Faculty
Self-Evaluation Report

Name: ________________________________

Status (Check one):

[ ] Contract I  [ ] Contract II  [ ] Contract III
[ ] A  [ ] B

The Self-Evaluation should address perceived strengths and areas for improvement. Also, describe your participation in the improvement of student learning related to student learning outcomes assessment and subsequent evaluation.

This document shall be included in the self-evaluation portfolio along with class materials and other pertinent documents (publications, awards, verification of staff development activities, etc.)

The proposed bold sentence would read:

Also, describe your participation in the improvement of student learning related to student outcomes.
1. Budget
   a. $6.5M dollars has been trimmed because of cost over-runs in part-time accounts and reduced funding from the state.
   b. An additional $4M has been trimmed in anticipation of mid-year cuts.
      i. Total cut so far is $10.5M
      ii. SCC intersession was cut prior to the printing of the Spring 09 schedule as a result of these cuts.
      iii. SAC cancelled their intersession a couple of weeks ago.
   c. It is estimated (although, there has been no legislation) that the district may be hit with $8.3M in mid-year cuts from the state.
      i. That would result in an additional $4.3M in cuts as we have already cut $4M (if those cuts are “real”)
   d. There will be a joint chair’s meeting Wednesday, 12/3/2008, 2:30pm – 3:30 pm in B103
      i. Please have your department chairs attend, or if they cannot, please have a representative attend.

2. It was estimated that 8000 students (Fall 08) have not paid fees ($1.6 M)
   a. 3000 of those students are classified non-resident (out-of-out or international students)
   b. Students will now have 3 business days after registering to pay their fees or be dropped.

3. Please mention to all faculty (part-time and full-time) to enter grades on-line if at all possible.

4. AlertU
   a. Faculty enrollment has been taking place this fall. There will be a push to have students enroll in AlertU this spring. Please take advantage of this opportunity, and encourage students to enroll once the campaign has been rolled out.

5. Distance Education Coordinator
   a. Jackie O’Lea is SACs Distance Education coordinator, however, I have not found a job description of that. I have found Distance Education Specialist which is a classified position

6. Self-Eval Statement
   a. A statement as been added to the self-evaluation form to address the ACCJC commission request to include SLOs in instructor evaluations. The intent, from FARSCCDs perspective, is to address the issue without being tied down with today’s buzz words.
   b. As evaluation is an academic and professional matter (as well as a bargainable issue), FARSCCD is looking for our input.