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| Southwestern College Academic Senate Executive CommitteeMinutews |
|  | DATE: 09-08-2016 | 1:00 P.M - 3:00 p.m. | Room 104B |
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| Facilitator | Andrew C. Rempt, Academic Senate President |
| Note taker | Caree Lesh, AS Communications and Research Officer |
| Voting attendees | Randy Beach, Curriculum co-chair; Susan Yonker, Vice President; Caree Lesh, Research Communications Officer; Cynthia McGregor, Presiding Chair, Janelle Williams, Staff Development Coordinator (by phone); Blue = absent |
| Non-Voting | Rob Shaffer, SCEA President; Leslie Yoder, At-Large; Angelina Stuart, AOC co-chair; Diane Edwards LiPera, At-Large; Marie Vicario, At-Large |
| PLEASE Read | Minutes: 8/11/16 |
| Guests | Tracy Schaelen |

## **Agenda Items**

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|  | **TOPIC** | **PRESENTER** | **ITEM****TYPE** | **TIME ALLOTTED** | **Action** |
|  | Call to order; approval of agenda, minutes  | Rempt | Action | 5 minutes |  |
| Motion second approval on both items.  |
|  | DE | Schaelen | Discussion | 20 minutes |  |
| DE has hired a new person, Bob Stretch, to help with Canvas migration. e He will be working 4 hours a day in the afternoons in the office near Tracy’s. The rest of his day he is in Veteran’s Services. His official title is Canvas Point of Contact. We need to keep pressure on the situation to make sure students getting help with BB and we get a long term solution. It has been recommended by the OEI that the campuses using Canvas reinvest the Bb money into 508 compliance. We will put this on another agenda later to see how Canvas is coming along and how to deal with 508 compliance.  |
|  | ITT | Rempt | Discussion | 10 minutes |  |
| ITT has been closed down rather than making changes suggested by the accrediting body. There was an ITT campus in National City with students 1000 enrolled. Campus has sent outreach down to the ITT building to help students. On Monday they are bringing some student services to our National City campus to meet and help the ITT students.  |
|  |  Curriculum | Beach | Discussion | 10 minutes |  |
| The committee is meeting again and there are many new members and this will impact the work getting going this semester. Program discontinuance and the DE moratorium are in flux and planning to go to committee this fall. They will also be working on an addendum for classes being offered as new DE classes. This will need to be created by Governet for Curricunet, so this could also be a slowing point for approving new DE classes. Senate Exec and the union should review the addendum. Diane requested meeting with Randy and Tracy in December to discuss non-credit online classes. Jeff Fischer will be on medical leave and Myesha Jackson will be filling in for Jeff and someone will fill in for Myesha. Work experience classes, about 60, will be going through Curriculum Committee soon. They will come through on consent in batches of 10. SLO’s will be going to CC to discuss a sub-committee on SLO’s called the LORC (Learning Outcomes Review Committee).PFC reminded us of our practice that if there is not a Rep from your school on Curriculum Committee that your area will not have curriculum processed. It is suggested this be stated in Academic Senate bylaws.  |
|  | P/P Status | Rempt/Lesh | Discussion | 10 minutes |  |
| We had a list from PFC of what needs to be completed, but then we received another list from Linda. Patti Blevins has retired and was the keeper of the P&P. We discussed the 6 P/P that are required and faculty have been assigned to each. For those noted as having been posted in SharePoint we will check them and add them to a Senate Agenda ASAP. We will also check the status of P/P 4104 on non-credit and contract education and fee based classes. We are unsure if it had a second read. The 1st read at SCC and Senate was Spring 15. If it was not approved, we need to start over with a first read.  |
|  | By Laws | Rempt/Lesh | Discussion | 10 minutes |  |
| Caree will send out the bylaws along with the assignments for us to review.  |
|  | CTE/ non credit | Edwards-Lipera and Vicario | Discussion | 30 minutes |  |
| There is new funding for this area called doing what matters, and strong workforce. There is 1.4 million dollars of ongoing funding plus more to region ten. Funds can be spent starting 9/20/16. You can submit a template (currently being finalized at Chancellors Office). PFC was thanked for getting the CTE Committee up and running. Andrew, Marie, Center Deans, Tim flood, Angelica Suarez, Dean Odu, are on this committee with Mia McClelland Chairing. We need to know if Curriculum needs to be approved quickly at Committee this Fall and Spring. The CTE committee should send someone to the Curriculum Committee. New programs cannot be created without regional approval. Non–credit is part of continuing education. Adult education is housed in Continuing education and reports to Mia. Mark oversees contract education, continuing education, fee based course. AEBG is housed in continuing education. There is a lot going on and now credit faculty are participating. Diane will be doing a training on nuts and bolts of non-credit development in the next two weeks. Applications for taking all of these courses should be up and online in the near future. Cash control problems were taken care of as soon as Mia was in place. Diane/Mia were never aware of what was going on with the corner lot, and the subcontracting of classes. CSEA was never consulted on how the corner lot would be staffed, nor was SCEA. Spillers said that classrooms that are in the new area are to be used for SWC classes first. The union is working on a fix for this. CSEA has filed legal action on this. Continuing education could provide courses, as fee based classes right away, and or create wellness classes that would be free after going through the curriculum process. These could be a bridge for student into credit courses. There are some changes to cancellation of classes. The new Director is going to cancel classes if the roster is not full prior to the first day of class. Faculty seem to be getting excited about non-credit, but non-credit does not have a large marketing budget as seems to be a perception around campus. We need to have a vision for how we want to integrate this area with the campus as a whole. It was suggested we need to hire another full time non-credit faculty. An ESL, Basic skills, or CTE instructor was recommended. How to get this through FHP is unclear, and the request for faculty has been on non-credits program review for the past 7 years, but they don’t have anyone to champion the position through channels.  |
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 | Template update (Sen Ex, Senate, Elections Committee) | Rempt/Lesh | Discussion | 10 minutes |  |
| Andrew discussed suggested changes in templates for Academic Senate and Academic Senate Executive Committee. The templates were reviewed and approved.  |
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**Next Academic Senate Exec Meeting: September 22, 2016**