

## **Approved 10-10-2012**

### **Meeting Minutes for Wednesday, September 26, 2012**

#### **West Campus, BC 214, 3:00 – 5:00 pm**

Members Present: Cindy Bower, Angel Cardenas, Gordon Coburn, Steve DaVega, Melanie Eckford-Prossor, Jack Friedlander, Debbie Mackie, Jennifer Maupin, Bronwen Moore, David Morris, Kenley Neufeld, Dean Nevins (President), Kathy O'Connor, Gail Reynolds, Sally Saenger, Geneva Sherman (student representative), Patricia Stark, Laurie Vasquez, Dan Wrentmore

Members Absent: Stan Bursten, Chris Johnston, Jan Schultz

Guest(s): Cornelia Alsheimer (IA/Senate Liaison), Priscilla Butler, Lori Gaskin, Erick Pirayesh (*Channels*)

#### **1.0 Call to Order**

##### **1.1 Public comment**

##### **1.2 Approval of Agenda**

M/S/C To approve the current Agenda (O'Connor/Eckford-Prossor)

##### **1.3 Approval of Minutes 9-12-12**

M/S/C To approve the meeting Minutes of 9-12-2012 and all references in the Minutes to Kenley Neufeld as Senator have been changed to President-elect (Wrentmore/Morris) 2 abstentions

#### **2.0 Reports**

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

President Nevins reported that the CE transition workgroup would be holding their first meeting this Friday in A218C from 1-2 p.m. to discuss any problems/issues that need to be addressed.

The search continues for liaisons to AP and the Faculty Development committees.

##### **2.2 Curriculum and Instructional Policies Liaison Report (Kathy O'Connor)**

Senator O'Connor, as liaison, reported on the following committees:

ITC: a) 16 classrooms have been upgraded with presentation systems; b) The Lab Advisory group, using a program called Labstats, plan to have the lab usage report available by the end of this semester; c) To check your refresh schedule for department computers go to <http://helpdesk.sbcc.edu> go to the Active Directory /Windows Authentication Login box. Use your pipeline name and password then select Assets Search from drop down menu. Contact Jason Thornell or Jim Clark for help.

MATRICULATION: a) Registration issues/problems and wait list issues were discussed – email Senator O'Connor any comments you have about the registration process for her to bring to Matriculation; b) Disqualification date was moved back; c) Budget development and hourly budget cut clarification needed and discussed appealing the hourly cuts; d) Reviewed a new online orientation/advising product and cost; e) Discussed the new enrollment priorities and the impact of new repeatability rules; f) Discussed the need to include Student Services staff in the CE transition workgroup.

DTC: a) Availability of a new APP for faculty rosters and student info; b) BC Forum has new state of the art system for viewing films; c) Discussed a new Federal Distance Ed requirement where SBCC would need to get permission from each state that has a student or students enrolled in an SBCC online course; e) WiFi being upgraded campus wide.

CAC: Reminder: November 5 is the deadline for all Summer/Fall changes and that includes all course modifications to remove repeatability; Chair Bublitz, if requested, would meet with divisions/departments about any repeatability questions or issues they may have.

CPC: a) Approved remaining ITC ranked items – the CAD request and Moodle Server hosting and means that all P&R ranked items have been approved and budget numbers assigned; b) Measure V – unallocated funds of \$294,145 left on the first issuance with approximately \$17m left in the second issuance; c) Long range development plans were discussed; d) Two letters/reports were presented: one from the State Architect about all the temps and another from the Coastal Commission with a long list of issues after an aerial survey of SBCC was completed; e) Accreditation Midterm Report approved; f) Discussed Program Review timeline; g) Approved CE split and hiring of CLL Director.

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

Vice President Neufeld and liaison to P&R reported the timeline for Program Review templates would be opened up October 3, 2012 for Department Chairs to have completed by the November 21 deadline. The Senate review and ranking would take place April 2013. NOTE: Facility requests - any and all such requests should now be submitted through the work order system not through a department Program Review. Go to <http://facilities.sbcc.edu> and create a work order that Facilities would then process, e.g. routine requests such as chairs, carpet cleaning, including new requests such as a new building, a new room and all work order requests would then be a part of the Program Review report generated by Facilities. A \$500 minimum has been set per request. Last year 80% of all Facilities requests, made through Program Review, were work orders and many had already been completed. The Facilities Program Review requests would continue to be reviewed and ranked by P&R; and only if the Division has a rep on P&R.

FSSP: There was an OSHA presentation on THS classification with Carlos Campos.

P&R: Discussed the Resource Request process and problems and the timeline. In order to assist department chairs with their Program Review requests, the chairs of P&R and ITC plan to meet with the deans and the EVP to help facilitate that process.

Congratulations to Paul McDowell, the new Academic Senate Adjunct Faculty rep. The Academic Senate President Elect has the responsibility of running the election for the credit Adjunct Faculty representative on the Senate. There were four candidates: Judith Shelling, Dan Watkins, Geordie Armstrong and Paul McDowell. To be elected the Academic Senate Constitution calls for a majority of the votes cast and since no one received a majority of the votes cast a run-off election was required between the two top candidates, Geordie Armstrong and Paul McDowell. The results were 54% for Paul McDowell and 45% for Geordie Armstrong.

### **2.4 IA Liaison Report (Cornelia Alsheimer-Barthel)**

Liaison Alsheimer reported the I.A. has scheduled a Plenary Session for 2:30 p.m., October 5, 2012 in the BC Forum. There will be a budget presentation and information on the current contract negotiations, Article XII, and health benefits. The current contract expires 12/31/12 and options for a new contract proposal will be discussed and also the proposed changes to the I.A. Bylaws will be explained.

### **2.5 EVP Report (Jack Friedlander)**

EVP Friedlander reported: 1) if Prop 30 passes, based on the assumptions of noncredit winter and spring quarter offerings of state supported and fee based, college would need to generate 148 additional credit FTES (approx. 50 sections) for spring 2013 in order to reach our budget CAP for this year. In preparation for this possibility the EVP has asked the deans to work with their departments and have ready by this Friday their recommendations on the standby sections to add. If Prop 30 does not pass the college would be 866 FTES over and the pace would need to be accelerated dramatically to convert the non-enhanced to fee based. 2) CE reorganization proposal to go to Board tomorrow. Department chairs, deans from affected departments are meeting to discuss the transition. 3) Proposed the creation of an Educational Programs SLO Coordinating Committee with the focus on how to make SLOs a more meaningful process, not just being in compliance, in terms of how students learn and acquire the competencies. How to tie the ISLOs results into ongoing workshops at the college wide level for content structure on how to incorporate into the classroom, to enhance without taking away from the subject matter, reading and writing strategies, critical thinking and quantitative reasoning strategies.

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

**none**

### **4.0 Action**

#### **4.1 Accreditation Midterm Report**

M/S/C To approve the Accreditation Midterm Report (Neufeld/Maupin)

## **5.0 Unfinished Business - Discussion**

**5.1** Proposition 30 Impacts (see current agenda item 6.1)

**5.2** Allocation of TLUs between departments

President Nevins reported no further discussion was required; the issue has been resolved.

## **6.0 Discussion**

**6.1** Resolution for support of Proposition 30

The resolution in support of Proposition 30 shall be presented to the SBCC BOT.

M/S/C To move Resolution in support of Proposition 30 to Action (Coburn/Bower)

M/S/C To approve the Resolution in support of Proposition 30 (Morris/O'Connor) 1 abstention

**6.2** Placement of COI (Committee for Online Instruction)

President Nevins explained that all concerned and involved have discussed the recommended change from a Senate committee to an Educational Programs committee and the feedback has been positive. The committee shall be chaired by faculty as agreed upon by the EVP. Due to a procedural error President Nevins will call another vote on moving COI back to an Educational Programs committee at the next Senate meeting.

**6.3** Block scheduling and Priority Classrooms (Attachment B)

Dr. Friedlander explained the block scheduling methodology came about during the transition from the 17.5 week schedule to a condensed 16 week schedule. While negotiating with everyone to try and make everything work, in hindsight, the concessions that were made have contributed to the inefficiencies in our scheduling block. Dr. Friedlander reported he and Karen Sophiea have been talking to departments because of the need to make our room scheduling more efficient to accommodate our student and classroom needs and effective Fall 2013. EVP to distribute electronically: all Block Schedules and preferred classroom information.

**6.4** Long range construction plans (Attachment C)

President Nevins reported that Superintendent/President Gaskin would like to go out for a bond and has requested everyone to think big. Take the information back to your divisions and get everyone to think about what they would like to see happen; encourage all ideas. EVP Friedlander explained this is in line with the requirement for SBCC to update its long-range plan and could also be used to drive a bond measure. We need to think about where education and the delivery of education is going. According to President elect Neufeld, Superintendent/President Gaskin explained to CPC that the list needs to be dynamic.

**6.5** Temporary building removal and possible classroom construction

President Nevins explained a number of the temporary buildings need to be torn down and to replace the loss of classroom space, a new building is being proposed with funding provided by the remaining Measure V funds.

## **7.0 Adjourn**

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

M/S/D – Moved/Seconded/Defeated (motion fails)