

## **Approved 2-22-2012**

### **Meeting MINUTES for Wednesday, February 8, 2012 West Campus, BC 214, 3:00 – 5:00 pm**

Members Present: Ignacio Alarcón, Cornelia Alsheimer, Barbara Bell, Cindy Bower, Stan Bursten, Angel Cardenas, Gary Carroll, Gordon Coburn, Jeffrey Englert, Esther Frankel, David Gilbert, Debbie Mackie, Jeff Meyer, David Morris, Kenley Neufeld, Dean Nevins (President), Kathy O'Connor, Gail Reynolds, Sally Saenger, Marilyn Spaventa (EVP), Patricia Stark

Members Absent: Steve DaVega, Melanie Eckford-Prossor

Guest(s): Priscilla Butler, Paul McDowell, Jan Schultz, Ellen Stoddard

## **1.0 Call to Order**

### **1.1 Public Comments**

Ellen Stoddard had a question regarding procedure and the authority of faculty on the Curriculum Review Committee. According to curriculum process established by CAC and CRC for non credit courses, first CRC reviews to make sure they are in compliance with the state then they go to CAC for their approval and then to the Board of Trustees and then the state. The administration has the authority to determine what courses will be offered or not. It is her understanding the curriculum is the purview of faculty working through the Academic Senate and its various committees. What then is the role of the vice president if the vice president has a concern about the curriculum in a course outline?

### **1.2 Approval of Agenda**

M/S/C To approve Agenda (Alarcón/Bell)

### **1.3 Approval of Minutes 11-23-11 (Attachment A)**

M/S/C To approve amended meeting minutes of November 23, 2011 (Carroll/Bursten)

## **2.0 Reports**

### **2.1 President Report (Dean Nevins)**

President Nevins announced the FACCC's Part-Time Faculty Member of the Year Award for 2012 winner as "our own illustrious Sally Saenger" and a round of applause. Of note: the Rice Diversity Award nominee can also be a non credit program. CE has volunteered to pay for the CE Representative and work in progress: payment for the summer Senate meeting.

### **2.2 Planning and Resources Liaison Report (Kenley Neufeld)**

Senator Neufeld reported Lorenzo Zwaal, Facilities/Safety/Security/Parking chair and also Director of Administrative Services has resigned from the college and all Workman's Comp matters should go to Joe Sullivan. All other services shall continue to be handled by the office of Administrative Services. Note: the Personnel Benefits committee would also need to find a new chair. Senator Neufeld also explained there are going to be new rates for parking tickets issued at SBCC; this is to be in line with the existing Board Policy which states that our parking tickets should match the city of Santa Barbara parking ticket rates.

Partnership for Student Success: Senator Neufeld announced PSS had discussed data collection and all available options at their last meeting. Of note: many student success initiatives have been so successful that the measures need to be modified.

Planning and Resources: Senator Neufeld reported that P&R has developed a recommendation for how to proceed with the program review items submitted by departments last November. Note: at the last CPC meeting we successfully argued against the proposal to not rank and not fund anything. The procedure that will be used at P&R is that all items identified as priority 1 by the originator and department will be put into the pool for ranking and from there the criteria of what has been defined as

critical need (as drafted by P&R) shall be used. Senator Neufeld added that funding even if based on the critical need definition would still be very low. ITC has been asked to follow the same procedure and criteria. There is a possibility that even replacement items may need to be ranked. And, the total amount to be allotted for all requests shall be determined through the CPC process. The definition of Critical Need: an item that is required for your department to operate in a safe and effective manner and needed to sustain the current curriculum. If you can sustain your program without this item for the next full year it is not a critical need.

### **2.3 Academic Policies (Dean Nevins)**

President Nevins reported AP had discussed the enrollment priority issue and brought forward a set of recommendations. To not rush this through the administration is holding off because a lot of data that could impact the policy has not been brought forward. The sciences for one have asserted that students entering the major would be negatively impacted by the ruling. Other parts of the college have said they did not want to include basic skills and still others have argued that if you have a limit of 120 you may as well not have it at all because it would not have any effect. The plan is to run our normal process and then look at the actual data to see what impact changing the exiting cap could have for the sciences and basic skills.

### **2.4 Faculty Development Liaison Report (Barbara Bell)**

Senator Bell thanked Professor Ann Wilkinson for doing a great job subbing for her last semester while she was teaching abroad.

FPDC: Senator Bell reported they have a new Dean liaison, Diane Hollems and the committee has been discussing the last inservice (spring 2012) in preparation for planning the next (fall 2012). They also discussed the Student Success taskforce recommendations as they relate to faculty professional development.

### **2.5 CPC/Curriculum and Instruction Liaison Report (Kathy O'Connor)**

Matriculation: Senator O'Connor reported they too discussed the enrollment priority policy and added that we are one of the last colleges in the state not to have an enrollment priority modification to our policy. After some very good discussions with counselors and from the information we had Matriculation voted unanimously for a modification that they believed would not really impact that many students in the science area.

CAC: Discussed the Regular Effective Contact Policy forwarded from COI. Some modifications were made and after COI has reviewed the recommended changes the Policy will be brought forward to the Senate.

DTC: 3/4's of the refresh cycle has been completed for this year. A checklist is being created to help everyone identify where they are in the refresh cycle. There is a Moodle advisory group being formed. There is a new video conferencing room available through reservation.

CPC: 1) The budget issues were addressed through a memo sent campus wide via email by Dr. Friedlander. 2) CPC discussed plus hours not being funded; the changes in reporting Distance Ed; and the pending changes in Continuing Education. 3) CPC discussed the higher GPA's need for students to get Cal Grants and noted that pass/no pass grades are not calculated in the GPA. 4) There is a CPC workgroup that is working on out of the box type thinking about the budget and cuts. 5) ACCJC has sent a letter to the college based on their visit with a request to respond within 30 days and Dr. Friedlander does not plan to release any preliminary or draft documents at this time. 6) Continuing Education forums with the first of three to begin tonight to discuss various issues such as workforce preparation. 7) Budget update and the 8.7% in operational reductions: all areas are working on making these difficult cuts. 8) The hiring chill for classified positions was discussed and something that is not yet in place for classified; how this should happen, what type of process should be used to decide which

positions are critical or not and how classified positions could be filled from inside. 8) Discussed having a planning process for program review and for an institution is critical and required for accreditation. P&R is a good model for consistent rankings and used by ITC and hopefully DTC will follow. 9) Discussed non credit and how long we have to convert the personal enrichment courses and if fewer FTES units can be allowed for each center and the three year period to make up the FTES cap. 10) Action item: Voted to approve the request from the International Student Office to add one classified staff position (with the verbal agreement that International Student Enrollment would not go over 1400 students triggering the need to again increase staff. 11) Discussed the \$22,000, funded the first year by SBCC's bookstore, used to increase out of state student enrollment. 12) There was continued discussion on the College Plan.

#### **2.6 IA Liaison Report (Gary Carroll)**

Senator Carroll reported on several items 1) There would be four faculty members and IA President Lynne Stark will represent the I.A. on the 16 member search committee for SBCC President. 2) The I.A.'s position is that no faculty member should receive partial pay for an under-enrolled class; however, the I.A. is willing to consider an exception be made on a case-by-case basis should the Administration propose such an exception to keep a program alive. 3) Faculty have until February 10 to respond to the survey on the adjunct reassignment rights proposal. 4) The I.A. is looking for a new venue for the spring party 5) Faculty free speech rights: current policies need to be redrafted to reflect these rights and a draft from the faculty lawyer on free speech rights should be available soon. 6) Discussions continue with CE and their issue about missed classes due to holidays and their request for make up classes. 7) There will be an FACCC sponsored Advocacy and Policy conference 3/4 and 3/5 in Sacramento and the cost will be \$85 and \$75 respectively for full time and part time faculty.

#### **2.7 EVP Report (Marilynn Spaventa)**

EVP Spaventa thanked everyone because they are the people in the classroom where tensions are high and there is a lot going on. Many have taken extra students in their classes because there was no place else for them to go. EVP Spaventa added it is interesting because our classrooms are full yet we have fewer students enrolled. Enrollment is down 2.6% from last year when enrollment was up 2.8% from the year before. Other colleges are noting they too have fewer students. We have not, as yet, cut back that many classes. We thought we would have to be cutting more classes. We are trying to shrink and we are not trying to shrink because of the unexpected loss of FTES for plus hours and distance education being rated at a lower rate than expected; it is always a moving target and we never really know until the end of the semester. We have added sections where we could serve students in a cost effective way with sections that were needed to complete a degree or certificate. We have been going with whatever our new reality is.

EVP Spaventa reported department chairs should have received from their Deans communication that Educational Programs would have to reduce another \$2million plus dollars in additional expenses over the next two years; 60% this year and 40% the following year. The reductions would be from the operational expense in Educational Programs and not from the already reduced TLUs. To reach that \$2million dollar goal department chairs will see the areas of possible reduction are: hourly, duplicating, supplies. To reach the targeted reduction will be a daunting task and it will affect everyone. The templates that everyone will be working with were developed by Leslie Griffin. Deans Council will review the template results February 21 and the reduction information would need to be put into the system by February 24. This is an opportunity for everyone including management to reorganize to look at how things are done and how things might be done differently creatively.

EVP Spaventa announced there are great things too and among them are: 1) the CTE task force met and there was a huge faculty turnout. They plan to break into work groups and return with their recommendations and then forward them for implementation. 2) The HSI-Stem group has been meeting to prepare for Fall 2012 implementation. A STEM101 introductory course for the different sciences and designed by faculty of the different sciences, mathematics and counselors shall be team taught by all of them. It will be a great interdisciplinary experience for the student. 3) We have received the \$75,000 grant from the Santa Barbara Foundation to develop the Business and Social Sciences side of the transfer program and the co-leaders who are putting together their teams are Esther Frankel and Tina Kistler.

EVP Spaventa also informed the senate that Dr. Friedlander has received an invitation from the Kresge Foundation for SBCC to become an Achieving the Dream College. This began six years ago by the Lumina Foundation in partnership with the Community College Research Center in New York; Columbia University; and The Leadership Institute in Texas. The idea was to work with different colleges to make evidence based changes; to decrease the achievement gap for minority students and to increase their graduation rates. The benefits to joining are: you get to work with data and leadership coaches and work with other colleges that have similar interests. The down side: there is a fee to be an Achieving the Dream College. There are not many California colleges and the Kresge Foundation may be reaching out to us because we are one of the top ten colleges. This could help us apply for other grants. The Kresge Foundation would provide \$40,000 toward the fee and we would provide \$35,000 and pay for our travel expenses to the conference. Dr. Friedlander has not responded and wanted to ask the Academic Senate for their feedback first. An even further reduction in fee was discussed – money that would come from the Foundation for SBCC and not the general fund.

Recommendation to Dr. Friedlander: It is open for discussion - do some more research – more information is needed about the benefits and the schools that are a part of the Achieve the Dream.

### **3.0 Unfinished Business - Action**

**none**

### **4.0 Action**

**none**

### **5.0 Unfinished Business - Discussion**

#### **5.1 Resolution in support of part-time faculty (Attachment B)**

Senator Alsheimer reported that we are in a time of class cuts and as the system works the first to go are the part-time faculty. The intent of the resolution is to raise awareness of the situation and to demonstrate support for part time faculty. It is not to change the policy it is strictly to raise awareness of the situation. The resolution recommends that where possible and instructionally sound contract faculty who carry overload assignments be encouraged to voluntarily relinquish all or part of such overloads if an adjunct in their department could teach that class. This will be brought back as an action item and Senators were instructed to take this to their divisions/departments for discussion.

Comments: It would add a level of unnecessary personal inquiry not normally associated with assigning courses. Who would be assigned to "encourage" full time faculty to give up TLUs? Endorsement could inadvertently lead to a policy.

#### **5.2 Review of position ranking process**

President Nevins reported the Academic Senate has an established process in place and the reason for the agenda item is to address the issue of lobbying that occurred. The last time the Senate went through the ranking process there was lobbying on both sides of the issue by way of public comment and by email before the Senators voted. The question is: "How do you feel about lobbying?"

Comments: Negative lobbying should not be tolerated. All lobbying should be not tolerated. Using public comment time for lobbying seemed inappropriate and unprofessional. Add more detail to the instructions. Establish as part of our procedure that anything extraneous to the formal application and presentation will not be considered by the Senate. Senators will be instructed not to consider any other source of information. Let department chairs know how negatively the lobbying was received. Lobbying had never been an issue and some senators were not aware it was in bad form to do so.

Summary from President Nevins: In our process we would like to modify our procedure for next time and add a very strong note stating that the only thing that will be considered is to be submitted with the application and at the time of the full senate presentation.

### **5.3 Full-time Faculty Obligation Number (FON) (Attachments C, D, and E)**

President Nevins instructed everyone to look at attachments C and D and E. Attachment D is the form submitted by the college every year and is regarding the full time faculty obligation compliance. The college has to have one of two things happen: they have to either have a certain percentage of our courses taught by full time faculty or we have to have in entirety a certain number of full time faculty. If either of these two things do not happen the college will be penalized by a monetary amount that is taken out of the colleges' apportionment. The Faculty Obligation Number comes from (see attachment D) determining the number of full time instructional and non instructional faculty you actually have and that number is reported by the college. The college, and they can do so, may choose to not include someone in their report. This has occurred in the past and the number for SBCC is 244.45 and is moving much closer to the actual number. To that number you then add the instructional and non instructional part time faculty and that determines the ratio for the college and the ratio taught by full time faculty is 56.69%. If a year is determined by the Board of Governor's as being what is called "inadequately funded" then we can obtain compliance by one of two things choosing either A or B and SBCC chose A. That obligation number (see attachment D fall 2009 the year of computation) that number is 246.4 and gets downgraded as our workload gets reduced and it is now, for 2011, at 240.4 and means we could lose 4 more full time faculty positions and remain in compliance. When a question arose asking if the FON was being waived it was explained that the money we receive for growth, that money should go directly toward hiring faculty and that is what is being waived. Also, the "year...inadequately funded" that is also a determinant and waives increasing the Faculty Obligation Number (FON) and freezes it at the old value. The choice we have is that we could exceed the FON; it is incumbent on the college to meet the bare minimum and helps financially in some ways. For next year we are at the projected number of 236.4 and we would be over by about 8 faculty. Translated: if we choose to do so we could lose up to 8 faculty and still be in compliance with the full time faculty obligation. There will, however, come a point where we cannot lose any more full time faculty.

## **6.0 Discussion**

### **6.1 Superintendent/President Search Committee Representatives**

President Nevins reported that many people came forward and requested to serve. Dean Nevins has chosen three individuals that he would like to bring forwarded to serve and they are: Bonnie Chavez; Kelly Lake and himself.

M/S/C Move agenda item 6.1 to Action (Frankel/Alarcón)

M/S/C To approve the selection of Bonnie Chavez; Kelly Lake and Dean Nevins to serve on the President search committee (Neufeld/Frakerl)

**6.2 AP 5075 Course Adds, Drops, and Withdrawals (Attachment F)**

President Nevins reported this item is for information only and reflects the new state rule.

**6.3 Academic Calendar 2012-2013 (Attachments G and H)**

President Nevins reported the Santa Barbra Unified School District calendar was not available at the time the SBCC academic calendar was approved. Please note the spring breaks do not align and causes a problem for many people. The vote will be an advisory to inform the Board there is support if they wish to revisit and revise the Board approved calendar.

M/S/C To move our spring break to align with the SBUSD calendar (Mackie/Coburn)

**6.4 Academic Senate TLU Distribution (Attachment I)**

President Nevins reported that with the signing of the contract the Academic Senate now has two additional TLUs to distribute. Our Bylaws state explicitly how TLUs are distributed. We should decide as a group what we would like to do with the added TLUs and also the way TLUs are being allocated. We have previously allocated TLUs to the COI chair however, this is not officially stated in the Bylaws. There is also in question the TLU allocation for chair of the Sabbatical Leave Committee; that committee is on hiatus. To be verified: should the Bylaws and Appendixes be treated the same e.g. do they both need a 2/3 vote to pass?

The process for next meeting: the Bylaws change request shall be brought forward to the Academic Senate for a vote.

**6.5 Faculty Service Areas**

Brought forward to next agenda

**6.6 Equivalencies**

Brought forward to next agenda

**6.7 Program Discontinuance Policy/Procedure**

Brought forward to next agenda

**6.8 Program Vitality Review Process**

Brought forward to next agenda

**6.9 Library Resident Program (Kenley Neufeld)**

Brought forward to next agenda

**7.0 Adjourn**

KEY: M/S/C – Moved/Seconded/Carried (motion is approved) M/S/D – Moved/Seconded/Defeated (motion fails)