

## **Approved 3-14-2012**

### **Meeting Minutes for Wednesday, February 22, 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, Steve DaVega, Jeffrey Englert, Esther Frankel, David Gilbert, Debbie Mackie, Jeff Meyer, David Morris, Kenley Neufeld, Dean Nevins (President), Kathy O'Connor, Melanie Eckford-Prossor, Gail Reynolds, Sally Saenger, Marilynn Spaventa (EVP), Patricia Stark

Members Absent:

Guest(s): Celeste Barber

## **1.0 Call to Order**

### **1.1 Public Comments**

Celeste Barber the most senior adjunct faculty in the English department requested to speak in favor of Agenda item 4.1 the “the very gentle” Resolution in support of part-time faculty.

### **1.2 Approval of Agenda – so approved**

### **1.3 Approval of Minutes 2-8-12**

M/S/C To approve amended meeting minutes of February 8, 2012 (Frankel/Bursten)

## **2.0 Reports**

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

President Nevins announced that due to a scheduling conflict faculty member, Dr. Kelly Lake had resigned from the President Search Committee. President Nevins recommended that faculty member, Dr. Sonia Zuniga-Lomeli be the replacement faculty member on the search committee and added the reason for the urgency is the orientation meeting will be Monday next for all committee members.

M/S/C To move the recommendation to action (O'Connor/Bursten)

M/S/C To approve Dr. Sonia Zuniga-Lomeli to be the replacement faculty member on the President Search Committee (O'Connor/Frankel)

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

Senator Neufeld reported P&R perused and discussed items that departments have ranked #1.

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

President Nevins reported there are no new items to report and that a liaison from the Academic Senate is still needed; if any senators are interested to please contact him.

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

Senator Bell reported that both FRC award nomination requests have a March 15 deadline and they are for: the Rice Diversity and Equity Award and also the SBCC Faculty Excellence Award. Please note: Programs (non credit and credit) as well as people can be nominated for the Rice Diversity and Equity award.

CTL: Reviewed and discussed the change in the state prerequisite guidelines and the committee is in the process of putting together a statement or recommendation to bring forward to the senate (Senator O'Connor added that CTL and CAC should talk and work together in conjunction with the other groups on the major changes in prerequisites). Senator Bell also noted that Mark Ferrer announced the ISLO data would be reviewed next year.

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

Senator O'Connor reported that COI had a presentation on the No F campaign and Early Alert by Matt Lorenzen, and there was a demonstration on integrating Xythos and Moodle. Ms. O'Connor added there is a Moodle workgroup and they are looking for those interested in Moodle to join.

COI also discussed online fees and the Regular Effective Contact changes recommended by CAC were reviewed and approved.

ITC: The helpdesk demonstrated a new database that would have all kinds of cool information available such as identifying when your computer will be up for replacement and should be available this summer. Over the last three years Moodle use is up 300%. A presentation on the Moodle infrastructure was held; the hope is the funds needed for corrections will be available. P&R liaison Neufeld demonstrated the all technology initiatives spreadsheet and the same “critical need” definition used by P&R shall be used. Note from ITC chair to departments: it is important that your division rep be present to represent any/all technology requests made by your department through the Program Review process.

CPC: Senator O’Connor reported: 1) the EOPS reorganization was approved at CPC and would save the college over \$55,000. 2) The HRLA reorganization was discussed and that would save over \$40,000. 3) The bad news: midyear workload and deficit cuts (approx 10.4%) and for SBCC that means \$7.5mil. 4) Our FTES would have been on target even without the plus hours and distance Ed reduction if not for the midyear cuts. We are now 243 plus FTES over target and that equates to \$450,000 in direct cost to the college. The Legislative Trailer Bill about FTES was discussed and the different types of funding and how the proposed bill had been reduced to two sentences which stated: the BOG should develop the methodology for and distribution of such funding as provided in the annual budget act. 5) Reviewed and approved the 2011 Institutional Effectiveness Report. 6) Reviewed the College Plan again. 7) VP Business Services Joe Sullivan announced they were moving the majority of the JPA (workman’s comp) money (over \$7 mil) to the General Fund.

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

Senator Carroll announced the I.A. had not met due to President’s Day holiday and there is nothing to report at this time.

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

EVP Spaventa commented on a wonderful Newpress article “What I Learned at SBCC” and written by Captain Jason Nelson. The article was all about the communication skills he had learned in professor Darin Garards’ communication class that helped him become much better in his position of working with Afghani interpreters. EVP Spaventa added that so often we never know what affect we have and what people are taking away and applying elsewhere unless they tell us and it was lovely that he had taken the time to write the article; nice for us to read and nice for the community to read as well.

EVP Spaventa reported that work on the next Title V grant continues and should be ready mid March. It will be a five year multimillion dollar grant to increase the number of Hispanic and low income students who transfer/get degrees in Social Sciences and Business.

The deans have received all of the input that departments have provided in terms of meeting the 8.7% budget cut over the next two years and knowing that some departments had less to give than others EVP Spaventa reported that she was not able to meet the targeted budget cuts for Educational Programs (a little over \$2million). We have made a serious endeavor and we are still making corrections and changes however, we are going to be just under \$1million short of the target. Our departments are all coming up with creative strategies. The Budget Advisory Group has also come up with a list of suggestions to be brought to the next CPC meeting. The constantly changing budget situation is very serious.

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

**none**

#### **4.0 Action**

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

The voting procedure: A request was made to have the vote be taken by secret ballot.

Comments: 1) If approved, there is fear this may become policy. 2) This is a resolution in support of part time faculty and in no way was this meant to be or become a policy.

Senator Morris stated that we need to remain together as faculty to fight the bigger fight over the next two years; if the resolution is unacceptable could we indicate concern and sympathy and support of our adjunct faculty by way of an alternative resolution?

M/S/D To approve the Resolution as presented/written (Alsheimer/Carroll)

##### **4.2 Academic Calendar 2012-2013 (Attachment C)**

The changes are: a) to re-align spring break dates with the Santa Barbara School District calendar b) change the last day of withdrawal date (9<sup>th</sup> week of instruction) due to the request to change the spring break dates

M/S/C To approve the proposed changes to the Academic Calendar for 2012-2013 (Stark/Bell)

##### **4.3 Academic Senate TLU Distribution (Attachment D)**

M/S/C To approve the new TLU distribution (Carroll/Bursten)

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

##### **5.1 Faculty Service Areas (One reference copy will be at the meeting)**

What is an FSA and what is it used for and where are we now? Senator Carroll reported when you first sign a contract you are automatically assigned by HRLA and put into an FSA that is closely aligned with your discipline but not exclusive to your discipline e.g. Foreign Languages is a discipline however at SBCC the FSA are assigned by language. After you are hired and if you teach in two departments or are put into another department you can apply for an additional FSA for that department. To receive that additional FSA you would need to teach 9 TLUs over six semesters in the FSA. There are a few people who teach between two departments. They have a split FSA and have FSA rights in each department. FSA's come into play when there are cutbacks and layoffs. If someone with a split FSA is being cut they have the right to move over to the other department even though that department may also be getting cut. FSA's put you in the bumping pool.

Note: an FSA is arbitrary and depends on the institution and only per District and does not exist outside of that District e.g. you may have been assigned another FSA outside of our District.

Some schools have one FSA for their entire college.

President Nevins added that we have not captured our practice in policy. We have procedures that need to be aligned with policy. Recommendation: To have FSA's assigned at the department chair level and not through HRLA. Questions: 1) What about cross listed courses 2) Once assigned do FSA's expire

Next step: Send to AP

##### **5.2 Equivalencies (see [http://www.asccc.org/sites/default/files/Equivalency\\_2006.pdf](http://www.asccc.org/sites/default/files/Equivalency_2006.pdf))**

An equivalency is the mechanism to meet minimum qualifications. Equivalency means education equal to the published minimum. If/when you give someone an equivalency you are saying: that person, adjunct or full time faculty, meets the minimum qualifications. Pro: Create a committee to approve and assign equivalencies Con: A committee would remove the expert in the field, the department chair, from the process.

Reminder: There is no single course equivalency allowed within a discipline; however, you may assign a number of disciplines to a course.

Recommendation: a) Review the policy every two years b) Tighten up / add language to the 'request an equivalency form that department chairs complete and forward to HRLA.

### **5.3 Program Vitality Review Process (Attachment E)**

President Nevins reminded everyone that Program Review is a part of the 10 + 1 and defined in Title5 §53200(b) and asked the senate if the Program Review was working for SBCC. It has been useful for allocating resources. Does our Program Review take into account such things as a) rising costs and why and, b) if your department is doing well. Would they want to consider adding a Program Vitality component to make the Program Review more comprehensive to address these types of issues? The idea is not to have more forms to fill out but how to make the process more useful for departments. Senator Neufeld commented on the attachment and explained we already do items A-J through our Program Review. Senator Eckford-Prossor liked the interesting term vitality and in times of less or no money commented that what we can do is rethink what we do and how we do it. How do we encourage vitality and how can we use vitality to cross pollinate and suggested that after the nuts and bolts of the Program Review that is when the vitality issues could be addressed. Senator Morris added that we need to look at a different measure for vitality. In the past vitality meant growth.

Recommendation: Put something together for in-service

### **5.4 Program Discontinuance Policy/Procedure (Attachments F and G)**

President Nevins reported these policies are very vague for something that important. Guidelines are needed. Senator Stark suggested that if a program were to be discontinued it should be vetted across every realm of the college and should be broadly and widely discussed before a decision is made.

### **5.5 Library Resident Program (Kenley Neufeld)**

Senator Neufeld who had previously announced the grant the Luria Library had received for the Library Resident Program was pleased to report that additional funding had been received from the donor, and beginning next year, the added funds are to be used to make the Resident Librarian Program position a 1 year temporary contract position with benefits. The non permanent agreement is on a one year only basis with money donated through the SBCC foundation for the purpose of funding the Library Resident Program.

## **6.0 Discussion**

### **6.1 AP 5055 Enrollment Priorities (Attachment H)**

Brought forward to next agenda

### **6.2 Technology Plan (Attachment I)**

Brought forward to next agenda

### **6.3 Regular and Effective Contact Hours (Attachment J)**

Brought forward to next agenda

### **6.4 Plus/Minus Grading**

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)