

# SBVC Academic Senate

## Meeting Minutes

January 16, 2019

AS/SS 207 3:00 – 4:30 P.M.

Topic	Discussion	Action
<b>1. Call to Order and Roll Call</b>	<ul style="list-style-type: none"> <li>Meeting called to order at 3:03 p.m.</li> <li>Roll call via sign-in sheet <a href="#">[see attachment: AS Documents, Sign-in Sheet]</a>.</li> </ul>	
<b>2. Public Comments</b>	<ul style="list-style-type: none"> <li><a href="#">Motion 1</a></li> </ul>	<p><b>Motion 1: Motion to amend agenda to add January meeting:</b>  <b>1<sup>st</sup>:</b> D. Fozouni  <b>2<sup>nd</sup>:</b> R. Hamdy  <b>Approved:</b>            Unanimously  <b>Abstentions:</b> None</p>
<b>3. Senate President's Report</b> C. Huston	<ul style="list-style-type: none"> <li><a href="#">[see attachment on the Academic Senate's website, under Agendas &amp; Minutes, 1/16/19]</a></li> <li><b>Governor's Budget Proposal:</b> Overview.</li> <li><b>Student Centered Funding Model:</b> Most of our administration is at the ACCCA Budget Workshop being updated on the new budget.</li> <li><b>Opening Day Meeting:</b> Thanks to the Guided Pathways team and all the faculty who did work and presented their ideas. I already received things back from Chemistry, Child Development, Student Development, Architecture, and Anthropology. Thank you for sending that in to me.</li> <li><b>Attendance:</b> Last semester we purged the roster. We asked divisions to replace senators. We are still working on updating new senators.</li> <li><b>Curriculum Chair:</b> M. Copeland is back, welcome! The election will be held this semester. There is .58 reassign time for the position. It's a three-year term.</li> <li><b>Save the Date:</b> There are several important upcoming meetings (Plenary Sessions, Area D Meetings, and Leadership Sessions) if you are interested in becoming Senate President. We will be voting on a new president in October.</li> <li><b>Future Topics Coming to the Senate:</b> Chancellor's update, CTE GPA, Senate By-Laws, Hiring Committee Handbook, new RAM, Oracle impact and potential trainings, non- payment for students conversation, and Academic Freedom relating to syllabi. Let me know if there are additional topics that you've encountered.</li> </ul>	

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<b>4. SBVC President's Report,</b> continued D. Rodriguez	<ul style="list-style-type: none"> <li>• No report.</li> </ul>	
<b>5. Committee Reports</b>	<ul style="list-style-type: none"> <li>a. <b>Personnel Policy</b> [J. Notarangelo]             <ul style="list-style-type: none"> <li>• We met and agreed it would be beneficial to begin the advancement in rank process as soon as possible. I'll take it to the Executive Senate Committee.                 <ul style="list-style-type: none"> <li>○ C. Huston: I know that Crafton is interested in working with us to see if we can come to an agreement.</li> </ul> </li> </ul> </li> <li>b. <b>Student Services</b> [A. Aguilar-Kitibutr]             <ul style="list-style-type: none"> <li>• No report.</li> </ul> </li> <li>c. <b>CTE</b> [K. Melancon]             <ul style="list-style-type: none"> <li>• We are glad our classes aren't being cancelled.</li> </ul> </li> <li>d. <b>EEO</b> [R. Hamdy]             <ul style="list-style-type: none"> <li>• The EEO District Committee has not met yet.</li> <li>• The Hiring Committee Handbook will impact us because it has EEO elements.</li> </ul> </li> <li>e. <b>Professional Development</b> [R. Hamdy]             <ul style="list-style-type: none"> <li>• The committee hasn't met yet either.</li> <li>• We voted on conferences that came through. We have a system for getting people paid. Dena puts in their information. We aren't asking anyone to input their own information.</li> </ul> </li> <li>f. <b>Elections</b> [D. Burns-Peters]             <ul style="list-style-type: none"> <li>• No report.</li> </ul> </li> <li>g. <b>Curriculum</b> [M. Copeland]             <ul style="list-style-type: none"> <li>• Many thanks to Leticia for taking over while I was on sabbatical. She did so much good work. There's still a lot of work to do because of AB 705, but that's a good thing.</li> <li>• I highly recommend faculty pursue a sabbatical if it's something they're interested in.</li> <li>• Tech review will meet January 28<sup>th</sup> because next Monday is a holiday.</li> </ul> </li> <li>h. <b>Program Review</b> [P. Ferri-Milligan]             <ul style="list-style-type: none"> <li>• We are meeting Friday to finalize the forms for this year's efficacy. The forms should be out next week.</li> <li>• We have 23 full efficacy and I think 11 CTE programs.</li> </ul> </li> <li>i. <b>Accreditation &amp; SLOs</b> [C. Huston]             <ul style="list-style-type: none"> <li>• We have not met yet. I have more updates later in the agenda, so we will come back.</li> <li>• Our meeting dates changed from Thursdays to Tuesdays. I'm pleased because we will meet before Senate meets and it will help approvals move through.</li> </ul> </li> <li>j. <b>Ed Policy</b> [vacant]             <ul style="list-style-type: none"> <li>• No report</li> </ul> </li> </ul>	

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<b>5. Committee Reports, continued</b>	<b>k. Legislative [vacant]</b> <ul style="list-style-type: none"> <li>• No report</li> </ul> <b>l. Financial Policy [vacant]</b> <ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>6. Additional Reports</b>	<b>a. SBCCD-CTA [A. Avelar]</b> <ul style="list-style-type: none"> <li>• We had 2 concurrently running sessions for full- and part-time faculty on Flex Day. We answered questions about office hours and processes.</li> <li>• We do have a tentative agreement on the first part of Article 13 (work year) if it's ratified by the membership. If it's ratified we will change in 2020/2021 and go to a new calendar. We will go to a 175-day calendar from 177 days, go from 3 to 7 inservice days, and only 2 instead of 4 Flex Days. We have language on what activities take place on those inservice days. They need to be selected in collaboration with faculty, the District, and Professional Development. We want to make sure our opinions are sought out.</li> <li>• We also MOU'd having one more FTE of release time for our association. Bargaining took a lot of time. We had a lot of people volunteering their time, but that's exhausting. We are a two-campus unit and we have both instructional and non-instructional faculty. An ideal team has representation from both campuses, and instructional, non-instructional, lab, lecture, clinical, counseling, etc. We have narrowed it down to at least one instructional and one non-instructional from each campus. You also need someone to do the minutes and a lead negotiator. If you're interested in doing negotiations you can shadow us to see what the process looks like, what goes on behind the scenes, and what happens on the table.</li> <li>• We passed a proposal on the parental leave law to the District. I think it's AB 2012. We passed wages to the District; we gave our salary study to them in September. They also did their own salary study and got it to us in December. Ours was published in September, but we will publish the District's as well. They'll look similar because it's the same set of numbers. We are still below the salary median and that is one of our goals of the contract- to get to the median.</li> <li>• Benefits Committee- I'm also on the Benefit Health Committee and that's separate from negotiating benefits. Usually we can't negotiate benefits until we have some plan from the District. The Committee will make a recommendation to the District. We still have that the District will pay for the lowest cost plan. I think that's one of the silver linings of working at a district that pays below the median.</li> <li>• The District did sunshine evaluations. We have not received a proposal yet. When we see what language they want to modify we will get feedback from the faculty because it's important to make sure that it is meaningful and not punitive when it comes to things like how many students are successful in our classes because there are so many things outside of our control.</li> <li>• Potential grievances- if you aren't sure if the contract was violated, it doesn't hurt to ask. Our grievance rep is L. Lopez. Let your colleagues know that if they aren't sure if something is a</li> </ul>	

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<b>6. Additional Reports, continued</b>	<p>grievance or not, it doesn't hurt to ask. A grievance isn't against a person it's against a contract violation.</p> <ul style="list-style-type: none"> <li>○ C. Huston: One of the people who had a sabbatical approved at the last Board meeting was Amy!</li> <li>○ R. Hamdy: The other person was K. Adams. We get two a year. I know for a long time we weren't using them, so we want to make sure we use them.</li> </ul> <p><b>b. District Assembly [C. Huston]</b></p> <ul style="list-style-type: none"> <li>• We haven't met yet.</li> </ul>	
<b>7. Consent Agenda</b>	<p><b>a. Minutes</b></p> <ul style="list-style-type: none"> <li>• <b>12/5/18</b> <ul style="list-style-type: none"> <li>○ <b>Motion 2</b></li> </ul> </li> </ul>	<p><b>Motion 2: Move to approve 12/5/18 minutes.</b>  1<sup>st</sup>: K. Melancon  2<sup>nd</sup>: J. Notarangelo  <b>Discussion: None</b>  <b>Approved: Unanimously</b>  <b>Abstentions: None</b></p>
<b>8. Old Business</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	
<b>9. New Business</b>	<p><b>a. Meeting Norms – Action Item [C. Huston]</b></p> <ul style="list-style-type: none"> <li>• <a href="#">[see attachment: SBVC Academic Senate Meeting Norms]</a></li> <li>• We want to adhere to our meeting norms moving forward. <ul style="list-style-type: none"> <li>○ 5 minutes for committee reports.</li> <li>○ 5 minutes for each president's report.</li> <li>○ Guest speakers and public comment times are the discretion of the Senate President.</li> <li>○ Discussion guidelines: 10 minutes for discussion with one 5-minute extension per topic. 2 minutes per person during this discussion and new speakers have priority so everyone has a chance to speak. We should really only introduce new points. One thing that happens at plenary is there is a pro- and con-mic. If nobody is against a topic, we move forward.</li> </ul> </li> <li>• <b>Questions/Comments</b> <ul style="list-style-type: none"> <li>○ J. Notarangelo: I'd like to amend that we have 10 minutes for presentation and discussion of topics, otherwise presentation is covered. If we allow 10 minutes plus a 5-minute extension, we will never finish a meeting. Likewise for the committee reports.</li> <li>○ C. Huston: The previous meeting norms weren't clear- do we want 5 total minutes? It just said 5 minutes for committee reports.</li> <li>○ J. Notarangelo: It might work if we do 1 minute for committee reports and 10 minutes for discussion and presentation of a topic. Because right now for instance we are permitting 5 minutes for committee reports. It may not leave time for discussion. Presentation and</li> </ul> </li> </ul>	

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<p><b>9. New Business,</b> continued</p>	<p>discussion of a topic can be 10 minutes.</p> <ul style="list-style-type: none"> <li>○ C. Huston: The one concern I had for both presentation and discussion is it might take longer to present on the budget than an update on professional development activities.</li> <li>○ J. Notarangelo: Agreed.</li> <li>○ C. Huston: That's why I left it like that.</li> <li>○ J. Notarangelo: And you can use your discretion.</li> <li>○ C. Huston: Do we want to limit the presidents to only 5 minutes each?</li> <li>○ J. Notarangelo: We don't need to stop someone from talking.</li> </ul> <p>A. Avelar: We don't have to stop people like our President from speaking after 5 minutes, however, it might be good to give them those guidelines ahead of time sothey can be mindful. Giving those time constraints ahead of time will help.</p> <ul style="list-style-type: none"> <li>○ C. Huston: We are, for example, 6 minutes into this discussion. Is it enough to be able to make a decision? To amend this we will need a motion and a vote. <ul style="list-style-type: none"> <li>▪ <b>Motion 3</b></li> </ul> </li> </ul> <p><b>b. Accreditation Update [C. Huston]</b></p> <ul style="list-style-type: none"> <li>• You may remember that I am the Accreditation and SLO co-chair. We are going to start presenting accreditation to Senate in small pieces.</li> <li>• This is meant to be a collegial process. We have a manager, faculty member, and classified person taking charge of each standard. We would like to have student involvement as well, but to our knowledge none have been assigned to the committee.</li> <li>• We have aligned the standards with some of our committees. Some of ASLO committee members have been visiting those committees to gather information and share the standards we thought are relevant to each committee.</li> <li>• The Senate meets various parts of these standards. Today we're going to look at <b>Standard 1.A. – Mission</b> and review it. <ul style="list-style-type: none"> <li>○ This focuses mostly on our campus mission, how our educational programs and services support the mission, and how our policies, actions, and communications support the mission.</li> <li>○ <b>Standard 1.A:</b> This talks about what our mission should contain. I typed in our mission for us. When the accreditation standards changed in 2014 we rewrote this. Are you all okay with it? Both <b>Standard 1.A.2</b> and <b>Standard 1.A.3</b> talk about how the mission is directing institutional priorities. One of the main ways the Senate meets this is through our Program Review and Needs Assessment Process. Is there else we do? If you have additional comments or thoughts, please email me.</li> <li>○ <b>Standard 1.A.4:</b> This talks about the institution articulating its mission in a widely published statement approved by the governing board. Our mission statement is approved by the</li> </ul> </li> </ul>	<p><b>Motion 3: Move to approve with suggested changes.</b>  1<sup>st</sup>: D. Smith  2<sup>nd</sup>: J. Bjerke</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• R. Hamdy: I believe people can send a proxy but may not know what that means. Maybe we could send an email detailing what that means.</li> <li>• C. Huston: There is also that part on attendance. We can work on that during Exec.</li> </ul> <p><b>Approved:</b> Unanimously  <b>Abstentions:</b> None</p>

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<p>9. New Business, continued</p>	<p>governing board and it is reviewed. We just reviewed our mission statement right now. Are there any thoughts regarding making our “mission a widely published statement”? One way might be to share it using our syllabi. Are there other thoughts?</p> <ul style="list-style-type: none"> <li>• <b>Questions/Comments:</b> <ul style="list-style-type: none"> <li>○ M. Copeland: I wonder if it would be a good idea to email this out ahead of time so we can review it ahead of time? Sometimes it’s hard to think of something off the cuff.</li> <li>○ C. Huston: I think that’s a great idea.</li> <li>○ T. Vasquez: Sometimes it’s helpful to be able to read and see comments so that it’s an insightful and collaborative process. Maybe we could share it using SharePoint so we can leave comments.</li> <li>○ R. Hamdy: There is an email signature generator that was created by the director of marketing. If you use it the mission statement will go out with every email.</li> <li>○ A. Avelar: I used to use it, but there was an issue with sending PDFs.</li> <li>○ R. Hamdy: It was fixed. He made it more editable too.</li> <li>○ K. Weiss: I’m looking at <b>Standard 1.A.3</b>, certainly the Curriculum Committee looks at that.</li> <li>○ M. Copeland: I was going to add that as well. Student achievement and learning and their alignment with the mission statement is the purview of the Curriculum Committee.</li> </ul> </li> <li>c. <b>SLO Handbook</b> [C. Huston] <ul style="list-style-type: none"> <li>• I emailed out the SLO Handbook. This is just as a first-read. Please read it and provide feedback at our next meeting. I’m sure there will be edits.</li> </ul> </li> <li>d. <b>SLO Summer Assessment</b> [C. Huston] <ul style="list-style-type: none"> <li>• It is not our current practice to assess SLOs in the summer. There are several reasons why we should be doing this. We need to disaggregate data for accreditation. There are also many courses that are offered in the summer and we aren’t capturing that data. If we can get a motion to assess SLOs in the summer, we can put it in our handbook and the Union can bring it to negotiations. <ul style="list-style-type: none"> <li>○ <b>Motion 4</b></li> </ul> </li> <li>• C. Huston: There is a useful tool on the SLO cloud that lets me see what courses have never been assessed since about 2014. There are currently 126 courses that have not been assessed. That was after I removed the courses not currently being offered. <ul style="list-style-type: none"> <li>○ 14 are only ever offered in the summer.</li> <li>○ 16 are independent or work study courses.</li> <li>○ 39 don’t have SLOs loaded into the cloud.</li> <li>○ 9 are non-credit.</li> </ul> </li> <li>• C. Huston: I’m going to take this information to the ASLO committee and bring back a recommendation to the Senate for approval. We want a clear understanding of whether we want SLOs assessed for independent and work study. We never have in the passed. <ul style="list-style-type: none"> <li>○ K. Weiss: Independent study have to have SLOs on the form when they’re submitted.</li> </ul> </li> </ul> </li> </ul>	<p><b>Motion 4: Move to approve suggested changes.</b>  1<sup>st</sup>: M. Worsley  2<sup>nd</sup>: C. Jones</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• D. Smith: I’m curious why anyone would say we wouldn’t.</li> <li>• K. Weiss: I think the issue was there wasn’t money. There is nothing that says you can’t.</li> <li>• C. Huston: Summer work is paid as overload, so it’s not part of our load. That means SLOs are optional in the summer. We can’t require adjuncts to do this in the summer.</li> </ul> <p><b>Approved:</b>  Unanimously  <b>Abstentions:</b> None</p>

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<p><b>9. New Business,</b> continued</p>	<ul style="list-style-type: none"> <li>○ C. Huston: They've never been assessed.</li> <li>○ K. Weiss: They're be assessed, but never reported.</li> <li>○ C. Huston: It may be different across divisions.</li> <li>• C. Huston: There seems to be confusion about the X or A – Z courses (e.g. 110AX3 or 261 B). Sometimes they report everything under 101A and it makes it look like 101B, etc. are not assessed. We have also had trouble where the regular course is assessed, but the honors class is not. Typically honors has at least one more SLO. <ul style="list-style-type: none"> <li>○ C. Jones: I have an honors class but nobody is in it.</li> </ul> </li> <li>• C. Huston: The same goes for non-credit courses. Do we write and assess SLOs? I'm going to take that to the ASLO committee for a recommendation. We will detail exactly what we expect to be assessed and reported. That will be included in the SLO Handbook. I'm going to work on those that do not have SLOs.</li> <li>• Remember there was a project from Opening Day on SLOs. Turn them back into me.</li> </ul> <p>e. January 30, 2019 Meeting [C. Huston]</p> <ul style="list-style-type: none"> <li>• Our next meeting is a 5<sup>th</sup> Wednesday. Typically we reserve these for a special topic that we want to discuss. It's not typically a business meeting, but more of a brainstorming meeting or discussion.</li> <li>• We need to decide what we want to do with this meeting. <ul style="list-style-type: none"> <li>○ <b>Motion 5</b></li> </ul> </li> </ul>	<p><b>Motion 5: Cancel the January 30<sup>th</sup> Senate meeting.</b>  1<sup>st</sup>: R. Hamdy  2<sup>nd</sup>: D. Fozouni  <b>Discussion:</b> None  <b>Approved:</b> Unanimously  <b>Abstentions:</b> None</p>
<p><b>10. Announcements</b></p>	<ul style="list-style-type: none"> <li>• A. Avelar: You can find all the proposals we passed updated on our website <a href="http://www.sbccdta.org">www.sbccdta.org</a></li> <li>• M. Worsley: The faculty concert is next Friday, January 25, at 7:00 p.m. in the Auditorium. It's free.</li> <li>• P. Ferri-Miligan: I wanted to thank K. Weiss for being Program Review co-chair; she's been wonderful. Our new co-chair will be W. Johnson.</li> </ul>	
<p><b>11. Adjournment</b></p>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 3:54 p.m.</li> <li>• Next meeting: February 6, 2019.</li> </ul>	