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| Academic Senate CommitteeMinutes |
| April 23, 2013 | 11:00-11:50 a.m. | L 238 N & S |
| note taker | respectfully submitted by Caree Lesh & angie Arietti |
| Attendees | Andrade-Robledo, Margarita | Jones, Linda | ~~Preciado, David~~ |
| Beach, Randy | Kelly, Diana  | Quan, Nghiep |
| Brenner, Susan | Lesh, Caree | ~~Rempt, Andrew~~ E |
| Carberry, Ed | Lewis, John | Rutter, Marsha |
| ~~Caschetta, Todd~~ | ~~Lopez, Victoria~~ E | ~~Salahuddin, Sheri~~ |
| Davis, J.D. | Lucas, Yvonne | ~~Speyrer, Michael~~ E |
| Detsch, Steven | ~~Maag, Eric~~ E | Stuart, Angelina  |
| Flores-Charter, Patti | Martinez-Sanabria, Maria E. | ~~Tyahla, Sandy~~  |
| Gustafson, Diana  | McAneney, Danielle | Vallejo, Cheryl |
| Hayashi, Chris | ~~McDaniel, Cynthia~~ E | Whitsett, Jessica |
| ~~Herrera, Peter~~  | ~~Meeker, Elisabeth~~ | Williams, Janelle  |
| Herrin, Bridget | ~~Mossadeghi, Yasmin~~ | Yonker, Susan |
| Hopkins, Kesa | Nichols, Rusty | Zinola, Lauren |
| Horlor, Barry | ~~Orozco, Alejandro~~ |  |
| GUEST/s | Superintendent/President Melinda Nish | Angelica Suarez | Rebecca Wolniewicz |
|  | Mia McClellan |  |  |
| Names in red indicate AS Executive committee members. |  |
| **Call to order; Approval of Agenda (Action Item)** | randy beach |
| Discussion | The meeting was called to order at 11:02 a.m. by the Academic Senate President, Randy Beach |
| Action items |
| Approval of the agenda. Randy requested that the Kognito Presentation be removed, as it was supposed to be for the Executive Committee. It was requested this be replaced by three policies. Randy brought copies of Policies 6200, 6250, and 6300. A motion was made and seconded to subtract the Kognito presentation and add the three policies to the agenda. The motion passed |
|  Discussion | No discussion |
| **Public Comment (Discussion Item)** | randy beach |
| Discussion |  Randy Beach spoke. Tomorrow is Administrative Professionals Day and Randy thanked Angie Arietti for all her work.  |
| **Approval of Minutes from April 16, 2013 (Action Item)** | randy beach |
| Action items |
| Approval of the Minutes from April 16, 2013. M/S/C.  |
|  Discussion |  A motion was made to approve minutes and was seconded. The motion passed.  |
| **President’s Report (Report)** | randy beach |
|  Discussion | The President’s report is available on SharePoint. Highlights include:* April 26th is the last day to vote for part-time senators.
* The campus climate survey came out on e-mail from SCEACampusclimateadmin@swccd.edu. The survey will close April 30th. This is a good opportunity to give feedback from everything such as the Governing Board to our Superintendent/President. The campus climate is very useful and is a very important part of the accreditation efforts as well.
* There are two Special Governing Board meetings this week. The Governing Board will take action on both the Educational Master Plan and Facilities Master Plan on April 24th at 6:30 p.m. Their action is to accept both the plans. The meeting on Thursday, April 25th will talk about the appointment process for the new Governing Board member. We are not having an election to replace Bill Stewart. They will be going through an appointment process and finish interviewing candidates.

The Senate is going to go fast and furious at our last meeting. Core curriculum will be back for a vote, we will discuss plenary, and we will vote to authorize the Executive Committee to act for the Senate over the summer.  |
| **SCEA Report (Report)** | eric maag |
| Discussion | Eric was not present to do his report.  |
| **Policy/Procedure 5055 (1st Read)** | randy beach |
| Discussion | Copies of Policy/Procedure 5055 were distributed. This committee is co-chaired by Mia and Randy to address Title 5 changes that impact enrollment. Students are ranked on who gets to enroll first. An hour can make a big difference for students, so this is a very important procedure and policy. Changes have occurred from the Student Task Force recommendation. This policy and procedure indicates who gets priority for fall 2014. This is early to give us time to inform students about the changes. This is a work in progress that is moving quickly for a fall 2014 implementation. Students need to know what changes are taking place as soon as possible. This is written in a manner that is not so specific to leave some wiggle room. After this is approved, students will be notified in many settings. Students lose priority registration if they are on probation or have completed 100 degree applicable units or more (ESL and Basic Skills do not count in the 100). Right now the college only has a policy. This will be separated out into Policy and Procedure. A motion was made to extended for 3 minutes was seconded and passed. According to Title 5 we will have mandated priorities and can also have local priorities. Continuing students are encouraged to do assessment, orientation and an SEP by fall 2014. All new or returning students will have to do those 3 items prior to getting priority registration. First priority are military, foster youth and former foster youth. We have also added DSS and EOPS. These groups typically have the 3 items met. Within the groups, it is then broken down by units. Local priorities are given to ASO Exec, Senators, and Learning communities. There is a recommendation to include honors. It has been recommended after completing 2 classes of honors. Please read and forward any suggestions to Mia McClellan. Myriam Moody can also field questions. This will be back on May 14th as an action item.  |
| **SLO Report (Report)** | Rebecca WolnIEwicz |
| Discussion  | An update was passed out and it was requested that we look it over. ACCJC is adding more requirements for outcomes assessment. The biggest surprise is that they want us to post program level outcomes on the website. Rebecca would like to discuss how we are collecting program level assessment results. There is an easy way to do it in eLumen. You look at all of the courses in the degree/certificate program and it spits out our numbers for us. This is easy, but anyone who takes one of those courses, even non-majors, are in your results. Do we want to measure just majors or anyone in those classes offered for the degree? A year and half ago we decided to do this in eLumen. This is also the time that we had BlackBoard pages created for majors, so faculty could try to track just major students. This will take a lot of work. A web page will need to be maintained and tracked and outcomes created. Who would Liberal Students etc. go to for tracking? People are still listed in BlackBoard who is no longer here. It is not current. It was recommend that we find ways to simplify. Accountability and data are great, but this is not being done well and is not particularly useful. We can anticipate more mandates are coming. We need to be able to know who our majors are and we need to decide how to measure outcomes. The eLumen lab will be held the last two weeks of school in the Staff Development lab the week before finals and the week of from 10:00 a.m. to 5:00 p.m. If you need help getting your scores into eLumen or have any SLO questions, stop by and we will be happy to help.  |
| **Policies 6200, 6250, and 6300 (1st Reading)** | andrew rempt/amaral |
| Discussion | While we prefer to have policy and procedures done together it is not required. To fast track this, the policies have been brought to senate ahead of the procedures. Policy 6200 Budget Preparation (how we develop a budget): First reading – procedures to follow in the fall. This is all about how we prepare the budget. We need to pay attention to our 10+1 role in how the budget is developed. This does not mean we get to vote line by line, but we play a role in collegially determining how the budget should go. This lays out criteria and assumptions for planning and most of this is coming out of the Ed Code. Procedures will clarify the role of the senate and the Budget Committee. It was suggested a chunk of bullet three is procedural. Bullet two assumptions are to be done in public meetings. Policy 6250 Budget Management (how you move things around): First reading - procedures to follow in the fall.Policy 6300 Fiscal Management (why you move things around): First reading - procedures to follow in the fall.Education needs to be the driving force behind the budget. Please send comments before May 3rd to Randy Beach and Maria E. Martinez-Sanabria.  |
| **Educational Master Plan (Discussion Item)** | randy beach |
| Discussion | On April 17th, the Cabinet met with the Senate Executive Committee. The discussion was good and honest and we need to do a better job about communicating some of these processes. The Educational Master Plan and Facilities Master Plan are in fact blueprints and not a plan or a laundry list. It is a big picture and it is not prescriptive. We can take the developed plan and develop short-term actions to address deficiencies. It was a great conversation and not everything we are concerned about can be fixed in one meeting. Cabinet was thanked for coming to talk to Senate Executive Committee. While the data will be included, it will be updated, corrected, and not used for program discontinuance. A recommendation was made to get this understanding in writing. This should become a living document and not be left on a shelf. The lack of a clearly defined process felt like imposition of a process. The process could also include a campus agreement on what the purpose and function of the Educational Master Plan and Facilities Master Plan could be. It was suggested that next time forums be announced further in advance. We need to work on fine tuning processes. We would also like to have new processes in writing. In the next step we expect more constituent participation.It was noted that faculty and other constituent groups will have more input on the short term and long range plans to work towards the blueprints. There were some benefits of having outsiders come onto campus and look around and make suggestions. This will likely come back as an acceptance motion.  |
| **Adjournment** | Randy beach |
| Discussion | The meeting was adjourned at 11:50 a.m. |
| The next Academic Senate meeting: May 14, 2013 from 11:00-11:50 am in room L 246 |