

Approved 12-04-2013

Meeting Minutes for Wednesday, November 27, 2013

West Campus, BC 214, 3:00 – 5:00 pm

Members Present: Cornelia Alsheimer, Cindy Bower, Stan Bursten, Gordy Coburn, Steve DaVega, Monica DiVito, Patrick Foster, Jack Friedlander, Chris Johnston, Debbie Mackie (Angela Warren subbed), Paul McDowell, Bronwen Moore, Raeanne Napoleon, Kenley Neufeld (President), Kathy O'Connor, Francisco Rodriguez, Patricia Stark, Laurie Vasquez

Members Absent: Debbie Mackie, Jennifer Maupin, Gracie Maynetto (student rep), David Morris

Guests: Barbara Bell, Scott Bofon (*The Channels*), Priscilla Butler, Lori Gaskin, Julie Hendricks, Ellen O'Connor Ben Partee, Angela Warren (subbed for D. Mackie)

1.0 CALL TO ORDER

1.1 Public Comment

Paul McDowell requested to speak on behalf of Celeste Barber. Ms. Barber would like the Academic Senate to weigh in on the recent change to the Gateway Program hiring policy, specifically the prohibition from hiring adjunct faculty to work as Gateway tutors. Senator McDowell respectfully requested to have this placed on a future Academic Senate agenda.

1.2 Approval of Agenda – so approved

1.3 Approval of Minutes 11-13-13 – so approved as amended

2.0 INFORMATION

2.1 Parliamentary procedures (agenda materials, committee recommendations)

- o President Neufeld explained Roberts' Rules allows recommendations from a standing committee of the Academic Senate, e.g. AP, CAC, CTL, FPDC, FRC, ITC, P&R, Sabbatical Leave and Faculty Lecturer, or PSS, to come forward as an action item, and to do so, would not require a motion or a second. The steering committee discussed this and a decision was made to honor some of our past practices. When steering sets the agenda, a determination would be made whether the item should come forward as an action item or as a discussion item. For example on today's agenda we have the Hayward nominee and the recommendation for Sabbatical Leaves, items that do not need a lot of discussion. There is another item which has to do with scheduling and room priority and steering determined this item merited further discussion. All three examples are recommendations that came out of a standing Academic Senate committee. This allowed us to follow Robert's Rules and also honor dialogue among our constituencies.
- o President Neufeld explained the previous agenda packet was prepared primarily to facilitate Vice President Vasquez in the role of acting President and prompted by her request to have in writing what the Academic Senate was being asked to do. It was modeled after the Board of Trustees agenda, however, the information about who was making the recommendation was missing. Future agendas will specify who the recommendation is from be it one of our standing committees, the EVP, etc. Note: If steering has placed an action item on the agenda a Senator/the Academic Senate can postpone an action. Parliamentary procedures allows for certain items, recommendations from standing committees, to be placed on the agenda as action items.
- o President Neufeld reported on Secret ballots and the Brown Act: "No legislative body as defined by the Brown Act [and we are a legislative body] shall take action by secret ballot whether preliminary or final." The implications for our body: we need to revise Article V: Section 1.A.4 of the Constitution to remove the words "secret ballot". President Neufeld stated there will be no secret ballots even though the Constitution states otherwise. In the spirit of this law, for future voting, and for the record, faculty ranking should contain the Senator's name on the ranking ballot.

2.2 Rostrum November 2013

President Neufeld announced the current Rostrum and the new CID newsletter are now available online in the shared Google folder or at the state Academic Senate web site - www.asccc.org/publications

2.3 C-ID November 2013 Newsletter – see 2.2 above

3.0 REPORTS

3.1 President Report (Kenley Neufeld)

President Neufeld reported on the following:

District Technology Committee: 1) The Chancellor's Office has a new online education initiative that was awarded to Foothill-De Anza. Over the next year they will do an RFA (request for application) for a common course management system for the entire state, with free 24/7 support when it rolls out, and similar to Moodle or Blackboard. The state legislature has authorized \$16 million. Foothill-De Anza will be writing the proposal and ask vendors what they would offer the state in terms of a common system. There should be something available to consider in two years. 2) Moodle 2 will be coming out fall 2015 and we are way behind on our Moodle version. Spring 2014 there will be a pilot phase with 10-12 faculty members to test the product in preparation for summer 2014. Look for training opportunities over the next year; by fall 2015 everyone should be using Moodle 2.

Board of Trustees: Approved the lease back funding model for the new east campus LEED Silver (maybe Gold) office building; contractor and architect are now working together to move the building forward. Total cost \$19.6mil and includes a 10% contingency PLUS an overall contingency of about 2%. If the contingencies are unused the cost will be less.

Center for Lifelong Learning fall 2013 update: CLL is doing very well. Different targets had been set and in September they reached their optimistic target.

3.2 College Planning Council Liaison (Kathy O'Connor)

Liaison O'Connor reported CPC discussed: 1) The facility ranking process; 2) The deadline for CPC members to submit their ranking was Friday; 3) The P&R ranking and Academic Senate endorsement with the IDC caveat; 4) Reorganization of Security Office (no increase to general fund cost); 5) Reinstatement of the Director position in Admissions and Records (an increase of approx. \$30,000 from general fund); 6) SLO's and accreditation and need to reflect on how to proceed; 7) CPC agreed to fill some classified positions - a subcommittee is working on a draft procedure for the classified proposals. There is no known number or funding allocation at this time; through Program Review there were over \$5million in requests for classified staff.

3.3 Academic Policies Liaison (Gordon Coburn)

Liaison Coburn reported: 10/15 AP received a request for consideration of work for a salary class transfer from Patricia Stark. The courses are professional journalism courses offered through two primary professional journalism training programs in the country – the courses, although not accredited, are more current and appropriate for what Ms. Stark needs as Advisor to the fully online *Channels*. AP recommended that Professor Stark fill out the salary class transfer application; on 11/5 Guests Wendy Peters and Cornelia Alsheimer-Barthels explained the I.A. was in the process of cleaning up the approved contract for outdated language and non-substantive errors and contradictions. This provided an opportunity to clarify some contradictory language, and there would be no change in practice, for the definition of units for salary class transfer in sections 2.9.3 and 2.16.2.1 (g); on 11/19 AP continued discussion on the proposed changes to AP 3430 Prohibition of Harassment and the Academic Freedom section within where a legal case, *Cohen v San Bernardino Valley College*, is being referenced; what has not been captured and referenced is the court case had been overturned. The terms Academic Expression and Academic Freedom were also discussed

and noted that Academic Expression is identified in legal statute and Academic Freedom is not. Scholastic Standards: On 10/21 Petitions for Waiver of College Regulations: 3 denied; 2 sent back for more information. On 11/4 six petitions were approved for course repetition in excess of allowable enrollment; and 10 petitions for waiver of college regulations were received, 4 were approved, 5 denied and 1 sent back for more information.

3.4 Faculty Development Liaison (Laurie Vasquez)

Liaison Vasquez reported: CTL discussed themes for a proposed spring 2014 conference. FPDC submitted the spring 2014 In-service workshop schedule. The Friday breakout for all faculty to include Presidents Lori Gaskin and Kenley Neufeld. The scheduled workshop topics are: Learning Styles in the SBCC Community; Using Tableau to Explore SBCC Data; Engaging STEM Students and Faculty; Online Teaching Using Moodle; Department Chair Workshop – Leadership Nuts and Bolts; Students of Concern; Gateway Faculty Forum; Research Assignments and Improving the Quality of Sources.

3.5 Curriculum and Instructional Policies Liaison (Kathy O'Connor)

Liaison O'Connor reported: the Student Success and Support Committee received backfill money from the state and the \$193,000 (needed during the fiscal crisis) has been returned to the district's general fund.

There are unallocated funds of \$188,000 and the committee listened to 8 presentations to request funding for additional readers to funding for additional personnel for assessment tests and the funding requested ranged from \$2,000 to full time positions. The ranking of these requests to take place at the next meeting.

COI: Various components of Moodle 2 presentations were given by David Wong and the new training and implementation timeline was announced. Discussed the Distance Education Plan and questions that need answers from Superintendent/President Gaskin and EVP Friedlander about formatting the plan using the Strategic Plans and Goals format. Work on bringing the OIA's back is also being discussed.

ITC: Discussed faculty concerns about the two summer sessions; also discussed the ranking of requests - to rank those prioritized number 1 or all requested items. There was a great discussion about all the requests for new labs, in particular, all the iPad (considered a "lab") requests and whether to rank or not to rank. The decision for now to defer ranking new labs was based on the fact that ITC had spent last year working on the Lab Report. With the emphasis on the need for and added demand on technical support for these "labs" ITC members with division/department "lab" requests agreed to the deferral. Discussion for a resolution to continue with EVP Friedlander, Academic Senate President Neufeld and ITC.

CAC: Began reviewing changes for summer/fall 2014; CAC approved the recommended Prerequisite Policy on the agenda today; had some very exciting pilot project presentations on GE courses and Learning communities – would like to have them invited to give their presentations to the Senate.

3.6 Planning and Resources Liaison (Chris Johnston)

Liaison Johnston reported: P&R has been working on/discussing the Program Review requests; Ad Astra demonstrated their room efficiency and scheduling software that is in use at a number of community colleges. P&R has requested information from those colleges before a decision/recommendation would be made; the issue of room utilization and priority classrooms will be on the agenda today. See item 4.3.

3.7 Executive Vice President (Jack Friedlander)

EVP Friedlander expressed his appreciation and thanked the Academic Senate for their support of the two summer sessions and stated, strategically this was critical for the institution and students going forward.

Dr. Friedlander reported he has put in motion the research on the issues and concerns brought forward by Student Services and faculty by contacting schools that would have had the same issues and how they have mitigated/resolved them.

3.8 Instructors' Association Liaison (Dave Morris) – no report given

4.0 DISCUSSION ITEMS

4.1 Facility Improvement and Modernization

Dr. Lori Gaskin and Julie Hendricks presented plans for district facility improvements and modernization. President Neufeld reported there had been some misunderstanding about what Superintendent/President Gaskin and Senior Director - Facilities, Planning & Campus Development Hendricks were going to be

presenting today, and they are not going to be presenting about specific IDC topics. President Neufeld added the hour preceding this meeting he and the Senators and department chairs from the IDC building had met with Superintendent/President Gaskin and Senior Director -Facilities, Planning & Campus Development Hendricks and Vice President of Business Services Joe Sullivan and Executive Vice President Friedlander to discuss IDC specific topics.

Superintendent/President Gaskin and Senior Director - Facilities, Planning & Campus Development Hendricks were here today to present an overview about our facility needs.

President Gaskin stated the presentation was being done with the genuine spirit of a call to action. President Gaskin reminisced about her first visit and how taken she was with the vibrancy and vitality of the campus and how shocked she was at the degradation of the buildings. The state made an initial investment in the campus and then did not have the resources to provide for ongoing modernizations and upgrades and we have to look within to maintain our buildings. There are points in time after decades and decades and hundreds of thousands of students when you have to address the infrastructure. Superintendent/President Gaskin said she was amazed that, for the most part, they have been teaching and working in a fairly degraded physical setting and that is something that we just cannot let continue. There have been no state bonds or capital outlay since 2006 and we have to look locally. Since 2002 79% of the 72 Districts have run bond measures and the median was \$240 million. President Gaskin does not want to keep going back to the electorate in piecemeal, it takes a tremendous amount of energy on the part of the institution and that is why you may have been hearing that I am talking about a substantial bond: we tested \$198 and \$310 million and both came back highly favorable. President Gaskin noted it is important for everyone to understand the scope of our need and is seeking affirmation of support from every constituent body on this campus that we need this. If you do not think we need this then you need to tell me now. Dr. Gaskin fervently believed this to be a good cause and a good amount of political capital will be spent on a part of the Board of Trustees, the SBCC Foundation Board, and herself for this cause.

Julie Hendricks, Senior Director - Facilities, Planning & Campus Development followed with a presentation, of an overview of the buildings in need that would be serving tens of thousands of students over the next fifty plus years.

4.2 Education Master Plan (p 6-29)

President Neufeld reminded Senators earlier this fall they had reviewed and approved both the Core Principles and the Mission Statement of the college. President Neufeld explained “The Educational Master Plan” would contain all the material after the core principles and mission statement and then referred to the email Superintendent/President Gaskin sent out requesting input/feedback from faculty to please email her; or after today contact their Senate CPC representative. The document focuses on four strategic directions and plans to be used throughout the process: 1) SBCC’s Integrated Planning Process and the Educational Master Plan, the Facilities Master Plan, the District Technology Plan, and the Distance Education Plan; 2) Strategic Directions and Strategic Goals; 3) Measurement and Evaluation; and 4) Evaluation and Improvement of the Educational Master Plan.

4.3 Room Scheduling and Priority Classrooms (p 30)

President Neufeld went over each of the proposed recommendations from P&R and stated the priority classroom issue had not been visited for some time. Programs have shifted and more classes are being taught online. Classes would equate to the number of TLUs. Labs would be off grid rooms. P&R, if given the charge, would work with the appropriate committee if there are overlapping issues. Note: the highly specialized areas should not be concerned about their priority classroom labs. Item 4: add department chairs, after ‘consultation with’. P&R discussed including the block schedule in the recommendation however, it was reported more departments have been adhering to the block schedule. Dr. Friedlander added there would be even greater enforcement of the block schedule for fall 2014.

4.4 Board Policies and Administrative Procedures

The following board policies and administrative procedures have been reviewed by BPAP and are being sent to the Academic Senate for review before going to the Board of Trustees. President Neufeld reviewed the following Board policies and procedures.

BP/AP 4325 Credit by Examination

BP/AP 4240 Academic Renewal

BP/AP 5030 Fees

* AP 5055 Enrollment Priorities

This procedure would allow a 4 hour priority registration window for continuing student athletes (under strict timelines from outside agencies) that meet all the requirements which no other cohort on the priority list has to meet. This is a very small window for a very small group and would not give them a huge advantage; they are also not bumping the high school students that are further down on the list.

** changes initiated by faculty and have not been reviewed by BPAP Committee*

Tabled until next meeting:

AP 4101 Independent Study

BP/AP 4260 Prerequisites, Co-Requisites, Advisories, and Limitations on Enrollment

BP/AP 5052 Open Enrollment

BP/AP 5070 Attendance

BP/AP 5075 Course Adds, Drops, and Withdrawals

BP 6305 Reserves

5.0 ACTION ITEMS

5.1 Board Policies and Administrative Procedures (see <http://goo.gl/nN79tc>) (p 31)

BP 4100 Graduation Requirements

AP 4100 Graduation Requirements

M/S/C To approve BP/AP 4100 Graduation Requirements (O'Connor/Bursten)

5.2 Sabbatical Leave Proposal Recommendations (p 32)

The Sabbatical Leave Committee has recommended six leaves for the calendar year 2014 (Spring and/or Fall, 2014 and beyond).

President Neufeld reported the administration had originally approved 8 semesters or 4 one year leaves. After additional review the administration approved an additional semester bringing the total leaves to 3 one semester and 3 one year sabbaticals. For the two Earth/Planetary Sciences requests the administration has agreed to hold the money (to be deducted from this year's Sabbatical fund) so these two leaves can be separated and taken over the next two years and allow the Earth/Planetary Sciences department to accommodate the requested leaves.

So approved.

5.3 2013-2014 Hayward Nominee

President Neufeld announced the Faculty Recognition Committee has recommended Jody Millward to be the 2013-2014 Hayward Nominee.

Approved unanimously by acclamation of the Academic Senate.

6.0 ADJOURN