

Academic Senate SBVC	AD/SS 207 3:00 - 4:30
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Minutes of August 20, 2014

Time	Topic	Discussion	Further Action
	Call to Order		
	Approval of Minutes from August 20, 2014		Motion by J Hoyt for approval of the Minutes of August 20, 2014. 2nd by A Alsip Voice vote - unanimous
	President's Report	<p>J Gilbert addressed the following items in his report (attached);</p> <p>Presidential Search Update: The position opened Sept 1 and will remain open through Oct. 15. The process is: screening committee, interviews, second-level interviews and campus forums. The anticipated start date for a new President will be Jan. 5, 2015.</p> <p>Faculty Vacancies: Jose Torres, Director of Fiscal Services for the district, will address the Sept. 17 meeting regarding the 50% Rule and SBVC's Faculty Obligation Number (FON). Dr. Fisher will share a list and plan from Instructional Cabinet; J Gilbert will ask the Executive Senate to review it and bring back material for the Sept. 17 meeting of Academic Senate. He will then report to College Council on Sept. 24.</p> <p>Special Board Meeting: Budget Study Session regarding the budget, scheduled for September 9, 12 – 2. A vote to finalize the budget will be held on Sept. 11.</p> <p>Standing Committee Sign-in Sheet: Senators are urged to sign up for desired committees so J Gilbert can finalize the master list before the Sept. 17 meeting.</p>	

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	New Business	<p>Welcome to Adjunct Senators: J Gilbert reported that J Hoyt, Aeronautics, and J Buckingham, Psychology, will serve again for the 2014-2015 term.</p> <p>Review of College Mission Statement: Senate approved the current statement: "San Bernardino Valley College provides quality education and services that support a diverse community of learners."</p> <p>Bylaws Review: J Gilbert reported that State Senate is addressing bylaw inconsistencies by creating a new policy document outlining de facto procedures. He expressed a determination to review and address missing and/or out-of-date items. He will regularly bring items to Senate for review.</p> <p>Missing items include:</p> <ul style="list-style-type: none"> • Presidential term limits • Program Review chair selection process (this should match the Curriculum Chair procedure) • Policy for meetings scheduled during non-instructional times, i.e. Spring break • Standing committee descriptions (missing Personnel and Ed Policy) <p>Out-of-Date or in Need of Review:</p> <ul style="list-style-type: none"> • Adjunct senator selection process • Elections (President, division senators, outstanding faculty) • Vocational Ed Committee description is out of its proper place • Honors Committee chair selection process • Number of standing committees; are mergers possible? • Executive Committee composition; should Program Review chair be included? • Division representation (current is 1 senator for every five or majority thereof; e.g. 13 faculty yields 3 senators) 	<p>Motion by A Alsip to approve the current mission statement. 2nd by J Hoyt. Voice vote – unanimous.</p>

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	<p>Old Business</p>	<p>AP/BP Update: AP/BP 4070 was approved at the Sept. 2 District Assembly. The audit policy will go to the Board for its approval. A Au led a discussion regarding AP 4020 and attending comments from both campus's Senates. It was brought back because of the declaration that curriculum is an academic and professional matter and a question regarding where the Handbook is made available. The current AP reads: "Curriculum development procedures for each college in the District are documented in the respective curriculum handbooks prepared by each campus." Senate was in verbal agreement with the AP, with the stipulation that Lines 30-31 be changed to: "Curriculum development procedures for each college in the District are developed by curriculum committee under the purview of the Academic Senate. The respective curriculum handbooks prepared by each campus can be found on the curriculum website."</p> <p>BP 4025: "Philosophy and Criteria For Associate Degree and GE." Our Senate felt it spoke too much about theory and not enough about criteria.</p> <p>AP 4050: "Articulation." Senate suggested a seventh point regarding processes, outlining the reviewing of our Transfer Model Curriculum (TMC) as defined by the California Community College Chancellor's Office. It was noted that the ASSIST program does not refer to transfers between sister colleges.</p> <p>AP 225 is now AP 2510, which defines collegial consultation committees. It defines District and SBVC committees, composition, and charges; Crafton is not currently included. Last fall we added both a Budget and Basic Skills Committee; Membership Committee was modified. However, Crafton prefers not to have all committees/charges listed in the AP; rather, they wish to refer such matters to the Organizational Handbook, simplifying the process of making changes. G Gilbert asked if Senate, as faculty, wants to keep the AP model (detailed lists) or consider the Crafton model of referring questions to a Handbook. J Lamore asked what the advantages are; J Gilbert outlined the difficult three-month process – Senate, College Council, District Assembly – of making AP changes. Institutional handbook edits are more streamlined. Conversely, AP policies are more impervious to "tampering." It was noted that the accreditation board will likely prefer the current board-approved, more formal process.</p>	<p>Motion by L Lopez to approve the wording of BP/AP 4025. 2nd by J Notarangelo. Voice vote – unanimous.</p> <p>Motion by A Alsip to approve wording of AP 4050 with the added 7th bullet point. 2nd by J Notarangelo. Voice vote – unanimous.</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. Elections - no report.</p> <p>Curriculum – L Hector described how Course Identification Number Systems (C-ID) are becoming part of our curriculum process. Broadly accepted descriptors have been developed for courses by experts in the field across the California public education system; SBVC wants to be fully aligned with them. Prior to launching a course through the Content Review process, check the web site, which outlines existing C-IDs. (Not all have been created.) The Summer 2013 Curriculum Institute shared that by June 30, 2015, if transfer degrees are state-approved, all courses within that degree with C-IDs must also be state-approved. For now, courses must simply have been <i>submitted</i> for approval. Kathy Kafela is SBVC's interim articulation officer. As always, October 1 is the deadline to have courses launched for the Fall 2016 catalog.</p> <p>Program Review – S Lillard distributed the Program Review schedule for 2014-2015. Fall is both Needs Assessment and Efficacy for programs with Conditional or Probation recommendations last Spring. Full Efficacy is done in the Spring; Program Review will adopt a web tool designed by Jason Brady, which will allow for more data input/access on the Web. A one-page EMP is part of the Needs Assessment process; the deadline is October 3. CTE mini-reviews are required by the State every two years; Program Review piloted it last year and will continue to adjust forms.</p> <p>Professional Development -</p>	

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	Additional Reports	<p>College President’s Report – Dr. Fisher addressed questions regarding faculty vacancies. Factors affecting the college’s reduced funding include the 8% raises and \$4.5 million paying down funds going into reserve. District had placed 29 positions on hold; the College’s role is to decide which positions it can fill with available funds. Presidents’ Cabinet met with the Crafton team, along with Chancellor and Vice Chancellor, and determined which positions should be filled based on critical need. Both colleges provided lists. Nineteen positions were removed from “hold” status. Despite a fluctuating or “moving target,” 14 of 19 were considered; Dr. Kinde sought input from instructional deans about filling ten of them; four must be postponed. Funds are in place for these 10 full-time positions. Based on information from Instructional Cabinet and Presidents’ Cabinet, a recommendation will go to College Council after consultation with Academic Senate. The question is whether permanent, FT, tenure-track contracts should be offered – which SBVC would then “own” – or arrange one-semester contracts, allowing for greater flexibility in considering the Spring budget. Nursing currently is struggling with six vacant positions. Two were immediately filled. Two semester-length contracts were replaced with full-time permanent positions. SBVC is presently 30 faculty positions over its Full-Time Obligation Number (FON), but right on edge regarding compliance with the 50% law. All adjunct hires negative impact that number. Dr. Fisher pledged to answer questions and address salary/budget questions during Open Forum, where she will share slides and financial data. “The bottom line is, we are operating under a process that I hope we continue to honor, and it’s called Program Review.” She invites the Senate to provide input.</p> <p>G Gilbert concluded that Executive Committee and guests should review the vacancy list at the Sept. 17 meeting. Following the Sept. 17 meeting, a proposal will go to College Council on Sept. 24.</p> <p>SBCCD-CTA –</p> <p>District Assembly – J Gilbert will send out an email from District Assembly, which has requested a continuation of the AP/BP workforce. They meet every third Tuesday, 2:30 – 4:30. They want to form a non-credit taskforce to consider what other districts are doing. J Gilbert will email interested names to J Stankas and the Chancellor’s secretary.</p>	

