Academic Senate
M I N U T E S
November 5, 2008
3:00 - 5:00 p.m. BC214

Members Present: Ignacio Alarcón (Chair), Jessica Aparicio, Armando Arias, Barbara Bell, Curtis Bieber, Susan Broderick, Cathie Carroll, Stephanie Durfor, Esther Frankel, Jack Friedlander, Tom Garey, David Gilbert, Kathy Molloy, Kim Monda, Marcy Moore, Mimi Muraoka, Dean Nevins, Kathy O'Connor, Jan Schultz, Ana María Ygualt, Oscar Zavala
Members Absent: David Morris
Guests: Doug Hersh, Kenny Lindberg (Editor in Chief of *The Channels*), Kenley Neufeld, Alice Scharper, Laurie Vasquez

1.0 Call to Order
   1.1   Approval of agenda – so approved
   1.2   Approval of minutes: 10-22-08
   M/S/C To approve the meeting minutes of 10-22-08 (O'Connor/Molloy)

2.0 Information
   2.1   Morrie and Irma Jurkowitz have been honored by the Anti Defamation League at the 33rd Annual Distinguished Community Service Awards. Ignacio reported that former SBCC President Peter MacDougall was in charge of introducing Morrie and Irma Jurkowitz at the award ceremony. In attendance were President Serban, student senators and staff from SBCC.

   2.2   Other
      2.2.1 Ignacio Alarcón reported that the ratings for the bonds were released. The Moody's rating is Aaa and the rating from the S&P is AA+; the highest rating a bond of this type can receive. Information on how to purchase these bonds will be made available soon.

      2.2.2 The budget news is not good. The state has recalculated our 07-08 base and reduced it by $250,000. Jack Friedlander explained that one of the priorities for the state growth funds are to aid those districts that did not meet their FTES CAP. Some of those districts have a number of years to grow and reestablish their base.

      2.2.3 Budget Forums are scheduled for Thursday, November 13 from 2-3:30 p.m. and Friday, November 14 from 10-11:30 a.m. Dr. Serban would prefer questions submitted to her ahead of time, to make forums more productive.

      2.2.4 Jack Friedlander clarified a report in *The Channels* about the need to reduce costs for Spring 2009. He reiterated how the College would not be funded for growth as anticipated for spring 2009. The College is not planning to cut sections from the spring schedule. The College will need to monitor closely how we add sections. We will need to be strict on minimum class size and adding sections will be done on a case-by-case basis.

      Kathy Molloy urged everyone to encourage their students to go to group counseling and to sign up for classes they really need because many classes may not be available to them.

2.2.5 State Senate Plenary November 6-8. Kathy O'Connor asked if anyone had any issues or hot topics they wanted to find out about?
- Kim Monda: during times of economic uncertainty when the community college student population booms why would the state keep cutting the school budget?
- Jack Friedlander expressed that it would be important for Senate to advocate the observation Kim Monda made.
- Get information about the discussion to distinguish between AS and AA.
- Tom Garey would like to know why the Senate is choosing to talk about participatory governance instead of shared governance. Participatory governance is a dilution of shared governance.

3.0 Hearing/Discussion
3.1 Academic Calendar 2009-2010

Highlights: (a) Veterans' Day observed on November 11
(b) Spring Semester begins on a Monday
(c) Presidents' holidays are celebrated as a 4-day weekend
(d) Spring recess is consistent with SBHSD's

Ignacio stated that the Calendar for 2009-2010 has followed the principles that the senate established.

Oscar Zavala wanted the Senate to know there are discussions going on with Dean McLellan about the fall deadline filing for certificates and degrees. It may be inadequate to call it a "deadline". We could change it to 'a priority filing date'. It is really an artificial fall deadline; when the actual deadline is in the spring. The language modification would allow flexibility for students to continue to apply before the spring publication deadline.

M/S/C To move the Academic Calendar for 2009-2010 to action (Molloy/Nevins)

M/S/C To approve the Academic Calendar for 2009-2010 (Nevins/Molloy)

3.2 Faculty Professional Development grants funding/process.
FPDC's discussion of grants process has led to the consensus sent to all faculty by Dixie Budke, FPDC Chair: "Due to the uncertainty regarding the current fiscal situation the FPDC is suspending Student Success grants for the 2008/2009 academic year." The committee also requested: (a) In the event that the budgeted $15,000 is available this year, FPDC requests this money be used by the FPDC in support of faculty professional development. (b) FPDC requests that $30,000 will be reinstated to FPDC according to Principle 13 after this year.

Esther Frankel, an original member of the Student Success Task Force, recalled the Task Force felt this was a very high priority when they gave this money to the FPDC.

Kathy Molloy reminded the Senate that the request for funding grants originally came from FPDC and the Senate voted to give FPDC $30,000 for Student Success grant requests. It was part of the core programs/Student Success Initiative and any discussion about whether those funds should be cut or not should have come before the Senate and Educational Programs. This was never discussed with us.

Ignacio reported on his discussions with FPDC. Late last year, the committee had misgivings about the process, regardless of the budget. Last year the FPDC had to extend their deadline because not enough proposals had been submitted and even then they were not happy with the pool of proposals made, and the timeframe for their completion. FPDC would like to revise this timeline. They are also considering other changes. It is time for the committee to revisit the process and bring their proposal to the Senate.

Kathy Molloy and Kathy O'Connor remarked that the timeline used to work well when grants were administered by the old Faculty Enrichment Committee.

Jack Friedlander said, regarding the initial cut of $15,000, that this happened at the time that there was a call for cuts of 2% . The PSS/Student Success Initiative budget for FPDC grants had not been clearly identified/earmarked.

Kathy Molloy asked why only $15,000 was cut and not all of the money if it was not clearly identified or earmarked? How did that money get separated out from the $30,000?

Jack Friedlander said that there was nothing that tagged this as PSS money in the FPDC budget, only that they were general fund dollars.

Kathy O'Connor mentioned that budgets are not itemized that well and when you look at the total budget to cut 2% it is fairly easy to miss something like that.

Tom Garey asked why there was no consultation with the Senate when these cuts made during the summer.

Doug Hersh said that when FPDC transitioned from Marilynn Spaventa to him, we were actually looking at $25,000 dollars not $30,000, allocated last year. In the summer, when we knew we had to make cuts, we first checked with Sharon Coffield, who confirmed the funds were general fund dollars and cuts were then recommended. We had very limited areas where funds could be cut and in my area there were extremely few. When Dean Hersh recommended the cuts he was in touch with Dixie Budke. This was not an unknown item, out of the ordinary or unexpected. In May we were already looking at how to spend these funds for this year, thinking that we really needed to redraft the guidelines not only for submission but for follow up on all management of milestone aspects. It is not like this came out of the blue.

Kathy Molloy said that the impression she got from Dixie was that she did not know until the beginning of this semester that the money was gone. Doug Hersh said that Dixie Budke and he were in touch by phone many times via Skype. This was not a surprise.

Kathy Molloy said that the main concern here is the process. This should have come to the Academic Senate. This is Student Success money not Basic Skills Initiative money.

Kim Monda asked for clarification as to how we relate to senate committees. FPDC has made a recommendation without asking the Senate first, and seem to have made an important decision about money. Do we usually do that?

Ignacio said that this was the reason why Dixie Budke was invited to Steering Committee a few weeks ago, and why there was a special meeting of the committee to which he was invited.

Doug Hersh asked if the proper consultation process between the Senate committees and the Senate is between the chair of the committee and the senate. Tom Garey and Kathy O'Connor said that there is a senate liaison to the committee who is responsible, together with the committee chair, for communication with the senate president, vice president, and/or steering committee.

Doug Hersh said that this might be a learning moment for him, but that when he was grappling with this and communicating with Dixie Budke, he assumed she would communicate with the Senate. Was that incorrect? Kathy O'Connor said that she didn't think so, that the senate committee chair and the committee liaison should be bringing this information back to the senate.

Susan Broderick reminded everyone that the issue happened during the summer. Kathy O'Connor said that the senate president was here and that we have a summer senate presence and senate activity. Jack Friedlander said that, in retrospect, the chair of the committee should have consulted with the senate president.

Doug Hersh said that there is a need to tighten up the guidelines, so FPDC will be very clear about what can and ought to be funded. The committee has both the Faculty Professional Development side and the Student Success side. How do you separate these two for different projects? There is a timing issue; these projects are very comprehensive and cannot be completed in a few months. That is why the committee wanted to use the year to tighten this up. The committee was thinking about what they might want to do instead of the individual grants, to achieve the most professional development for the greatest number of faculty. For example, there could be a symposium with an outcome, some event on campus that a number of faculty could participate in. That is why they were asking if the money is actually there after all the budget issues, could they spend it in a different way? It was their intention to return with a proposal.

Kathy Molloy said that we had made a distinction when the Academic Senate approved this between Faculty Professional Development which we all love and want, and this, which was geared to projects that directly affected student success.

M/S/C To move the resolution to action (Molloy/Garey)

M/S/C To approve the following resolution: (Molloy/Garey)

Whereas $15,000 was cut from the Student Success grants budget in 2008-2009 without consultation with the Academic Senate, and

Whereas as in part the cut occurred because these funds were not specifically identified in the Educational Programs budget,

Therefore the Academic Senate recommends that for 2009-2010, the $15,000 be restored to bring the Student Success professional development grants budget to the $30,000 originally budgeted for 2008-09, and that these funds be specifically identified as Student Success funds for professional development in the Educational Programs budget.

3.3   Spring inservice to allow time for work on SLOs, Program Reviews and other department-wide activities. FPDC discussion of Spring 2009 Inservice schedule of

a 9:00 to 10:30 all-faculty presentation on the first day and the rest of the first day and all the second day left for departments and divisions to arrange. Faculty may choose to engage in different professional development activities or to work on department-wide activities needed to be completed. Ignacio said that it was being considered that Inservice would be held in the Campus Center. There was a concern expressed about the Campus Center capacity and the suggestion was made to have the event held in the gym.

3.4 Committee on Online Instruction request to become an Academic Senate Committee
Kenley Neufeld reported that, after lengthy discussion and a vote, the Educational Programs Committee for Online Instruction requests to have Academic Senate committee status. Over the last several years they have been asked to take on more leadership functions with regard to planning and have worked closely with the Instructional Technology Committee. The majority of the committee is faculty and then there are classified staff and administrators.

Kathy Molloy stated she would like the Academic Senate to consider their request. When she was Academic Senate President the question of becoming an Academic Senate committee had been already explored.

Kathy O'Connor reminded the senate that the procedure for committee creation, process, structure, and membership are defined in the Academic Senate Constitution and Bylaws. She suggested that a formal request with a proposed composition, committee charges, functions and role, be brought up to Steering Committee and to our next senate meeting.

3.5 Curriculum Inventory checklists (blue handout)
The checklist was created for the required program reviews that need to be completed this academic year. Senators made recommendations to the language and discussed curriculum program review procedures.

M/S/C To approve the Curriculum Inventory Checklist pending additional language provided by the Curriculum Advisory Committee (Molloy/Frankel)

4.0 Hearing/Discussion

4.1 Full-time faculty requests (Rankings)
Jack Friedlander announced the Deans Council ranking recommendations in the following order: Math; ESL; English Skills; English Composition and Literature; School of Modern Languages; Sociology.

Before the senators voted, Ignacio asked that for each requested position, senators would assign a "1", "2", or "3", depending on the priority assigned to the position. The number "1" is meant to be assigned to the highest priority, and "3" for the lowest priority. Senators should assign "1" to three positions, "2" to three positions, and "3" to the remaining two positions.

M/S/C To approve the new full-time faculty positions as ranked (Garey/Molloy)

New Full-Time Faculty Ranking

Positions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Mathematics	1	2	1	2	2	1	1	1	1	2	1	1	1	1	1	1	1	1	3
English Skills	2	1	2	2	2	2	2	1	1	2	1	2	1	1	1	1	1	1	1
ESL - English as a Second Language	1	1	1	3	1	2	1	1	2	2	1	2	2	2	2	1	1	2	1
English Composition and Literature	2	1	1	2	1	1	2	2	1	3	2	1	2	1	1	2	2	1	2
Sociology	1	2	3	1	1	1	2	2	2	1	2	1	1	2	2	3	2	2	3
Japanese/Chinese/Korean (School of Modern Languages)	3	2	2	3	2	3	1	2	3	3	2	3	3	3	2	2	2	3	1
Film & Television Production (School of Media Arts - SoMA)	2	3	2	1	3	3	3	3	3	1	3	2	2	2	3	2	3	3	2
Art (Exhibit Display/Design and Gallery)	3	3	3	1	3	2	3	3	2	1	3	3	3	3	3	3	3	2	2
Check	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

4.2 Program Review Policy

The procedures have been separated from the policy.

M/S/C to approve the Program Review Policy (Frankel/Molloy) Unanimous

5.0 Reports
5.1 President's Report
5.2 Liaison Reports

CPC liaison Tom Garey reported a new proposal for an institutional code of ethics will soon be brought forward and President Serban would like to explore/brainstorm the development of a fund for program improvement linked with the program reviews.

Armando Arias reported the Sabbatical Leave committee would like to be on the Senate agenda to discuss the possible suspension of sabbatical leaves for this year.
Faculty Recognition is preparing the recommendation for the Hayward Award and would like to present that at the next Senate meeting. The CTL will be meeting with Darla Cooper regarding the SLO reports.

Jan Schultz reported that AP has been working on the various versions of the Academic Honesty Policies and hope to bring a final version to the Senate soon.

Kim Monda reported that P&R have been reviewing all the program review templates before Andreea Serban's scheduled meeting with P&R before Thanksgiving.

Kathy O'Connor reported there will be a work group in January to work on implementing the new Curriculum program CurricuNet. ITC has worked on the District Technology Plan and DTC will be looking at ITC recommendations. Dean Hersh plans to bring in Jason Cole is part of the Moodle development community at Remote Learner with a demonstration for COI and ITC on Friday, November 14.

5.3 EVP Report

6.0 Adjourn