

Academic Senate
 MINUTES
 February 28, 2007
 3:00 p.m. - BC214

Members Present: Ignacio Alarcon, Blake Barron, Barbara Bell, Eric Borlaug, Susan Broderick, Dixie Budke, Cathie Carroll, Esther Frankel, Jack Friedlander, David Gilbert, Kelly Lake, Ray Launier, Linda Lowell, Kathy Molloy (Chair), Kim Monda, Marcy Moore, Elida Moreno, Kathy O'Connor, Jan Schultz, Sheri Shields, Oscar Zavala

Member(s) Excused/Absent: Tom Garey

Guest(s): Joey Large (*The Channels*), Lana Rose, Laurie Vasquez

1.0 Call to Order (3:00-3:05)

1.1 Approval of Minutes – Feb. 14, 2007

The meeting Minutes for February 14, 2007, with text “and students” added to item 3.6, were approved without objection.

1.2 Approval of Agenda – so approved

2.0 Information (3:05-3:20)

2.1 Policy Manual progress report: Lana Rose

Ms. Rose began with some Policy Manual history: Until 1999-2000, the District Policies were kept in hard copy format and managed by HRLA, and approved changes were distributed to departments/department chairs with replacement directions. Current procedure: After BOT approval, HRLA receives the new/revised from the President’s Office and HRLA posts the new/revised BP policy on the web.

Ms. Rose continued to explain the most problematic are the change requests that have been placed by her over the last few years, and for whatever reason, have not occurred and in particular BP1900 (Faculty Load w/embedded TLU allocations) and BP 4000 (Educational Programs). She reported that the current format for printing the information directly from the website is also not satisfactory.

How important is this issue? Where should the database be kept? Who should be responsible/prioritize? Who should maintain/update? How should changes be distributed/noticed? What resources would be needed to support this?

Concern: Losing institutional memory and the infrastructure that holds the policy piece together. Recommendation: A database needs to be developed. Link policy to procedures: the challenges are the procedures. The numerical system needs to make sense. Problem: The template the state has recommended is very brief. A better search capability is also needed.

The EVP and Ms. Rose have worked on this for a long time and the EVP would like to have in writing, after meeting with the EC, what the process is/should be when a

new and/or revised policy has been approved by the BOT and forwarded to HRLA for action/posting via the President's Office. A formal process needs to be put in place. The process going forward and back (through the Policy Manual) needs to be determined/established.

A request was made for Ms. Rose to meet with the Academic Policies committee.

2.2 Proposal for rolling kiosks: Student Senate

ASB President, Eric Borlaug, announced that the student senate had voted to endorse a scrolling marquee to be put up on both sides of the pavilion at the center of the Loma Alta walking bridge. He handed out literature with detailed information on the proposed scrolling marquee and reported that the proposal is still in the consultative process. The marquee would be a low energy, paperless way to announce campus services, important dates, and campus events. A fee of \$5 per day to display messages is being proposed for departments outside of Student Life. The Campus Center and Drama/Music buildings are also being considered for future sites because not all students use the bridge. The very enthused EVP has scheduled, through Ben Partee, a facilities type meeting to review the overall cost/upkeep associated with the installation and will then forward the proposal to President Romo and the BOT.

The Senators were all very supportive of the idea.

2.3 Other – The Faculty Lecturer Subcommittee and membership

President Molloy contacted the chair of the subcommittee, Jim Chesher, about Senate representation on the committee. The Bylaws state that there should be two Academic Senate members and the non-voting Senate liaison.

President Molloy has requested that the subcommittee send several nomination forms to each department chair with a request to distribute them to their faculty members and announce in their classrooms and that the subcommittee members visit classrooms outside of their immediate discipline, in particular all underrepresented departments, such as Nursing, ESL, etc., when the nomination forms are distributed rather than visit classrooms within their own disciplines. The subcommittee plans to hold their nomination discussion for Faculty Lecturer at the April 20, 2007 meeting, beginning at 2:30 p.m.

Ms. Molloy asked for volunteers to serve on the subcommittee. At present there are no current Senate members on the subcommittee. Senators Cathie Carroll and Kelly Lake have volunteered and Senator Lake would also serve as the liaison.

ASB President was encouraged to get students involved by publicizing the Faculty Lecturer selection process.

3.0 Hearing/Discussion (3:20-4:30)

3.1 AP report on the committee's review of the evaluation policy and job descriptions

Senator Jan Schultz reported the document is currently being reviewed by the I.A. Question about the checklist: why are some things on the list and others not? The checklist was intended for those things not specified in the policy.

Re: SLO's – the EVP to forward document about what colleges are being held accountable for and would need to be able to refer to/identify where SLO's are being addressed as part of the institution's core processes. Suggestion: Add something about SLO's in the Service to School section. Also add criteria specific to online instruction/instructors.

3.2 Dept. Chair Job Description – there was no discussion held because the committee will not be able to meet until March 12.

3.3 Proposed Program Review Policy revision

The handout of Section 4174.3 with the added text (underlined/bolded) recommended by the EVP was distributed. Jack Friedlander explained that the addition of the proposed language represents core WASC Accreditation requirements. Suggestion: turn the added items into two separate bulleted items.

Question: Who decides which statistics need to be addressed in the report? Should read department chair and area dean, not and/or. The EVP stated the importance is that the dialogue is taking place.

3.4 P and R: Recommendation for finals schedule

Adjunct representative Marcy Moore proposed that the pros and cons be discussed about Math and English classes integrated into the regular schedule. Concern: The Friday only classes would be affected; actually it would be the Wednesday classes with Friday finals. At issue: Students and faculty should not have finals scheduled on a day the class does not normally meet.

There are no issues when a class meets once a week; the final would be held at the same day and time. An alternate, other than revisiting the English schedule, is to have a simple rotation with Monday/Wednesday and Wednesday/Friday and Tuesday/Thursday if the Monday English schedule remains the same.

Suggestion: The English and Math departments should/could have a discussion about being part of the Finals Schedule rotation proposal/recommendation.

Question: What is the rationale - is there a pedagogical reason - that Math and English have their existing exam schedule?

Senator Esther Frankel believes the Monday issue/problem occurred when the semester shortened from 17.5 to 16 weeks and a day for finals was lost. Before the change, the English and Math finals were held on Fridays. A huge logistical problem occurred when those finals were moved to Mondays.

Senator Ray Launier suggested a two step approach where Tuesday/Thursday and Monday/Wednesday rotate.

3.5 SLO Report

President Molloy announced that a task force will be established to meet over the summer with representatives from all divisions, preferably previous SLO participants, to begin looking at institutional SLOs and what a passing student is able to achieve. This will be discussed at the next Senate Steering and all Senators are invited.

3.6 Proposed change in policy 3212 to allow adjunct faculty and full time classified staff to serve as club advisors.

The EVP stated the VP of HRLA does not foresee a problem with the recommended language change. The recommended revision will be brought to the Senate for action at the next meeting.

4.0 Action (4:30-4:40)

4.1 Transcript evaluation procedure

The three options presented are for Departments/Department Chairs to decide in consultation with the transcript evaluator/coordinator as to which procedure they plan to put into place.

M/S/C To approve the Transcript Evaluation Procedure (O'Connor/Frankel)

5.0 Reports (4:40-5:00)

5.1 President's Report

5.1.1 Ms. Molloy reported there had been conversations with President Romo and the EVP respectively a short while ago about the process to be followed if and when a new SBCC Presidential search process began. In light of the current situation, with John Romo's announced retirement, Ms. Molloy suggested that Steering would be a good place to start brainstorming/make recommendations and/or that a subcommittee be established to bring a recommendation to the Senate. The Senate recommendation would be sent to the Board.

The EVP announced that in the second week of March there would be a BOT subcommittee formed to focus on the search and felt that this would be the appropriate venue for the Senate to make any recommendations.

5.1.2 The Steering Committee for the Senate Task Force for the Student Success Initiative (now the Partnership for Student Success) met in anticipation that there would be targeted funding for basic skills for student success project proposals. The current operating groups within the task force are putting together proposals (due March 12) to be brought forward to the Senate for approval. The exact dollar amount for basic skills funding will be determined and any additional funding needed would be requested through CPC. (Online College, Academic

Achievement Zone, Math labs, Gateway, The Writing Center and MESA)

The EVP explained that when the Student Success Initiative/ Partnership for Student Success originally went to the BOT, there was an understanding between the EVP and President Romo that, if needed, the year two requests would come back, based on what was learned the first year.

- 5.1.3 President Molloy reported that President Romo is recommending that any request for an increase in the sabbatical leave budget should go through CPC. Concern: That CPC is not the correct venue for this type of request. The Senate President will confirm this process with the President, and the EVP will discuss it with him as well.

5.2 Liaison Reports

5.3 EVP Report

- 5.3.1 The EVP reported that a notification received from the Chancellor's Office announced a change of information about the minimum charge for non-resident and international students. According to new information, the non-resident student fee should be \$173.00. Although the College could have collected more, the College believed that since the fees had already been announced, the International student fee for this year would remain the same at \$179.00. Concern from the ASB rep: How can the Chancellor's Office change the current fee when Ed Code 76140 requires that the fees be established by Feb. 1?

- 5.3.2 The EVP wanted to inform the Senators of developments with online faculty grading services such as PickaProf.com. They are demanding that colleges and universities provide the faculty grade distribution information within ten days. The request consists of all courses with 10 or more students and all the data (grade distributions) from the Fall 2006 courses for that instructor. U.C. Davis lost their challenge for these type of requests. The Chancellor's Office has announced that colleges should comply.

At the faculty grading site, students can enter comments about their professor and these comments are then linked to the grade distribution information that the service requested.

6.0 Adjourn