

Approved 10-31-2012

Meeting Minutes for Wednesday, October 10, 2012

West Campus, BC 214, 3:00 – 5:00 pm

Members Present: Cindy Bower, Stan Bursten, Angel Cardenas, Gordon Coburn, Steve DaVega, Melanie Eckford-Prossor, Jack Friedlander, Chris Johnston, Debbie Mackie, Jennifer Maupin, David Morris, Kenley Neufeld, Dean Nevins (President), Kathy O'Connor, Sally Saenger, Jan Schultz, Geneva Sherman (student representative), Patricia Stark, Laurie Vasquez

Members Absent: Bronwen Moore, Gail Reynolds, Dan Wrentmore

Guest(s): Cornelia Alsheimer (IA/Senate Liaison and sub for Dan Wrentmore), Priscilla Butler (sub for Gail Reynolds), Allison Curtis, Lori Gaskin, Brad Hardison, Erick Pirayesh (*Channels*)

1.0 Call to Order

1.1 Public comment

No request was made or received.

1.2 Approval of Agenda

M/S/C To approve the current meeting agenda (O'Connor/Bower) 1 abstentions

1.3 Approval of Minutes 9-26-12

M/S/C To approve the meeting Minutes of September 26, 2012 (Mackie/Coburn) 3 abstentions

2.0 Reports

2.1 President Report (Dean Nevins)

President Nevins announced the Academic Senate would need to meet each week, for the next three weeks, for faculty replacement hearings and ranking. There are only seven slots available for the 12 replacement positions being requested. The ranking of replacement requests shall take place October 31 and, prior to the first ballot, EVP Friedlander shall give the administrative perspective on the needs of the college.

President Nevins welcomed newly elected Senator, Paul McDowell, representing the adjunct faculty.

President Nevins asked everyone for a moment of silence in honor and remembrance on behalf of so many of our faculty that have recently passed.

2.2 Academic Policies Liaison (Gordon Coburn)

Senator Coburn reported AP worked on 1) Salary Class Transfer. HR would like to move away from a paper based system. Forms would need to be updated using the existing language. The process would become more streamlined, clearer and easier to use. Prior to the meeting AP had approved the use of six lower division units, once, for Salary Class Transfer. Chantille Marquez gave a presentation how they would update the Salary Class Transfer process. 2) The Grievance Policy. The consensus from AP would be to create an actual Board Policy to separate the procedures from the policy currently found in Appendix F of Board Policy.

2.3 Curriculum and Instructional Policies Liaison Report (Kathy O'Connor)

Senator O'Connor reported on the following committees:

COI discussed the Institutional Responsibilities to Provide Reasonable Accommodation and Services.

ITC discussed the various state authorizations that SBCC would need to have from that state, if/when a student were enrolled in one of our Distance Education courses from that state. Dr. Friedlander added his office would be sending out a letter to each of the 50 state agencies informing them of our intent to offer Distant Education courses and the number of students (0 to 6) enrolled from their state. To be decided: whether to accept students from states requiring a fee from us, for their enrolled student(s). There is no such requirement/issue for the international student.

Lab Advisory Group: Dr. Friedlander, a guest at the meeting, explained the issue was initially driven by budget cuts, not to cut lab staff, to create greater access to technology for a greater number of departments more effectively and efficiently. Superintendent/President Gaskin gave a presentation on Institutional Responsibilities to Provide Reasonable Accommodation and Services. Dan Watkins also gave a presentation on the sbcc.edu/mobile app in development.

DTC: Dan Watkins gave an update on Google sharing. The web and electronic communication policies 3720 and 3730 were discussed and the timeline for their review. VP Neufeld added there are no plans to

transition to a newer version of Moodle and some of the new Moodle tools may not be available. The DAC labs are getting new computers; however, there are no plans to remodel the labs at this time.

CAC: the Tech reviews have been valuable and have made the regular meetings run more smoothly.

For those departments who wish to establish math and English prerequisites: a representative faculty group would need to be developed from those departments who wish to establish/implement mathematics and English prerequisites. This would be a year-long process of research and writing a new policy. Senator Saenger asked about the review and approval process for the non-credit fee based courses. EVP Friedlander responded that he would like CAC to receive, for review, all course titles and the number of hours. President Nevins requested that a short description also be provided and in lieu of the more extensive Course Outline of Record format.

CPC: 1) Dr. Gaskin provided guidelines on election activities and gave a short presentation on Integrated Planning. 2) VP Joe Sullivan gave a presentation on the new work order process for any and all types of Facilities requests. Note: Facilities requests no longer go directly into each departmental Program Review; they are now to be processed via a Facilities Work Order. The ranking procedure and process for Facility requests would continue to take place. 3) A workgroup on short term hourly's was created. President Nevins explained: a temporary process effective for this year only was developed, similar to the process for funded classified positions when people leave the college. A set of questions is in development and will go out to departments to ask them to provide the number of hourly positions, a description of the job and the impact of that job. The information collected will then go through a ranking process by the workgroup. 4) There is also a modified process, and workgroup for the hiring of classified personnel and they will determine which two classified positions are to be filled/replaced. 5) Discussed Program Review and the November 21 deadline. 6) Discussed the proposed new West Campus classroom building and the need for faculty input.

2.4 Planning and Resources Liaison Report (Kenley Neufeld)

Vice President Neufeld reported Superintendent/President Gaskin presented some ideas at the last P&R meeting on: a) Integrated Planning; b) The goal of simplifying the Program Review - something P&R would like to be a part of; c) Discussed the new classroom building – and recommended that suggestions go to Dr. Friedlander; d) Coordinating a user group, through CPC, with VP Joe Sullivan, EVP Friedlander and faculty to determine what the needs of the new building are in preparation for the Architect; e) The proposed bond issue was discussed and how those ideas would/should be grounded in the Educational Master Plan, which informs the Facilities Master Plan and would then inform the Bond Measure; f) Discussed the CE reorganization and it was determined there should be no problem maintaining Center status for both the Schott and Wake centers; g) Discussed Readers, which then led to discussion of where are we financially as an institution, and the array of needs all across campus.

Senator Morris asked, in terms of the Coastal Commission, where are we? Dr. Gaskin responded that it is a dual issue. The portables were not officially permitted by the state of California and are not legal buildings (Coastal Commission aside). To get them planned and certified, through a structural assessment, they were found to be in poor condition. We have one of three options: we repair; we replace; or we remove. If we repair, the Coastal Commission comes in. They have identified four areas where we are not in compliance with their regulations and one of those areas, are the portables. We do not want to put money into something that the Coastal Commission would never permit. The goal: to remove all portables. The Coastal Commission has been looking at everything and may negatively impact the program areas housed in the Humanities Building, if we do not address the issues they have identified.

2.5 IA Liaison Report (Cornelia Alsheimer-Barthel)

Liaison Alsheimer reported on the I.A. plenary held last Friday, about the current budget, and the status of the reopener negotiations. Successfully negotiated were increased benefits, approximately 12%, and not contingent on Prop 30. Another meeting on Article XII has been scheduled. The majority of faculty at the plenary voted for new contract negotiations and suggestions for negotiation items are being accepted. A workgroup is in place to update some procedures in the I.A. Constitution e.g. the tie vote procedure and whenever there is a change in status for a sitting Board member.

2.6 EVP Report (Jack Friedlander)

Dr. Friedlander reported the new Chancellor for California Community Colleges is Dr. Brice W. Harris and an excellent choice.

Dr. Friedlander announced extraordinary results were received from an external evaluator on our Title V grants for: the Express to Success Program (ESP) and the S.T.E.M. Transfer Program. The evaluator was very effusive in his accolades and it is always great to get that kind of feedback.

We have completed and submitted a very comprehensive report required by the Accreditation Association on attaining ISLO/SLO proficiency. Making the data even more meaningful is something that all colleges are working on. Dr. Friedlander reported the Student Success Conference he attended was a great way to be immersed and engaged in everyone's student success experiences, accomplishments, plans and goals.

3.0 Unfinished Business - Action

none

4.0 Action

4.1 Placement of COI (Committee for Online Instruction)

M/S/C To make COI an Educational Programs committee (O'Connor/DaVega)

5.0 Unfinished Business - Discussion

none

6.0 Discussion

6.1 2013 - 2014 Academic Calendar (Attachment B)

Allison Curtis reported two scenarios have been put together for the 2013-14 Calendar. One draft for a traditional calendar and one expanded draft calendar, if Prop 30 passed, with a simultaneous 6 and 8 week summer session. All previously approved and agreed upon criterion and principals were used in the development of the calendar. Unknown: Spring break for SB Unified School District.

President Nevins asked Senators to take the calendar scenarios to their Divisions for discussion. The 6 or 8 week summer would be up to each department to decide (a template to be provided for scheduling).

6.2 FW Grade (Attachment C)

Brad Hardison presented his proposal for a new FW grade. He explained assigning an FW would symbolize that a student had participated in the course sometime, one or more meetings, past the last day to withdraw and then, left the course. A W could not be assigned. The only option would be to assign an F. This would then create an issue for the Financial Aid Office, and a requirement, to return Title IV, Federal Aid funds, if they had been received. The F.A.O. does not know if the F was earned after having attended class for the whole semester, or because the student left the class and was no longer there. Every semester, the Financial Aid Office goes through this process with students that fall under this category. If the FW grade were implemented, and based on Federal regulations, the F.A.O. would not have to do exhaustive research to determine if there is money owed by a student. An F would mean the grade was earned, an FW would mean the student had left the course. For greater clarity, it was suggested that a Q&A list be developed and to have the actual policy language available during discussion. Recommendation: Take this to Matriculation. All questions for the Q&A list to be emailed to President Nevins or Senator O'Connor, liaison to Matriculation.

6.3 By-laws and constitution ad-hoc subcommittee

President Nevins asked for, and received, permission from the Senate to look at the Academic Senate Constitution and Bylaws and a call went out to all who had an interest in serving on the subcommittee.

6.4 BP 4160 / AP 4160 Establishing, Modifying or Discontinuing Programs (Attachments D and E)

To be brought forward to the next agenda.

7.0 Adjourn

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

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