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| Academic Senate SBVC | AD/SS 207 3:00 - 4:30 |
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Minutes of January 29, 2014

| Time | Topic | Discussion | Further Action |
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| | Call to Order | | |
| | Approval of Minutes from January 15, 2014 | | Motion by G Curasi for approval of the Minutes of January 15, 2014. 2nd by J Murrillo. Voice vote – Ayes, Unanimous |
| | President's Report | <p>A Au gave a report (attached) on state legislation re fee waiver minimum qualifications and exempted groups. AB675 (Fong) was approved on Jan. 23, it deals with an employee's first contract year with a district. Tenure-track faculty who meet a 75% work threshold are provided some sick-leave protections during their first four years of service. SBVC's Accreditation Liaison Officer, H Kinde, has received an ACCJC letter concerning revisions of accreditation standards and eligibility requirements; this does not impact our upcoming site visit or self-study report. A number of important topics are addressed in the Community College League of California's January newsletter, accessible at www.ccleague.org.</p> <p>A Au distributed a list of Senate Subcommittee assignments for those who wish to sign up or change selections.</p> <p>NOTE: Senate's next meeting is February 5, 2014.</p> | |

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| | New Business | <p>Curriculum Committee Chair Nomination: online bylaws call for a three-year term, which is expiring. Nomination letters of intent should be forwarded by March 1 to Election Chair C Huston.</p> <p>Campus Needs Funding Flow Chart: because the December meeting did not meet quorum, S Stark gave details about our campus funding process regarding both equipment and personnel. Some needs do not come through the normal Program Review vetting protocol. The Urgent and Emergent Needs process has been approved by College Council. Budget Committee doesn't determine how funds are spent on campus, but evaluates the current budget, weighing project fund balances and operational funds. College Council is the primary decision-making campus body for spending funds, taking input from Program Review. Facilities and Safety Committee prioritizes its agenda items and sends recommendations to College Council. Urgent and Emergent Needs has allocated \$300K, with \$200K more to come. S Stark noted that the President rarely deviates from College Council recommendations. One qualification is that proposals must tie in with the Strategic Mission. Non-funded items are sent back to the proposer with feedback. A Aguilar-Kitibutr asked about a proposal format or deadline for urgent needs. Answer: a format will be provided within the next two weeks. R Pires suggested that College Council could create a flow chart outlining how student activities or CTE go through the funding process. L Lopez asked what keeps urgent/emergent needs from being an "end run" around the normal processes. College Council is an established safeguard to keep most funding flowing through Program Review, while being able to take advantage of timely but unanticipated savings opportunities.</p> <p>SBVC Organizational Handbook: often faculty don't know where to go for various needs; the Handbook can hopefully be an informational resource. The CHC document is a rough draft needing feedback from all constituencies. College Council will look at all edited material, then release a new draft. The various subcommittee groups are being asked to review the pertinent sections (eight total), evaluating the process, glaring omissions, and conflicts with current practice. Recommendations should be sent to Executive Senate before Feb. 19. A discussion ensued regarding the need of a Handbook detailing governing processes if said policies and procedures are already established by the Board. C Huston observed that much of the organizational chart includes text from the AP, but many faculty don't know how to navigate such web materials; also, the Handbook will include supplemental information, e.g. Program Review process re the four-year cycle, timelines, etc. J Lamore said the virtue was having a usable resource in one convenient place.</p> | |

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| | Old Business | <p>Grant Submission Policy: the CHC process was reviewed. J Lamore observed that the process was needlessly complicated and would likely discourage grant giving. SBVC's grant department needs to offer a preliminary evaluation. S Lillard suggested that the grant process needs to include CTA input, because many grants have workload implications for faculty.</p> <p>Audit Policy: R Pires addressed concerns in the proposed draft, which has been approved by CHC's Ed Policy Committee. One concern is that students can use an audit policy to repeat a course after reaching the three-fail limit, and then wanting to challenge the course through testing. It was noted that establishing a semester limit regarding audits or the institution verifying prerequisites would necessitate record-keeping, which the College wishes to avoid. Senators suggested point C3 should state that instructors can refuse auditing <i>without explanation</i>. A discussion ensued regarding which campus services an audit student would enjoy. Point D1 was amended to generically include <i>all required fees</i> without a specific list. The specific \$15 fee in D1 was deleted in favor of the generic approved fee under the Education Code. J Stanskas said that some colleges use the audit policy to allow desired students to repeat performance classes an instructor needs in an ensemble. Permitting students to audit classes with high consumable costs would lead to un-recouped expenses, e.g. glassware, art supplies. The audit policy will not go into effect until approved by the Board.</p> | <p>Motion by C Huston to approve the Audit Policy document with proposed edits; 2nd by J Hoyt. Vote – carried, 1 nay.</p> |

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| | Committees | <p>Ed Policy - Student Services - no report. Personnel Policy - no report. Career & Tech Ed - no report. Financial Policy - no report. Equity and Diversity - no report. Legislative Policy - no report.</p> <p>Elections – Outstanding Professor nomination forms will be coming from C Huston in February; there is no current word regarding an awards banquet.</p> <p>Curriculum –</p> <p>Program Review – S Lillard reported that all programs – except Academic Advancement and Machine Trade – going through the Efficacy process are non-instructional. A few programs are providing conditional updates; their deadline is February 13. They have been contacted with necessary documentation; the review is February 7. Title V requires CTE program to undergo review every two years. Program Review is incorporating a mid-cycle review pilot program. For Spring '16, Aeronautics, Culinary, Nursing, and Water Supply will be evaluated by the new format. The committee is working on embedding SLO/SAO grids into the Efficacy forms, which will go out in two weeks to the selected programs, with a schedule of provided workshops. Regarding Needs Assessment, a completed list went out to managers and department chairs. However, one late addition will be included in an updated ranking.</p> <p>Professional Development -</p> | |
| | Additional Reports | <p>College President's Report -</p> <p>SBCCD-CTA – S Lillard reported that the negotiation process will begin shortly.</p> <p>District Assembly -</p> | |
| | Public Comments | | |

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