Academic Senate
M I N U T E S
April 23, 2008
3:00 - 5:00 p.m. BC214

<u>Members Present</u>: Ignacio Alarcón (Chair), Susan Broderick, Tom Fitzgerald, Jack Friedlander, Tom Garey, David Gilbert, Kelly Lake, Ray Launier, Kathy Molloy, Kim Monda, Marcy Moore, Elida Moreno, Mimi Muraoka, Dean Nevins, Kathy O'Connor, Jan Schultz, Dan Wrentmore, Ana María Ygualt
<u>Members Excused</u>: Armando Arias, Cathie Carroll, Linda Lowell, Oscar Zavala
<u>Guest(s)</u>: Rhys Alvarado (the Channels), Mark Ferrer, Keith McLellan, Laurie Vasquez

1.0   Call to Order
   1.1   Approval of agenda
   M/S/C To approve the agenda as amended (Nevins/Broderick) unanimous
   1.2   Approval of minutes 4-16-08 (handout)
   M/S/C To approve the meeting minutes of 4-16-2008 (Nevins/Broderick) 2 abstentions

2.0   Information
   2.1   Senate Elections (Kathy Molloy)
   Ms. Molloy announced that two candidates have expressed intention to run for Academic Senate presidency 2009-2011. The candidates' statements are due on Thursday, April 24th. The format and length of a candidate's statement was discussed. There is a concern about not having formal restrictions about the length and content of a candidate's statement. The length of a statement has normally been limited to one page. A candidate's statement is supposed to contain goals, objectives, vision and the candidate's qualifications and possibly be limited to one page. For future elections, this could be discussed so it is reflected in bylaws.

   Division elections: David Morris (replaces Ray Launier), Stephanie Durfor (replaces Kelly Lake), Oscar Zavala (reelected), Esther Frankel (replaces Dan Wrentmore). Divisions that have not finalized voting: Fine Arts and PE/Athletics.

   2.2   Disciplines List Changes (Senate Plenary) (Kathy O'Connor)
   Senator O'Connor announced the Disciplines List changes were approved and now the BOG will need to take action. She is not certain about when the Title 5 language will be amended. At the Senate Plenary a "third" category was approved and the format of the disciplines list would be changed.

   Please note: Any changes that departments/individuals/divisions would like to have made to the Disciplines list for consideration at the 2008 Fall Plenary should work on their requests and present them to CAC and Senate.

   2.3   Kathy Molloy communicated to the Senate that Elizabeth Hodes is critically ill in Cottage Hospital. No visitors are allowed at this time.

3.0   Hearing/Discussion
3.1   Report on PSS Action Plan Due May 1st (Kathy Molloy)
Kathy Molloy reported on a plenary workshop about the Basic Skills Initiative. SBCC is one of very few schools with an established process for their basic skills plan that is fully monitored by their senate. Many Academic Senates' representatives did not even seem aware they should be putting an action plan with expenditures together. This information is alarming and surprised many at the workshop. The Basic Skills Initiative clearly requires oversight of the action plan by the local Academic Senate, including its submission with the Senate President's signature. SBCC' report is ready to go to meet the May deadline, and a copy will be provided at the May 14th meeting.

There will be a Basic Skills Summer Institute, August 10-13, 2008. Each college is invited to send a team consisting of one full-time and four part-time faculty members committed to training other faculty in the areas of reading, writing, ESL, mathematics, and CTE disciplines. The Institute will take place in Newport, and the Initiative will support travel for those attending.

3.2   Accreditation Expectations (Mark Ferrer/Jack Friedlander)
Mark described how the expectations of accreditation have become more stringent. By the time our accreditation visit occurs, course SLOs will have to be at the highest level of development. Also, program and certificate SLOs will have to be complete, and a few of them are expected to have completed assessment and evaluation cycle. Much work is needed during 2008-2009. A clear connection between program reviews and planning needs to be documented. In summary, the expectations are:
- Close the loop on Program SLOs - have SLOs in place for all programs.A few programs need to have gone through the loop
- Complete all Program Reviews - Student support programs and services; administration; instruction
- Close loop on ISLOs
- Integrate ISLO statements and competencies with the Mission Statement
- Focus on connection between program reviews and institutional planning/ budgeting
- Complete level 2 development for course SLOs
- Involve the college's adjunct faculty in the SLO process and collection of SLO performance data

3.3   Faculty Co-Chairs for Standard Accreditation Committees (Kelly Lake)
Kelly Lake, Faculty Accreditation Co-Chair, reported that the Accreditation process includes four standards with a total of 9 committees. These correspond to the four standards and subcommittees. All 9 committees require faculty co-chairs. Two of the standards (II and III) have several sub-categories with subcommittees. Each committee requires Administrative and Faculty co-chairs. At this time, Kelly is looking for faculty co-chairs for each of the committees. Kelly is to be contacted for nominating faculty to co-chair any of these committees. An important consideration is that much of the background documentation work will be carried out over the summer. Andreea Serban will be chairing the Accreditation Steering committee and co-chairing Standard IV. Kathy O'Connor recommended Karolyn

Hanna to co-chair Standard II: Student Learning Programs and Services and Laurie Vasquez to co-chair Standard IIIC: Technology Resources. Kelly Lake noted that both of them were already being considered exactly in those capacities. The final committee membership will be submitted to the senate for its approval at the May 14 meeting. Also, a first meeting of the entire team with incoming President Serban will take place on May 16, 10:00 – 12:00.

3.4   Faculty Recognition Committee Recommendations for Faculty Excellence Awards and
        ACCT Award
Kelly Lake, liaison to the Faculty Recognition Committee, announced the nominees for Faculty Excellence Award. They are: Mark Ferrer, Adam Green, Mary Lawson, Evan McCabe, Elida Moreno, and Kenley Neufeld.

M/S/C Move the FRC Faculty Excellence Award nominations to Action (Molloy/Broderick) Unanimous
M/S/C To approve the Faculty Recognition committee recommendations for the Faculty Excellence Award (O'Connor/Garey) Unanimous

Kelly Lake also announced the ACCT Regional Award nomination would be taken to the Board of Trustees for approval by EVP Jack Friedlander. The nominee is Jan Anderson of the Associate Degree Nursing Program. It was asked why this nomination, advanced through an Academic Senate committee, is to be brought to the BOT without requiring approval of the Academic Senate? The design of this award seems to differ from all other awards.

M/S/C To move the endorsement of FRC ACCT nominee recommendation to action (Garey/Molloy) Unanimous
M/S/C To endorse the FRC ACCT nominee recommendation (O'Connor/Schultz) Unanimous

3.5   Academic Honesty Policy
The document with the Academic Honesty Policy that the senate is working from does not reflect the latest version of the policy that was approved by the senate. It is irregular that it has not gone through a formal approval by the senate, even though it seems to include some good modifications. At this time, two new modifications are proposed. Two new violations of academic honesty that warrant consequences to be added: Submitting work previously presented in another course, and Altering or interfering with grading policies

Several senators commented that in many instances, previous or concurrent work of a student can be legitimately used in a different course. A solution could be that the infraction to be noted is submittal of work previously presented in another course without the instructor's knowledge and approval. It was recommended that the Academic Policies committee reviews the proposed modifications to the Academic Honesty policy.

3.6   BP 3013 Priority Registration
Dean Keith McLellan reported that SB 272 mandates the proposed change to SBCC's registration policy, to include the following category as students with the right to priority registration: "Veterans and any member or former member of the Armed Forces of the United states of America within two years of leaving active duty including but not limited to any

student who is called to active military duty compelling the student to take an academic leave of absence." Some other changes include the incorporation of the formal description of how students on probation are directed to address their status. It was recommended that the Academic Policies Committee reviews the proposed modifications.

3.7 Academic Title Policy. Include librarians among those included in procedures for designation of academic title (instructor, assistant professor, associate professor, and professor. It was recommended that the Academic Policies Committee reviews this request.

4.0 Action
4.1 Template for Program Review Summaries to P and R (Kim Monda)
M/S/C To approve the Program Review template for submittal to P&R (Molloy/O'Connor)

5.0 Reports
5.1 President's Report
Ignacio Alarcón reported on some of the Resolutions approved at the Academic Senate Plenary.
- To be updated: the 2002 paper on faculty's role in planning
- Minors on campus: minors and their parents/custodians need to be aware that the minors enter an adult environment. Curriculum not to be changed due to minors being present. A strong recommendation is that instructors are to be notified when minors are registered in their classroom
- AP placement: several resolutions were adopted calling for standard practices about course equivalency and General Education proficiency granted by all colleges in the System. The recent changes suggested by Laura Castro, our Articulation Officer, are in alignment with these resolutions
- Disciplines list changes already reported by Kathy O'Connor
Academic Integrity. There was a resolution by the senate affirming the right of faculty to assign an F in the course to a student who has violated the academic honesty policy. This was in response to an interpretation by Ralph Black denying this.

5.2 Liaison Reports
Jan Schultz: Academic Policies has completed the recommendations on Salary Class Transfer

Kathy O'Connor: Committee for Online Instruction will submit their resolution regarding the change in platforms from Blackboard/WebCT to Moodle.

Tom Fitzgerald: reported on the students' actions protesting the state budget cuts to education. It was noted that their actions received wide local coverage.

5.3 EVP Report
EVP: selected candidates for new positions will be notified of their selection, with a note about their effective hiring being contingent on funding. The offers already made are going forward. What about programs and courses being developed during this time? EVP: the intention is to move forward with development of new programs and courses.

6.0 Adjourn