

Academic Senate  
MINUTES  
**October 25, 2006**  
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, Tom Garey, 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:

Guest(s): Paula Congleton, Pam Guenther, Tina Kistler, Gerry Lewin, Jerry Pike, Alice Scharper, Marilynn Spaventa, Geoff Thielst, Sheila Wiley, Joe White

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

1. Approval of Minutes – October 11, 2006  
The meeting Minutes for October 11, 2006 were approved without objection.
2. Approval of Agenda – adjusted agenda so approved

**2.0 Information (3:05-3:15)**

1. Area C meeting report

President Molloy attended the Area C meeting October 14, 2006. When the new Area C representative, Lesley Kawaguchi, discovered the FACCC had also scheduled their annual conference at the Wilshire Grand Hotel in LA for that day, she contacted FACCC and was invited to use one of the Salons at the conference for the Area C meeting; later both groups heard keynote speaker Cary Nelson, the new AAUP President.

2. Student fee deferment

Banner has a feature that would allow students to defer the enrollment fee payment. The logistics still need to be worked out. The EVP is recommending that the payment in full for deferred registration fees be made by the Friday before the start of school. Students who do not pay and do not show up would be dropped just as all no shows. Those who do show up without paying and continue attending class would be immediately notified that all future transactions, such as enrolling in courses, requesting transcripts, the posting of grades, etc., would not occur until full payment for enrollment has been received.

The effects on other departments such as counseling would need to be studied/reviewed.

3. Department Chair Ad Hoc Committee

There are representatives serving on the Department Chair Job Description Committee from almost every Division. Ms. Broderick plans to email everyone about when and where the meeting will be held.

4. Department Program Review revision: Update

Ms. Molloy reported that, after a final review by AP, the revised document should be ready for Senate action. The timing is a problem since hearings and ranking of new positions will take place at the next two regularly scheduled meeting. The Senate may need to schedule an extra meeting on Nov. 1 to discuss AP's recommendations. This document is important for the Self-Study Report requirement by the Accreditation team. All recommendations or suggestions for policy changes should be forwarded to Ms. Molloy ASAP.

5. The Library handout, Revisions to the Library Collection Development Policy, will also be available in the Senate shared folder. The Committee on Teaching and Learning has reviewed and approved the recommended changes.

6. A regular Senate meeting has been scheduled for November 1, 2006.

### **3.0 Hearing/Discussion (3:15-4:15)**

1. SSI/Partnership Update: Sheila Wiley, Jerry Pike, Pam Guenther, Paula Congleton, and Tina Kistler will report on their areas; Marilynn Spaventa and Alice Scharper will also be present to answer questions.

Achievement Zone for Student Athletes: Paul Congleton reported that, as of September 18, 2006, 145 student athletes from English 100 and below, Math 111 and below, and some Sophomores with a GPA of 2.5 or below have been helped at the Achievement Zone. Student athletes are unique: they spend time off campus; they often return from competition during evening hours; they have scheduled practices during regular class lab hours. The initiative was proposed to prevent academic failure within this unique group by providing a resource center with qualified tutors and assistant coaches when other sources are not available. The athletes have made positive comments and appreciate the resources provided by the Achievement Zone. Student athletes are required to spend three hours in the Achievement Zone. With additional money this service can be expanded to provide even greater access and offer more tutors with expertise in areas beyond mathematics and English.

EVP announced the following Student Success Initiatives should be receiving additional money from the Maxwell Trust: \$10 thousand to the Achievement Zone; \$18 thousand to expand the Writing Center; and \$10 thousand to complete all funding needed for the ALEKS computer lab.

Representing math and the expansion of the lab: Pam Guenther reported that tutors have been hired to specifically help the students in the computer lab using ALEKS.

Their difficulty has been in finding qualified math tutors. Having Math 1 instructors tutoring in the lab has been very beneficial for students and for the non-faculty tutors. The Saturday lab hours have really been popular, and the adjacent Math 1 room has also

been opened to accommodate students. A form has been developed for instructors to give to the at risk student receiving a D or F on an exam. The student returns the signed form to the instructor after attending the tutor lab twice per week (1 hour each for a total of two hours). This has been very successful, and students have continued to use the lab without the requirement of the form. Based on the proven success, an ongoing effort will be made to inform all math instructors of this form and encourage them to use it.

There is an issue with the clicker proposal. Clickers are cheaper when purchased with a specific math book, but the textbook is not compatible with each math instructor. Research is going on to determine if it is feasible to separate the clickers from a specific textbook.

The EVP would like to be informed about these success stories and comments from students participating in any of the Student Success Initiatives. The anecdotal comments are what people pay attention to and can be very beneficial in the continuing effort to raise ongoing funds, grants, and even internal funding.

Writing Center: Jerry Pike joyfully reported on how well everything is working. Some of the Writing Center's highlights:

- Two exceptional LTAs have been hired
- All Writing Center handouts for students have been upgraded
- Several new tutors have been hired
- Formalized tutor training is now in place, and the quality of tutors has gone up appreciably; the training is working
  - A best practices document has been implemented
  - Training feedback from tutors is being recorded
  - Tutors are being observed with students
  - Discussions are being held with tutors about what is and isn't working
- A new part-time receptionist has been hired to schedule appointments
- Two TUT 199 courses have been added this fall to accommodate all the new Gateway tutors
- New computers will be added thanks to the Basic Skills allocation this year. The Writing Center to be expanded and reconfigured
- The anticipated funding through the Maxwell Trust would allow for the hiring of more tutors
- Zulu is being set up to receive credit/reimbursement for tutoring

Gateway classes: Sheila Wiley reported there are 122 sections of Gateway classes being offered this fall. By definition, a Gateway class is a class where there is an instructional aide working specifically with that faculty member and where the tutor works with students inside and outside the classroom with individual students or small groups of students. The Gateway team has been working to define "Gateway" because everyone will be hearing a great deal about "G" classes. The goal: in five years, 25% of the courses across all disciplines offered at SBCC will be "G" (Gateway) courses. To accomplish

that, 40 sections need to be added as “G” courses each semester. Gateway is not only for at risk students. Faculty prefer to have all students included under the Gateway umbrella: the transfer student; the athlete; the international student.

Spring 2007 the Student Success Center will be open.

Ms. Wiley attended a conference and mentioned that a number of community colleges have “Learning Communities” and that she would like to see something like this at SBCC. She believes faculty will be thrilled about the interdisciplinary faculty driven approach once they learn about it. Everyone should look for more information during Spring Flex Days.

Online College: Tina Kistler, new chair of the Committee for Online Instruction, reported there is a lot going on with Online College. The money that was given to the Online College was used to support and hire Online Instructional Aides. Ms. Kistler would like to thank the FPDC for the in-service speaker who spoke on Distance Education.

The objective is to complete an “Online College Plan” to establish a foundation based on consensus. A mission statement is being developed. Work continues on the goals and plans for the Online College: 1) the SBCC College Plan 2) the Instructional Technology Plan 3) the new WASC Distance Ed manual. Ms. Kistler felt it important to address/follow the WASC Distance Ed Manual’s guidelines when the upcoming Accreditation Team’s assessment/evaluation of SBCC’s Distance Ed takes place.

Ms. Kistler anticipates some policy issues may be coming to the Senate this spring. She reported that online faculty are meeting monthly to establish a department policy – to create/develop a common approach/model for faculty teaching online classes that could be replicated across all online classes. Ms. Kistler has identified a common online class problem: How to have students oriented so the first day of class is spent working on content and not spent working on troubleshooting technicalities. She has developed a plan where the OIAs contact students before class begins to make sure they are all ready for the first day of online instruction.

2. Planning and Resources Recommendation: Long Range Development Plan  
Ms. Molloy began by commending P&R for the impressive work they have done.

The EVP echoed that he too felt it they had done a superb job, and all the Senators concurred.

Geoff Thielst, Chair of P&R, reported the committee had worked for the past six weeks educating themselves on the parent document to bring the approved Faculty Response to Long Range Development Plan to the Senate. P&R viewed the Long Range Capital Construction Priorities peripherally, considering the department(s) that would be affected directly and indirectly.

T. Garey's Drama/Music project update: The start date is now July 2008 to capture one more year of escalated funding that SBCC will receive from the state.

The EVP commented on project Phases – In an ideal world, no one could argue with P&R's recommendations, but the uncertainties need to be stated: 1) assumes the BOT supports a bond measure 2) assumes the bond measure is approved 3) earliest the bond measure could occur: 2008. Dr. Friedlander reminded everyone that even if the measure passed, the money from the measure would be received only over time. In the meantime, the funds available to the school need to be spent. When the state and SBCC have a different funding timeline for construction, extensions are not always granted. The EVP and Senators support P&R's request for the documentation from the Coastal Commission on the parking requirement /conditions for SOMA's approval.

A TDMP studying the parking problem indicated that it occurred at the beginning of the Fall/Winter semesters and lasted a few weeks. The TDMP did not specifically identify the problem or how to solve the problem.

Next step: to CPC, then EC, then BOT for a decision on whether to move forward with analysis for a possible bond measure.

M/S/C To direct the CPC representatives to take this recommendation as a pending study to the College Planning Council for discussion purposes only pending final action by the Academic Senate (Garey/Schultz)

3. Requests for replacement positions; Chemistry position request  
Senator Moreno handed out (1400) Employment of Faculty section 1411 (approved spring 2000) to help explain why she believes one of ESL's two new positions should be considered a replacement position. Ms. Moreno explained that the ESL department had lost a faculty member in 2000 when 50% of the faculty member's time transferred/moved to the newly created Education Program and recently the faculty member left the department entirely

Was the department given a temporary contract position? No, the department requested a temporary contract but none was given

Several Senators stated that replacement positions are not automatically approved. This practice – not policy – to replace retirements or faculty that have left the College has only happened recently. Departments with replacement requests have often been required to present their requests during the hearings. In these cases, the position was included in the ranking with new positions.

Ms. Moreno was concerned that the ESL Department had not been allowed to have one of their requests considered as a replacement request. The policy cited indicates that, when a faculty position is lost because a faculty member has moved to a new or expanded program, the position should be considered a replacement

Political Science proposal: The department is requesting a one year temporary contract if one of the department members cannot be available for the new faculty selection process,

M/S/C That the Chemistry department faculty request, which was ranked #2 last year, but not filled during hiring, be accepted and exempted from hearing/ranking and to include the remaining replacement requests from Art, Counseling (2 positions), English Skills, Environmental Horticulture, Mathematics (3 positions), PE/Athletics, Political Science (Schultz/O'Connor)

M/S/C A friendly amendment to included the replacement requests in the motion in addition to the Chemistry request (Garey/O'Connor)

M/S/C Move Agenda item 3.3 to an Action item (O'Connor/Alarcon)

#### **4.0 Action (4:15-4:45)**

4.1 Spring 2008 calendar

No vote taken.

4.2 Recommended Completion of Department/Unit SLO Plans

Action item 4.2 has been removed. EVP will be convening an SLO steering committee meeting and has put out a call for participants. All Senators are welcome. At this time, plans being made to possibly include CTL and CAC as active participants in the SLO process.

#### **5.0 Reports (4:45-5:00)**

5.1 President's Report

5.2 Liaison Reports

5.3 EVP Report

#### **6.0 Adjourn**