

Academic Senate
 M I N U T E S
July 18, 2007
 3:00 p.m. - BC214

Members Present: Ignacio Alarcon (Chair), Cathie Carroll, Tom Fitzgerald, Jack Friedlander, Tom Garey, David Gilbert, Kelly Lake, Kathy Molloy, Kim Monda, Marcy Moore, Mimi Muraoka, Dean Nevins, Kathy O'Connor, Jan Schultz, Dan Wrentmore, Ana Maria Ygault

Member(s) Excused/Absent: Barbara Bell, Susan Broderick, Dixie Budke, Ray Launier, Linda Lowell, Oscar Zavala

Guest(s): Liz Auchincloss, Homer Arrington, Karolyn Hanna, Lana Rose, Alice Scharper, Lou Spaventa, Bev Stephen, Laurie Vasquez, Carina Vega (student senate)

1.0 Call to Order

1.1 Approval of Minutes – May 9, 2007 (pgs 2-7)

M/S/C To approve the meeting Minutes for May 9, 2007 (O'Connor/Molloy)

1.2 Approval of Agenda

M/S/C To approve the Agenda with added agenda items 2.7; 3.2.4; and 3.5 (O'Connor/Molloy)

2.0 Information

2.1 Board Subcommittee on Presidential Search Recommendations

Ignacio Alarcon announced that at the last study session the Board introduced Jim Walker, retired former Moorepark president and interim Ventura District chancellor, as the consultant they are proposing for the presidential search. Mr. Walker now consults for presidential searches and has conducted the search for Superintendent/President of Glendale and Cuesta College and the L.A. District Chancellor, Mark Drummond. According to President Alarcon, good things were being said about Mr. Walker at the Spring Academic Senate Plenary Session.

The Board has proposed a 14 member committee: 3 faculty; 1 adjunct; 3 classified; 2 administrators; 2 community members; 1 student; 1 foundation member; 1 adult education advisory committee member.

Mr. Alarcon explained that as part of the presidential selection committee with Homer Arrington, they are proposing Kelly Lake for the third faculty member and for adjunct faculty, Cornelia Alsheimer. The goal was to have a balanced representation from the I.A. and the Academic Senate. The classified staff will be represented by CSEA members: Liz Auchincloss, Cindy Salazar and Carlos Ramirez.

2.2 Update of District Policies (Lana Rose) (pgs 8-9)

Ms. Rose formally presented to the Senate the “red book” containing information from the databases of the Senate, Mary James, the President’s office, student development / student activities; HRLA and all posted web references. After July

1 all relevant BOT approved copy should be folded/inserted into the “red book” according to the following format: the faculty section would have faculty policies and within those policies are referenced any superceding Board Policies; then the BP faculty section and all references; then the appendices. Remove the old.

Classified and BP policies were not part of the assignment. Ms. Rose only worked in those areas when they related to the areas that were a part of her task. Items of note:

- ❑ Formatting is all over the place
- ❑ Has not been able to find the student table of contents
- ❑ All the approval references are there if available
- ❑ Non-substantive changes were made
- ❑ Supporting documents for the “red book” will be available on a thumb drive
- ❑ The Board index in the President’s office has also been updated to reflect the policy number

The next step: do the taxonomy following the Liebert, Cassidy, and Whitmore model and plug in the policies where they belong.

The document will need to be uploaded to the web. HRLA stated to Ms. Rose: “once you have it renumbered and reformatted then we’ll put it up”.

Ms. Rose stated that until someone reformats this “red book” it will not be uploaded. Someone needs to take responsibility and follow through on any changes that have been made during the last two years that they actually get posted on the web.

Ms. Rose would also like to have the comprehensive database “locked” so that when a policy change is proposed there would be one source where the entire policy would be requested from and when approved would be returned to that source for posting so the subsidiary databases are not redeployed again. We need to consolidate and lock it and that the changes are made to the entire policy. Ms. Rose asked if the Academic Senate had any suggestions /wishes that they would like her to follow i.e. formatting, tracking, style. It would be easier to do this during rather than after it has been completed.

Senator Garey had concerns about switching to the Liebert, Cassidy, and Whitmore system and renumbering. What happens when a document refers to a referenced policy number and the policy number does not exist? Is this something we need/want to change to?

Ms. Rose explained Liebert, Cassidy, and Whitmore developed the template that has been adopted by the Community College League of California. It is a move to standardize the numbering system across all community colleges.

Senator Nevins recommended that the college move to the Liebert, Cassidy, and Whitmore template so there is a standard with common dialog/language and also suggested that SBCC contract with an organization such as the California School

Boards Association to organize and manage policies. The CSBA also provides constant research and monitors any appropriate legislative news.

Ms. Rose reminded everyone that some of our policies are not in the contract. Many colleges would not have included what we have in our policies such as Sabbaticals because at other colleges this would be in their union contract.

Senator Schultz expressed concern about not following strict protocol. There doesn't seem to be any now. The concern is in the continued updating of the "red book" whether online or hard copy.

Two issues 1) how we update/maintain it ourselves 2) the other is the larger organizational system.

The Senate office should make sure the "red book" is updated.

2.3 PSS Evaluation Report to Board Update

The evaluation report will be going to the August 9th Board Study Session. The EVP announced that he would reviewing the data and prepare a progress report with recommendations on how to go forward based on what has been learned from year one. Reminder: the goal for PSS is three years.

Mr. Garey asked who would be doing the evaluation and giving this report? It should be from the Senate since they recommended and approved PSS. The Senate should be part of the evaluation. There should be a disclaimer at the Study Session that the Senate has not had an opportunity to review the report.

Ms. Molloy – the report for the Board study session is not anything official.

Mr. Alarcon –they are interested in following the progress of this initiative.

2.4 Jan Schultz, Senate Representative to the Faculty Management Workgroup (from recent IA – District negotiations)

The workgroup has met for the first time. Ms. Schultz explained that this was stipulated in the last I.A.contract, to work together to see if there is some consensus that could be reached on the three basic issues of 75/25 %faculty; adjunct faculty pay; lab/lec parity. The other workgroup members are Cornelia Alsheimer, Peter Naylor, EVP Jack Friedlander, and HRLA VP Sue Ehrlich.

The workgroup has identified the methodology that would be taken to study each issue such as what are the costs; what are the expectations; and what are the associated issues.

2.5 Information Technologies Division Reorganization (pgs 10-17)

The EVP explained how the suggested reorganization plan came about. The EVP was concerned about the increased use of technology throughout Educational

Programs (Banner; Distance Learning; in the classroom) and how to provide adequate support for everyone. The existing IT structure was developed when technology was just beginning and from there it grew organically. The purpose of the meeting between Educational Support and IT was to map everyone responsible for technical support: what we were already doing and what the issues and challenges were within those areas and how much convergence and overlap actually exists. He wanted to know if there would be a better way to structure the support system within our existing resources. Could we reconfigure based on what we know now? IT has a helpdesk; there is a student helpdesk; there is the media services department. The issues directly affect where the support comes from in the labs, the helpdesk and training. The task was put on hold until the new Dean of Educational Programs with a focus on technology was available.

Ms. Auchincloss, guest and CSEA President, thanked the “shared governance process” for putting this on the agenda.

Recommendation: be mindful of the shared consultation process and give everyone an opportunity to be in the know about pending changes.

Some worried about how efficient the new system would be? There may need to be a change in how help/maintenance/assistance requests are made and processed. When a new process is in place we tend to revert to old procedures when an emergency or need occurs.

Ms. O’Connor: This type of change/reconfiguration would need to go through ITC and COI.

The EVP stated that the proposed organizational chart and reorganization plan is still in development and not ready for any formal discussion or review.

2.6 Faculty Training on District Policy on Sexual Harassment

The BOT has strongly recommended that faculty go through the training.

Suggestion: have FPDC review the request to offer professional development credit for the training.

2.7 Homer Arrington confirmed the procedure/selections for the Presidential Search Committee. He mentioned how the IA board had invited Mr. Alarcon to their most recent retreat and that he appreciates the continued collaboration with the Senate.

3.0 Hearing/Discussion

3.1 Faculty Recognition Committee Chair (re: Margaret Prothero’s Sabbatical)

The Faculty Recognition Committee needs to find someone to chair the committee. Laura Welby has volunteered to offer her help between now and the beginning of the fall semester because there are a number of events.

Suggestion: have Ms. Welby convene in the fall on behalf of the committee for the purpose of electing a new chair.

Concern: faculty serving in a formal capacity/permanent assignment while they are on Sabbatical. The I.A. has been traditionally against such an arrangement.

3.2 SLOs

ISLOs; SLO Cycle; Senate SLO Committee

Follow up on the four day (May) and two day (June) task force meetings.

Senate President, Ignacio Alarcon, would like Senators to bring this information to their divisions.

Mark Ferrer, Director of Faculty Professional Development, stated the process has been very productive. We have tried to make the process as simple as possible and adequate for our purposes when compared to what other schools are doing.

EVP – referring to the handout, the complex process has been streamlined and believes it is the most workable efficient way to achieve the desired outcomes where the focus is on student learning not evaluating faculty. After attending the SLO institute he noted that on paper some schools seem way ahead of us, however we at SBCC, have a much broader participation and support and our system would not break down over time.

Mr. Ferrer – A lot of faculty have already spent a full year on this and know what they are doing and can be of great help to others. We have worked with 195 faculty and staff (135 FT faculty and 45 adjunct faculty and 15 people in student services). We have not worked with 105 FT faculty and out of that 40 have been working within their own departments on their own process. We are in much better shape than most schools. Mr. Ferrer went over the process and explained the expectations that are being required by the accreditation body and how each department would need to map course SLOs to Program SLOs and then map to the Institutional SLOs.

Currently there are very few Program SLOs. It is the last one in the process and will require a lot of dialog s at the department level. Some schools have devoted significant flex time - we may need to propose another flex day. The plan/process would be the responsibility of each department and can be parceled out through spring 2010. Inservice will end at 10:30 a.m. so departments can complete their plan of action (due the following Monday).

Customized training is offered on demand. 35 of 45 departments have already received training.

Suggestion: Add language to clarify where/how they can get training and/or help; include where feasible course lead(s) should be rotated.

What happens to SLOs/ISLOs:

Course SLOs are the purview of the curriculum committee. Lou Spaventa, CAC chair: would like to have a CAC technical review sub committee and may include reviewing course SLOs.

ISLOs will be under the purview of the Committee on Teaching and Learning.

The CAC submittal of SLOs and procedure and process was questioned. Suggestion: have a trial run for the SLO before it actually becomes the official one for the course.

Mr. Spaventa: SLOs would be addendums to NEW courses.

Senator O'Connor: we're out of sync according to the timeline for process and procedures.

Mr. Ferrer: WASC has the expectation that the SLOs would be part of the Course of Study Outline.

Senate President Ignacio Alarcon: does not want to see the review of SLOs to be the SLO cops.

Not discussed: That there are no career focused/vocational SLOs.

3.2.3 Lou Spaventa

Reported on his attendance at the Curriculum Institute and SLO Workshop in San Diego.

Basic Skills Initiative: The Basic Skills Initiative is a legislated program to achieve equality in college preparation, access to college, and success in realizing goals. The initiative is being implemented because Graduation requirements will be college level English and intermediate algebra by 2009. The BSI will attempt to raise up students who need help in achieving college level skills.

Articulation: At the CSU level, there is the Lower Division Transfer Program (LDTP) that addresses the top 30 university majors and will make units and courses similar across CSU campuses. Students entering the program at the CC level will focus on requirements for their majors and will receive priority in acceptance.

❑ The Science IGETC will attempt to address the tendency among science majors to take a large number of units by postponing two required courses until transfer.

❑ The Statewide Career Pathways program is an attempt by the state to develop a database of high school courses that might transfer into the CCs, and to encourage local articulation agreements among high schools and community colleges. HS students would show competency (credit) by exam.

❑ Non-Credit to Credit CC Courses are now to focus on articulation so that non-credit courses might count towards credit certificates and course sequences. Increasingly there is a push to grades because many schools are finding their population reduced and are drawing from the non-credit sector.

Course Identification System: This (C-ID) is a new supranumery system to bring some order among statewide community college course numbering, so that equivalent courses would receive the same number at the state level. It succeeds the CAN system.

Curriculum Advisory Committee and Technical Compliance Committee

As the new CAC chair Mr. Spaventa plans to seek approval of the CAC to form a technical compliance committee charged with making sure all submissions to the CAC are technically complete. The other aspect of my job is course quality assurance, and that is the larger dialogue that a tech committee will enable. He also plans to ask CAC to move that all new course, certificate and program proposals and modifications will in future need SLOs attached.

Stand-Alone courses: Kathy O'Connor, Laurie Vasquez and Lou Spaventa have been approved and certified for stand alone course approvals AB1943. CAC would not be able to offer a course until approved by the BOT. (EVP – would like to inquire about delegating authority to continue the now seamless process). Ms. O'Connor stated: If schools are found to be in violation all stand alone courses would need to go through the Chancellor's office procedure for approval before they could be offered.

EVP requested that an official transcript/presentation be provided from the state office on stand alone course approval procedures to use as a guide/teaching/training tool for CAC and college wide.

3.3 Revised Sabbatical Leave Proposal for Margaret Prothero for Fall 2007 semester only (pgs 18-20)

M/S/C To move to Action Margaret Prothero's revised Sabbatical Leave Proposal (Molloy/O'Connor)

M/S/C To approve Margaret Prothero's revised Sabbatical Leave Proposal (Nevins/Monda)

3.4 Sabbatical Leave Reports (pgs 21-36)

3.4.1	Christopher Bates	Art	2005-2006
3.4.2	Charles Grogg	English	Spring 2006
3.4.3	Susan Mantyla	Psychology	2005-2006
3.4.4	Dean Nevins	Computer Science	2005-2006
3.4.5	Michelle Peterson	English Skills	Spring 2006

M/S/C To approve the Sabbatical Leave Reports - agenda item 3.4 (Monda/Lake)

3.5 School of Modern Languages – Department split

Mr. Alarcon announced that the School of Modern Languages has requested to go back to its two department configuration 1) Spanish and 2) European & Asian. Ms. Karolyn Hanna stated if there were two department chairs some automatic costs are involved.

Recommendation: remain as one department and have co-chairs

4.0 Action

4.1 Proposed FSA Revisions (pgs 37-44)

M/S/C To approve the proposed Faculty Service Area (FSA) revisions and any non substantive copy/format cleanup (Molloy/O'Connor)

5.0 Adjourn