

Academic Senate
MINUTES
November 19, 2008
3:00 - 5:00 p.m. BC214

Members Present: Ignacio Alarcón (Chair), Jessica Aparicio, Barbara Bell, Curtis Bieber, Susan Broderick, Stephanie Durfor, Esther Frankel, Jack Friedlander, Tom Garey, David Gilbert, Kathy Molloy, Kim Monda, Marcy Moore, David Morris, Mimi Muraoka, Dean Nevins, Kathy O'Connor, Jan Schultz, Ana María Ygualt, Oscar Zavala

Members Excused: Armando Arias, Cathie Carroll,

Guests: Keith McLellan, Kenley Neufeld, Jerry Pike, Alice Scharper, Magdalena Torres, Laurie Vasquez

1.0 Call to Order

1.1 Approval of Agenda – so approved

1.2 Approval of Minutes of Nov. 5, 2008

M/S/C To approve the Academic Senate meeting Minutes of November 5, 2008
(Schultz/Frankel)

2.0 Information

2.1 Budget Update

Ignacio Alarcón reported that on November 18, at CPC, it was announced that we need to cut \$2 million more this year from our budget. A long shot will be how the legislature votes on the budget this Sunday.

Esther Frankel asked what process will be used to determine what is on the table and what gets cut back? Jack Friedlander reiterated how this is an extraordinary situation with no precedent. At this point it is anticipated, under the Governor's proposed revision of the budget, that the College will end this year with a \$2m deficit. Half of the year is gone and we could face another 5% is being cut from the General Funds budget under a yet worse scenario. We need enough cash in our reserves to meet payroll and pay for basic services. At this point, we need to cut budget other than regular personnel salaries and benefits, going into Spring by 70%. The only areas that we can cut are in classified hourly, general fund student workers, readers, tutors, OIAs, travel and conference, professional development, and other such areas. This does not give us much time. Jack said that he had asked the deans if they had other ways of getting to the budget cut target, so that we can minimize effect on services to students.

Jack reported that Andreea estimates that by December 8 we need to have a clear plan on the cuts. Deans have been asked to provide their analyses and recommendations no later than December 5. All of this is happening very fast, with Executive Committee first discussing this on November 17, and CPC on November 18.

Tom Garey said that the proposed reductions do not look like proposals, but rather decisions by fiat, since no discussions for consultation have taken place. We could look at other possibilities, including reconsidering the replacement positions. Jack Friedlander explained

how this would not help any, since not complying with the Full Time Faculty Obligation carries financial penalties for the College.

Kathy O'Connor asked how departments were going to be informed of the specific amounts to be cut. Departments may be able to plan cuts in such a way that they minimize effect on classes and services to students.

Jack said that Andreea and he are operating with the guideline that the spring printed schedule would not be cut. We are not going to cut back on the core curriculum. The goal, for now, is to plan for savings by not adding classes.

Kathy O'Connor asked if departments would be asked to cut our other budgets now? Jack responded that this was the case.

Kathy Molloy mentioned how Joe White had initiated an informal discussion about the possibility of raising money through small donations. Why don't we take a pro active stance to raise money, such as mass mailings requesting small donations? Several senators commented on the effect of reducing general work student students. Not only do you reduce services to students, but you essentially cut the student workers out of school.

Jack Friedlander said that Andreea is looking for alternative sources to backfill the budget. This is certainly not a happy situation.

Kenley Neufeld asked if the proposed cuts include Federal Work Study, Foundation interns, PSS funded Gateway tutors? Jack said that in the case of PSS, the funding is part of the General Fund.

Kenley said that in the case of the Online College, a cut of 70% of 54,000 would mean no OIAs for spring semester. If we had a dollar amount to be taken out of the budget would be good information so we don't affect student services dramatically. In the case of the Library, we would look at several possibilities before cutting the one part-time classified employee needed to keep library open.

Tom Garey provided the dollar figures in the proposed reductions: a classified hourly cut of \$980,000 leaving \$420,000; and from the general fund hourly students \$490,000, leaving \$210,000. Tom reiterated the magnitude of the problem: 12% of our annual budget is \$10 million (this is the amount on top of salaries/benefits of regular employees). Half of this is \$5 million, roughly what is left for the second half of the year, when we are being asked to cut mid-year. From these \$5 million we would need to cut over \$2 million at this point.

Jack said that the identified funds to be cut will be taken out of budgets after December 8. You have the flexibility to move funds around. As the deans are working with you to identify the cuts, you need to assess the impact and consequences, so we have a sense of what is taking place. We can try to mitigate with other areas of the budget. A spreadsheet will be made available of all the cuts being made.

Jan Schultz mentioned that she understood the budget issues and the urgency of analyzing reductions. However, this feels totally, 100% top-down, as far as decision making goes. I'm not sure everything is on the table. The impact on student success will be enormous if we do not have tutors. I would rather cancel a couple of classes. That was not a decision or discussion as to whether I wanted to give up some electives in my department, not hire a couple of adjuncts and save some money that way. I feel our role as faculty, has been reactionary.

Jack Friedlander said that this is exactly what we are trying to do at this point, give the flexibility to departments to identify cuts in the best way possible. We don't have much time to identify where to stop spending. The message we are trying to get out to students is that the Spring schedule will be honored. It would help a lot if students register early and don't "shop around for classes."

Jerry Pike commented that PSS funds are paid for from Basic Skills Initiative funds. The 70% cut on tutors paid from the General Fund would decimate tutorial support.

Kim Monda said she wanted to reiterate how this 70% cut will do irreparable harm. We need to stop what is happening and I don't know what to do. Something needs to change about how we approach this. This is an emergency. Send a mailing next week, soliciting directed donations. We need to do something more than just taking money away.

Kathy O'Connor said that the best approach would be to inform each department how much they need to cut. There are possible courses of action. We can set up trust accounts in our departments for our tutors. We can ask all faculty to contribute to a trust account if they want to save a position.

Ignacio mentioned that other ideas are floating around to minimize effect on tutorial services. For example, in the math department, several instructors are contemplating to deliver one half of their office hours in the tutorial math lab. This is a very good practice for enhancing the quality of tutor training and tutorial services, and it would help a lot in this budget situation.

Jessica Aparicio said that the Student Senate will be discussing the budget cuts and how they will affect students. They will put together some kind of campaign to write to the Governor and the Legislature, with possible trips to Sacramento. Any other suggestions where faculty see that students can be of help can be sent to her by email.

2.2 Letter of nomination of Tom Garey for Hayward Award

The entire Senate wished Tom Garey the best of luck on his nomination. Tom said the he was being sincere saying that it was a great honor to be nominated by the senate, and thanked everyone who has helped to prepare the submission of the nomination.

2.3 Spring 2009 Inservice, January 23-24. No structured time after 10:30 am on Thursday, January 23, or all day Friday, January 24. No lunch at the Campus Center on Thursday. Departments may choose to have professional development activities arranged

individually with the Faculty Resource Center during the unstructured time, or to use this time for departmental activities

Ignacio announced that in-service would be held in the Sports Pavillion. All departments, after 10:30 a.m., will have unstructured time to conduct their department/division activities.

2.4 Instructional and Student Services Online Resource Request Templates for will be operational on December 1. The deadline for submitting these has been extended to December 15.

2.5 Other

Jessica Aparicio announced there would be pie throwing event Thursday, November 20, from 11 a.m.–2 p.m. in front of the cafeteria. It is an opportunity to throw a pie at your favorite teacher or administrator, with proceeds to benefit the SACNAS Chapter.

3.0 Action

3.1 Committee on Online Instruction Proposal to be an Academic Senate Committee
Kenley Neufeld distributed a handout reflecting the most current proposal by the Committee on Online Instruction. COI made some language changes and rearranged the functions and responsibilities section. Other changes: 1 non-voting student representative and 2 non voting resource members were added (support services for faculty, support services for students); ADA 504/508 compliance language was added; changed web enhanced language to hybrid and online college to online courses. Note: At large members are non-voting members.

Marcy Moore asked if there were any financial ramifications of doing this? Kenley said that the only financial ramification has to do with compensation for the chair of the committee as a senate committee chair.

Kathy O'Connor mentioned that there was a discussion at Steering Committee. There is no immediate resolution to our contract, so we talked about the different ways to compensate chairs. We decided to recommend to approve the request to be a Senate committee in concept. A 2/3 vote will be required for a change to the Bylaws. If there is no way to equally compensate a committee chair and we can't figure it out then compensation for this position should not happen at this time. We can approve of the committee in concept and wait until we are able to equalize chair compensation.

M/S/C To approve of the committee in reality and deal with the compensation issue at another time (Garey/Molloy) Unanimous

4.0 Hearing/Discussion

4.1 District Technology Plan (as last heard/approved at DTC and ITC)

Laurie Vasquez asked Senators to review the District Technology Plan for 2008-2011 handout. The goals and objectives of the DT Plan have been formatted and modeled to align with the College Plan. Be prepared to take action on this plan at the December 3 meeting.

4.2 SBCC Institutional Code of Professional Ethics Draft

Ignacio handed out a draft copy of the proposed Institutional Code of Professional Ethics that has been discussed at CPC. The document incorporates the Core Principles that have been developed by the Academic Senate.

Kathy Molloy was not certain what the last sentence in the second paragraph meant and suggested the sentence be removed. Dean Nevins, with reference to the first paragraph last sentence, believed that you cannot say words to that effect.

It was determined the document needed some work. Kim Monda and Kathy Molloy volunteered to take on the task of rewriting the unclear portions of the document.

4.3 Proposal for changing several of our policies to enable the college to qualify to be a member of the Servicemembers Opportunity College Consortium. (This will make the College more attractive to veterans and will bring us in line with a top priority of the federal and state governments).

Dean Keith McLellan reported the Troops to College movement was introduced in March of 2006 by Governor Schwarzenegger to provide increased educational opportunities and assistance for both active duty and veterans. Currently there are over 35,000 veterans in Santa Barbara County. Of the 21,000 veterans enrolled in public institutions of higher education 16,000 are enrolled in California community colleges and SBCC has approximately 140 enrolled and receiving benefits this semester. In the spirit of the Governor's movement, the 50 other community colleges that have joined, and the up to 2,500 eligible servicemen, we are recommending application for membership as a Servicemembers Opportunity College.

The minimum requirements to qualify as a SOC member we would need to do the following:

- Transfer of Credit – SBCC satisfies the minimum criterion for this
- Academic Residency Requirements – at least 12 units and 20% of the department requirements in residence at SBCC
 - The college would need to change this from the current requirement of the last 15 units in residence
- Crediting Learning from Military Training and Experience – SBCC does not offer credit for this. We are one of the few that do not.
 - The college would need to award/acknowledge some or all credit for military training courses and be consistent with ACE Guide recommendations, appropriate to the student's degree program
- Crediting Extra-Institutional learning
 - Accept some units for at least one: CLEP General, CLEP Subject, DSST, ECE – the college would need to determine if they want to accept any one, or all tests. Tests would not count towards 12 units of residency requirement.

Kathy O'Connor said that the Physical Education department believes boot camp is not a good example of an equivalent; however, she said that they will be in support of the proposal.

Is there a time limit for giving a non-traditional credit? None. Are there any general fund costs / any financial obligation for this? No direct costs involved; there will be some impact on the service providers in various departments.

Timeframe for this proposal: To be in place for the incoming class of Fall 2009. (March publication deadline)

Oscar Zavala believes our policy is excessive and would like the college to reduce some of the requirements so SBCC can receive the credit for the student and not lose out to other colleges.

Jan Schultz said that the minimum units of residency required could be 15, not 12 as requested, and that this would be in compliance with the SOC requirements.

M/S/C To refer this to Curriculum Advisory Committee and Academic Policies, considering the change from 12 to 15 units in residence at SBCC (Garey/Zavala)

4.4 Criteria for adding sections to the spring schedule of classes and for keeping class sections with fewer than 20 students.

Jack Friedlander talked about the proposed course priorities document for adding courses in Spring, Summer and Fall of 2009 and any potential cost savings.

Discussion focused on students who shop classes/add/drop classes and other cost saving measures:

- Jessica Aparicio suggested the drop deadline should be 2 days before the add deadline
- It was suggested to not refund fully, refund incrementally according to the number of weeks e.g. first week 100%, etc.
- No free replacement IDs
- Have Banner be searchable online for open classes

4.5 Faculty Recognition Committee's recommendation on SBCC's nominee for the Stanback-Stroud's Diversity Award

On behalf of Armando Arias, liaison to Faculty Recognition Committee, Ignacio announced the recommendation of FRC about the College's nominee for the Stanback-Stroud Diversity. The committee recommended Physics/Engineering instructor, Dr. Nick Arnold. Nick has been the initiator of several important initiatives to recruit and support underserved and underrepresented students in math, the sciences and Engineering. For example, Nick has spearheaded the foundation of the Society for the Advancement of Chicanos and Native Americans in Science SBCC Chapter, and the MESA program.

M/S/C To move the recommended nomination to Action (O'Connor/Schultz)

M/S/C To approve the nomination of Nick Arnold for the Stanback-Stroud Diversity Award (Schultz/Nevins)

4.6 Evaluation of Governance Structure

Ignacio reported that Diane Rodriguez-Kino has prepared a document of all the college committees. What else should we look at with respect to evaluation of our governance structure? Kim Monda reminded everyone this is in the college plan and this year there will be a survey available for everyone to participate in the evaluation. She suggested that committees, via their agendas, analyze possible ways to evaluate their effectiveness.

4.7 Partnership for Student Success's recommendation on use of Hewlett award

Kathy Molloy reported the award money of \$15,000 cannot be used for anything else other than dissemination of the good practices at winner schools. One of the suggestions and with the help of Jerry Pike and the LRC, would be to develop a website. Another idea would be to host a conference for other schools to attend.

Jack Friedlander reported that schools still have Basic Skills dollars and all schools are required to submit their plans. Developing a website would be a good way to show other schools our model of what we are doing; what a winning program looks like to help in the development of their student success plans.

Kathy Molloy went to the state Senate Basic Skills coordinator meeting and reported that a number of schools have not submitted their action and expenditure plans. There is a concern about having those schools not use their allocation, and have the legislature see this as money not needed.

5.0 Reports

5.1 Academic Senate Fall Plenary Report (SBCC's delegate Kathy O'Connor)

Kathy O'Connor reported on the State Senate Fall Plenary and passed out guidebooks for senators whose divisions are directly affected by the content/resolutions:

- Proposed discipline changes to be voted on at the Spring Plenary
- Upcoming Academic Senate Institutes information
- Ensuring appropriate use of technology course of study outlines info
- Academic Integrity paper

Quick notes handout on Resolutions passed by delegates:

- Evaluation and Accreditation. SLOs role in evaluations is not a performance issue.
- Defining the Associate degree
- Credit by Exam
- Grading

Ms. O'Connor urged everyone to read the material and Resolutions passed and proposed.

5.2 President's Report

A number of people were touched by the Tea fire of November 6-7. We have heard about several people at the College: Katie Ingersoll, Shari Calderon, Adam Green, the families of Katie Laris and David Morris. There are also reports of several students having been affected/.

5.3 Liaison Reports – no reports given

5.4 EVP Report

Jack reported that our current way of doing adjunct and full time faculty evaluations is very labor intensive. We no longer have the capacity to scan all the forms by hand; do all the needed calculations; and type all the comments in a timely way. Beginning this spring we could start using the free tool Survey Monkey to administer student evaluations online. The chair of the committee would continue to visit the classes to interview/pitch the students to fill out the evaluation online.

In pilots of Survey Monkey for evaluations, the response rate was lower, but the feedback they got was consistent and students gave richer comments. It may take a while to change the culture but it is something to try.

Tom Garey asked if there was a way to distinguish ID of the student to assure there is only one evaluation from the student per instructor?

It was suggested that a task force studies this and comes back with recommendations.

6.0 Adjourn