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| Academic Senate CommitteeMinutes |
| september 20, 2016 | 11:45 AM - 1:00 pm | L 246 |
| note taker | respectfully submitted by Caree Lesh & Angie Arietti |
| Attendees | ~~Josue Arredondo~~ | ~~Garibay, Adrianna~~  | ~~Shaffer, Rob~~ |
| ~~Beach, Randy~~ | Hecht, David | ~~Soto, Corina~~ |
| Bowlin, Stephen | Hopkins, Kesa  | Speyrer, Michael |
| ~~Brenner, April~~ | ~~Hubert, Elizabeth~~ | Stuart, Angelina |
| Buehler, Lukas | Lesh, Caree | Taffolla-Schreiber, Candice |
| Caschetta, Todd | Lynch-Morissette, Emily | Tolli, John |
| Cliffe, Karen | Martinez-Sanabria, Maria E. | Tyahla, Sandy |
| Cuddy, Luke | McAneney, Danielle | ~~Van Stone, Mark~~ |
| ~~Davis, J.D.~~ | McDaniel, Cynthia | Vargas, Yesenia |
| Detsch, Steven | McGee, Tony | Vicario, Marie |
| Durkin, Melanie | McGregor, Cynthia | Whitsett, Jessica |
| Edwards, Diane  | Mossadeghi, Yasmin | Williams, Janelle |
| Fielding, Richard | Pfister, Toni | Yoder, Leslie |
| Figueroa, Surian | Posey, Jessica  | Yonker, Susan  |
| Flores-Charter, Patti  | Quintana, Pablo |  |
| Gardea, Jaquelyn | Rempt, Andrew |  |
| GUEST/s | Angelica Suarez | Kathy Tyner | Tim Flood |
|  | Dan Borges | Michael Davis | Jerry Gonzalez |
|  | Everett Garnick |  |  |
| Names in red indicate AS Executive committee members. |  |
| **Call to order; Approval of Agenda (Action Item)** | andrew rempt |
| Discussion | A motion was made to approve the agenda and was seconded.  |
| Approval of agenda. M/S/C. Unanimous  |
| **Approval of Minutes from 09-13-16 (Action Item)** | andrew rempt |
| Discussion | A motion was made to approve the agenda and was seconded. There was some changes on clarity. |
| Approval of minutes. M/S/C. Unanimous |
| **Public Comment (Information Item)** | andrew rempt |
| Discussion | There is an APR workshop today 3:30 to 4:40 on the comprehensive program review.  |
| **President’s Report (Information Item)** | andrew rempt |
| Discussion | * Enrollment management: Chris Hayashi presented last time and we chose to have a meeting on Friday 10/28 from 10:00 a.m. – 1:00 p.m. in L238 N/S. There will be food. The focus will be the state of our enrollment and what we as a faculty want to do to fix this and how can we exert our power. We have all kinds of options on what to do. We should ask colleagues at other colleges how they handle this.
* If you are interested in being part of EPPT Task Force Committee, please let Cynthia McGregor know so she can invite you.
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| **SCEA Report (Report)** | Rob s. shaffer |
| discusson | There is a Rep Council meeting this week in room 302 on Thursday from 11:45 a.m. - 12:35 p.m. We will present the Sunshine list. Please come and hear the latest information. We had a great time at our table at Bonita Fest. Thanks go out to Carol, Josue, Jeff and Alejandro. Rob wanted to thank the Administrators and senate leaders for a keeping open and clear information this year. A global went out regarding SLO’s to encourage all faculty to know your obligations.  |
| **Tech Plan, Student Emails and Identity Management (Information Item)** | borges/davis/garnic/gonzalez |
| discusson | Dan Borges went over the Tech Plan via a power point presentation that he passed out and is also available via the Academic Senate SharePoint site. He also went over the 7 goal and strategy areas and pointed out the top 20 prioritized items from the IT program review. Office Desktop computers are outside of program review as are smart classrooms. ATC prioritizes desktop replacement. It was suggested that a list of acronyms being added to the tech plan to make it more readable. If you did not get any of your requests last year, do put them on your program review again until you get it. Michael Davis talked about student e-mail and authentication. Over the weekend student e-mail accounts were created. There has been good access to these accounts so far from students. 5,199 students have logged in to get the e-mail set up and the vast majority were successful. As of Monday all official communications will go through the new g-mail account. The student’s Webadvisor ID@swccd.edu is the new e-mail. The identity management system is where the students create their accounts; sso.swccd.edu is the website being used to set this up. The ID management systems allows students to login and create their account. This will eventually allow one sign in once to get to any SWC data. The goal is to move to the SWC portal, a single login, to get to all active SWC systems. It was suggested that we be able to use both e-mails, old and new, for the rest of the semester. Since the new E-mail accounts will include Student ID #, E-mail accounts are not expected to be deleted; student ID numbers & emails will remain with the student for the rest of their life. ISS stated that making this conversion in the middle of the semester was the best time to do this. They did not want to do it during registration times. Changing e-mail and or keeping both old and new e-mail was discussed with student services and it was decided it was best to have only one e-mail. Emails do not apply to non-credit students. Student services asked that they not included them. A senator stated that we do have SSSP funds and we do need to follow up with students who fall into certain categories within non-credit.They can be included quickly and easily, if asked to be included. Students can get help at Admissions and Records. Bilingual support and ambassadors are available there as well. Any troubled accounts will go directly to Michael at mdavis2@swccd.edu and he can respond to questions that are more complicated. The ATC Committee decided to fully fund the library during prioritization last year. That will not be the case this year. They will be sending out a rubric with the prioritization for our type of technology request. Please consider attending the ATC meetings at 1:20-3:20 p.m. the first and third Mondays of the month in L 238 N. A motion was made to extend for 5 minute and was seconded. The motion passed. The system is handled by a database so IT can see who has registered successfully and who is stuck. The student’s Webadvisor login account is their username and their password is their first initials of their first and last name and 6-digit date of birth. Please be patient and keep in mind that the students cannot see their email messages until they have logged in and activated their account.A Senator noted that students need to be advised that this is a professional e-mail account and should be notified to use it as such. Students need to understand the logic behind this change. Please be patient as IT is working through some of the glitches that still need to be fixed and welcome any comments from you. |
| **Accreditation Update (Information Item)**  | Linda hensley/andrew rempt |
| Discussion | Angie Stuart gave an Accreditation update. She is working on the Working draft of the Follow Up Report. We have 15 workgroup teams. There have been at least 3 to 5 revisions in all narratives. She showed us a working draft. Format changes have been made to make the report more user friendly and readable. Evidence will be in a list in numerical order at the end. Please note that yellow highlights indicate events that are yet to be completed. The green highlights show where evidence is collected and not yet linked or is pending committee meetings. Blue superscript are evidence items that are already linked. The report will include about 400 pieces of evidence. We need to continuing to track evidence all the time to work together now so our next visit is much easier. Angie passed out a timeline. The next two weeks she will be presenting this same information to all constituency groups. 10/1/16 is the deadline for any items that will go in the first read document. By mid-November, the report will go out campus wide for the first read and 11/10/16 is the deadline for the final version. The Governing Board will have a first read on 1/10/17 and a final approval on 2/14/7. The visiting team will be back in April or May. They will tell us the status in June or July.The report will be posted on the AOC SharePoint site. A link will be sent out to senators this week.Please send any feedback to Angie Stuart or Linda Gilstrap as soon as possible.  |
| **Chair By-Laws (Information Item)**  | cynthia mcgregor |
|  | Cynthia reported that the Chairs have updated their by-laws. They were voted on and approved by chairs back in March. Chairs are a sub-committee of the Senate, so they are reporting to us. This is just an information item and there is a link to the by-laws on SharePoint. Please direct questions to Cynthia.  |
| **SLO Reconfiguration (2nd Read/Action)**  | Andrew rempt |
| Discussion | Andrew did not get much feedback on the SLO reconfiguration discussed last week. Some corrected language suggestions were made. The Curriculum Committee asked for more information about the sub-committee. Instead of having one 60% Coordinator, the plan is to have two Coordinators at 40%. One for CTE and one for General Education. This will take the responsibility for SLO’s from one to two people and put this under the Academic Senate. There will still be point people, so there is a team, not just one lonely faculty member.A motion was made to approve this structure as a pilot and was seconded. It was suggested that 40% reassigned time is not enough. It is thought that the researcher should help reduce the workload of data entry, so the coordinators can focus on program improvement. This is a pilot program, so we can change reassigned time if the workload is untenable. The researcher will be doing and have support to do the data entry. They will also crunch numbers and create proof SLO’s are being evaluated etc. Opening Day covered the assessment. It might be good to take a pulse on if Opening Day was valuable or not and if doing the SLO work with part-time faculty worked well. This could help us see if people like this direction. eLumen has been a problem. After entering lots of data, reports were run showing no data. It seems eLumen updates may be erasing data. This issue needs to be looked into.The new plan will decentralize SLO’s and what will help make this work is there will be a team instead of a single person. A motion was made and seconded to extend for 3 minutes. The motion passed. The researcher will be a full-time employee. Trackdat is being used by Long Beach City, which may also help with their system being a success. This can be further discussed in the LORC committee. Patricia Flores-Charter has been working with eLumen to make it a two-click process and you are where you need to be. It was suggested that responsibilities and goals should be delineated with the pilot program plan. A motion was made to extend for two minutes was seconded and passed. The motion is to approve this structure for dealing with SLO’s as a pilot for this next academic year. The next step is to ask the Senate to meet with the District to write an MOU. In the MOU, the union representatives will make sure it is clear that it is a pilot.A friendly amendment was offered that the Senate recommends that as a pilot, this job description can be treated with a degree of leniency and flexibility. The motion passed with the friendly amendment, and one no vote.  |
| **FHP (2nd Read/Action)** | andrew rempt |
| Discussion |  Time elapsed.  |
| **Adjournment** | andrew rempt |
| Discussion | The meeting was adjourned at 1:00 |
| The next Academic Senate meeting: Tuesday, September 27, 2016 from 11:45 a.m. – 1:00 p.m. in L 246. |

[09-20-16 Voting Record](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/09-20-16%20Voting%20Record.pdf)