SBVC College Council MINUTES September 11, 2013

Gloria Fisher, SBVC Interim President, Chair Jeremiah Gilbert, Academic Senate President, Co-Chair Brandon Brown Joe Cabrales Marco Cota Colleen Gamboa *A* Leticia Hector	Rick Hrdlicka Celia Huston Haragewen Kinde Sheri Lillard James Smith Scott Stark Cassandra Thomas *A* Guest: Michelle Crocfer for Colleen Gamboa Craig Petinak, Director, Marketing and PR Kay Weiss, Dean, Arts & Humanities

TOPIC	DISCUSSION and ACTION
Approval of August 22, 2013 minutes	Rick motioned to approve the minutes, Joe second the motion, Michelle Crocfer abstained, all were in favor and the minutes were approved.
Reserve Fund Requests: Marketing Activities & Projects - C. Petinak Music - K. Weiss	<u>Marketing Activities & Projects</u> Craig presented the group with a need for a professional expert to manage collateral development (creation of new campus brochures and advertising campaigns) for the campus within the Marketing and Public Relations office. Over the past few years these two areas have declined dramatically due to budget restrictions. He requested one time funds of $15,000.00 to get the two areas in need up to date. Discussion ensued with regard to the qualifications of the professional expert, the need for future funding, and the life span of campus brochures. Dr. Fisher requested a motion to approve one time funding of $15,000.00 for the hiring of a professional expert to manage collateral development of the campus. Scott motioned to approve the purposed funding of $15,000.00, James second the motion, all were in favor and the motion was carried. <u>Music</u> Kay informed the group that two video cameras along with the essentials kits for the video cameras were ordered last fiscal year from Amazon. The department received one video cameras and 1 1/4 essentials kits from Amazon before the fiscal year ended; the remaining funds were swept. The video cameras are essential in that they are used to record student performances and faculty lessons for student rehearsals. Dr. Weiss requested one time funds of $850.00 to purchase the equipment which was not received from Amazon.

	Dr. Fisher requested a motion to approve one time funding of $850.00 for the purchase of one video camera and essentials kit. Rick motioned to approve the purposed funding of $850.00, Shari second the motion, all were in favor and the motion was carried.
Mission, Values and Vision Statement – G. Fisher/C. Huston	Stacy will send the link to the mission, values and vision statement to the group for review. Dr. Fisher asked the group to take the statement to their constituent groups for input and send any suggestion to Stacy electronically. She will compile them and send out electronically to the group for review. Necessary edits will be made and finalized at the next meeting.
Committee Evaluation Form Update – J. Smith	James and Stacy are in the process of drafting the committee evaluation form. James will present the draft at the next meeting for review and consideration to adopt the form.
AP2225 Update – G. Fisher	Dr. Fisher briefed the group on the history for the revision of the budget committee, additional edits of AP2225, and the outcome of her discussion in Chancellor's Cabinet with regard to the changes. Dr. Fisher informed the group that is was decided in Chancellor's Cabinet to move forward with the collegial process to add the budget committee to AP2225 first, since the document needs to be reworked in its entirety, as determined by Chancellor's Cabinet. Currently there is no documentation that the Academic Senate has approved the addition of the budget committee structure of AP2225. The purpose of the committee is to drive planning which is based on program review. In an attempt to have clear documentation, Dr. Fisher motioned to approve the recommendation to add the budget committee to AP2225 as presented in the budget committee membership and charge document (attached) presented by Scott to this group on this date. Scott moved to approve the motion, Celia second, all were in favor and the motion carried. Dr. Fisher requested a motion to move the request to change the budget ad-hoc committee to a collegial consultation budget committee by forwarding the recommendation to Academic Senate for consideration and ultimate decision. Celia motioned to approve, Scott second the motion, all were in favor and the motion was carried. Jeremiah will take the proposal to Academic Senate for review and approval to adopt the budget committee into AP2225.
	Dr. Fisher requested the group to go through AP225 with a fine tooth comb in its entirety and bring all notes to the group for discussion and review.

3-Year Program Review Efficacy Rotation – S. Lillard	Sheri reviewed the current process for the 3-year Program Review Efficacy rotation cycle and the proposed 4-year cycle, which Program Review has approved the adoption of, with the group. The proposal includes the expansion of the 3-year review cycle to a 4-year review cycle beginning with spring 2014. In addition to the expansion of the review process, additional changes include: • Request, as an annual update, all programs submit their EMP with the updated narrative and any other relevant information that would be unique to programs. • CTE programs will be on a 2-year mini review cycle to be in compliance with standards. Sheri requested approval of the new rotation from the group. Celia spoke in support of the proposal and pointed out the positive impact of ongoing assessment on SLO's and Accreditation. Discussion ensued with regard to conditions/terms for adding programs to the review cycle and programs which the group felt should be included in the review process such as Marketing and PR, the Student Assistance Program, Grants Development and Management, and Food and Nutrition Program (as part of Culinary Arts) of which Shari agreed to add into the rotation (Student Assistance Program as part of Human Services). Dr. Fisher asked for a motion to approve the proposed 4-year cycle as presented by Sheri as the rotation is amended, Celia motioned to approve, James second the motion, all were in favor and the motion was carried.
Managers Ethics Statements Update – J. Smith	Dr. Fisher reviewed the ethics statements for SBVC Classified Senate, SBVC Faculty, and SBVC Management with the group. Dr. Fisher requested Brandon follow up with the ethics statement for students and bring it to the next meeting. Dr. Fisher asked the group to consider whether the group would like to keep the statements separate or combine them into one global ethics statement for SBVC. Consensus among the group was to keep the ethics statements separate. Jeremiah presented the revised ethics statement for SBVC faculty, the group reviewed and accepted the statement as presented. James will present the managers ethics statement to the managers for review at their September 13th meeting and will follow up with this group thereafter. Because Cassandra is not able to attend today's meeting to reinstate the Classified Senate statement, it will be tabled for review at the next meeting along with the ethics statement for Students. Michelle will check with Colleen to see if CSEA has an ethics statement.

Communication Flow Chart – G. Fisher/C. Huston	Celia took the communication flow chart to Academic Senate who reviewed it, and after lengthy discussion unanimously voted to support it. It will be reviewed and discussed ant the next Accreditation Committee meeting. Celia has since started the manual layout and the Instructional and Core Competency part of the packets will come out in October. Forms will be made available earlier if needed; packets with spreadsheets, archive data, degree/certificate course mapping, and instructions for how to use course mapping to measure programs will be prepared for each department.
Strategic Planning – J. Smith	James informed the group that the Strategic Planning subcommittee will meet to discuss how they will contribute to developing the measurable outcomes for goals and general editing of final document.

Committee Reports:	Dr. Fisher advised the group that they are not obligated to give a committee report at every meeting, only when reports are necessary. If there is an extensive report to be given, Dr. Fisher requested Stacy be notified to add it to the agenda. Professional Development James reported that the new faculty orientations have been done. Next month the new Professional Development Coordinator will start working. James will invite her to Flex Day for lunch to meet some of her new colleagues. Accreditation & SLO's The Accreditation and SLO committee will start review of the sub-standards (Standard IIA) and once complete will go to Instructional Cabinet and Academic Senate for review. Technology Rick informed the group that new hires are not going through the request process for login ID's, phone lines and email creation. He asked the group to remind their departments to fill out the requested paperwork prior to the date of hire for new employees. Rick has also put on the agenda for the manager's meeting. Curriculum Leticia reported that the committee has been working to meet the October 1st deadline so that courses, degrees, and certificate programs submitted are effective in the school catalog for fall 2014. The committee will have their annual Stand-alone training for mandated courses. The committee is also continuing to work on transfer degrees to get them approved. There is a new Title V mandate for repeatable courses, specifically in Arts, Music and PE areas and the committee is working to level out the courses appropriately. Program Review Sheri handed out the Needs Assessment Process with deadlines and instructions which will go out to the area Deans, Department Chairs, and VP's. Ed Millican and Sheri have done a final review and will send the form out tomorrow.
OTHER:	Information Item Dr. Fisher informed the group that as the Environmental Scan is disseminated it will be presented here on a small scale by James. The information is valuable in helping to make future decisions and enables the campus to better serve the population. It will be used as a planning tool for the campus.

San Bernardino Valley College

BUDGET COMMITTEE

Charge

The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial well-being of the college and to operate successfully within our budget. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations.

The Budget Committee serves in all three areas of the College Council's primary functions including Planning, Issue Management, and Communication. Specifically, the Budget Committee develops annual budget assumptions, recommends reserve and contingency funds, identifies discretionary monies, and reviews and develops strategies for funding campus priorities. The Budget Committee reviews and makes recommendations for resolution of emerging budget issues and creates processes for better budget development and management. Throughout the year, the Budget Committee articulates and clarifies the budget development and management process for the campus community, including training, promoting budget awareness, and maintaining the transparency of budget decisions.

Membership

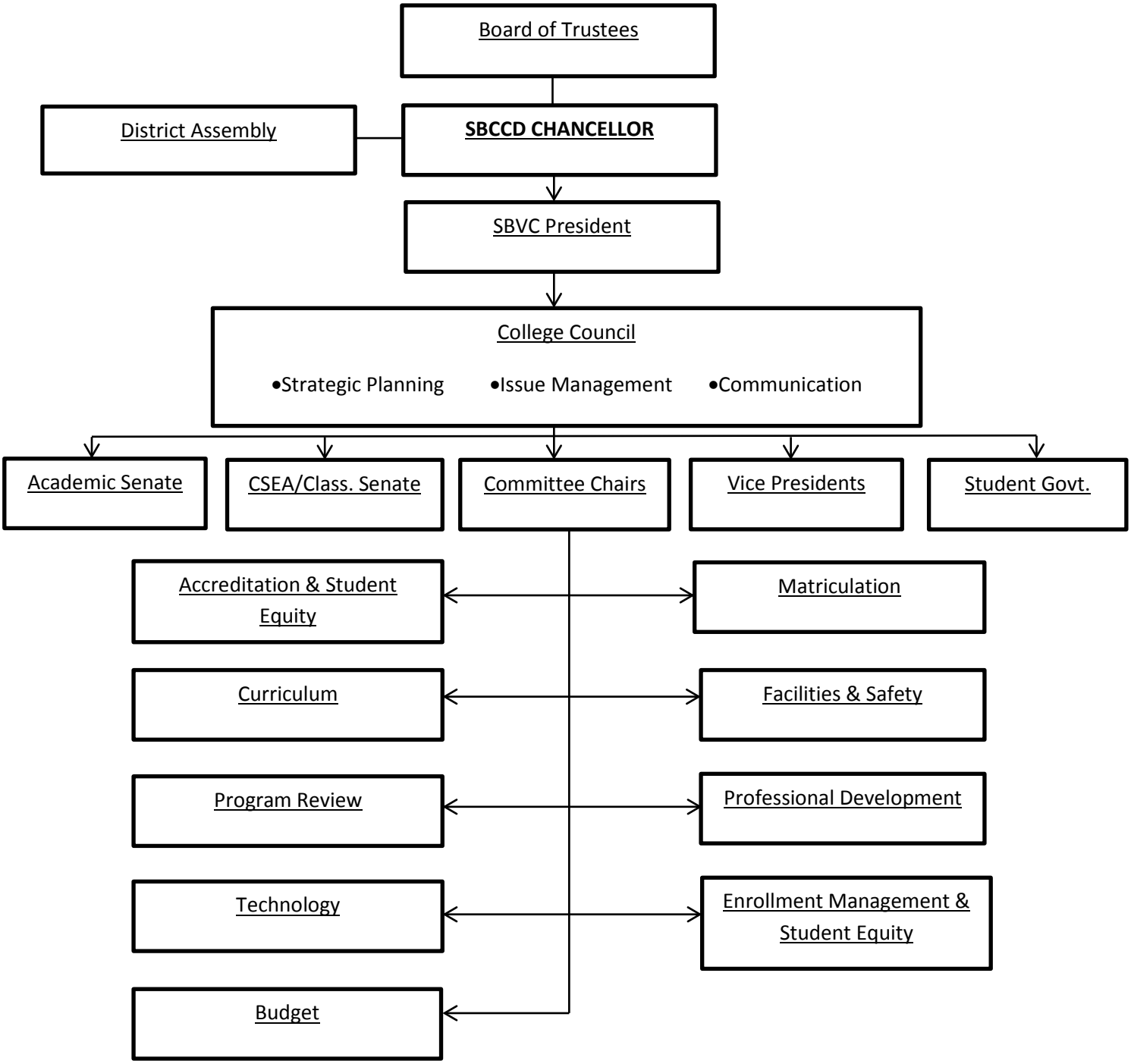
The Budget Committee membership totals eight, including the Vice President of Administrative Services (Chair) representing management, and seven appointed members representing Faculty, Classified Staff, and Associated Student Government, and four members outside of College Council as appointed by, and representing each of the constituencies.

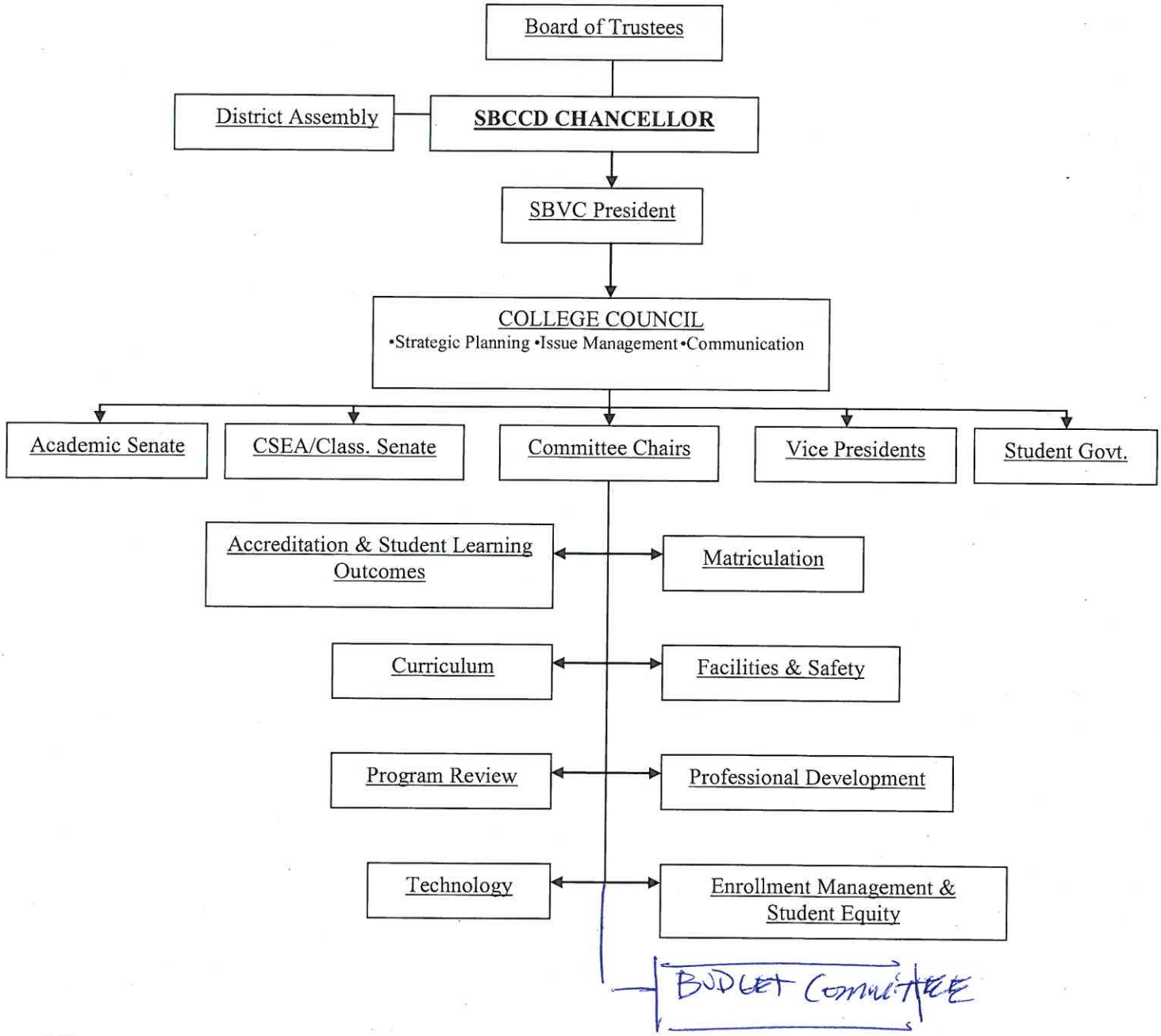
The Code of Ethics of San Bernardino Valley College Classified Senate will be consistent with democratic principles.

The SBVC Classified Senate and its individual members will adhere to the following while conducting Senate business:

- Base decisions on all available facts
- Uphold the majority decision of the Senate
- Work to develop a governance system that is inclusive of all members of the campus community
- Support a campus environment that values the diversity of our campus population
- Recognize that unwelcome attention toward any member of the campus community is not permissible and will not be condoned
- Maintain integrity in all aspects of service
- Advocate the prudent and responsible expenditure of public funds
- Vote our honest convictions despite unwarranted influences

Ratified by Majority Vote on 9/13/2004.


Board of Trustees
District Assembly
SBCCD CHANCELLOR
SBVC President
College Council
•Strategic Planning
•Issue Management
•Communication
Academic Senate
CSEA/Class. Senate
Committee Chairs
Vice Presidents
Student Govt.
Accreditation & Student Equity
Matriculation
Curriculum
Facilities & Safety
Program Review
Professional Development
Technology
Enrollment Management & Student Equity
Budget



COLLEGE COUNCIL

Charge

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college's Educational Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

Faculty Ethics Statement

Agendas & Minutes
Curriculum Committee
Faculty Ethics Statement
Program Review
Resolutions
Senators

San Bernardino Valley College Academic Senate

FACULTY ETHICS STATEMENT

The faculty of San Bernardino Valley College strive to maintain the principles of ethics in our interactions with students, colleagues, the institution, and the community. The following statement of faculty ethics is modeled on the Statement of Professional Ethics of the American Association of University Professors (AAUP), 1987, and the State Academic Senate's paper "Faculty Ethics: Expanding the AAUP Ethics Statement," 1994.

The responsibilities described in this document focus on the ethical values of faculty rather than what is unethical. They present a code of values that faculty can use to assess their professional conduct and to maintain professional standards. These responsibilities are based on integrity, trustworthiness, respect, tolerance, fairness, caring, and citizenship.

We value the following responsibilities:

1. Responsibility to Discipline

- Seek and state truth as we see it
- Develop and improve scholarly competence
- Nourish intellectual curiosity
- Sustain enthusiasm in our field
- Maintain and model professional standards
- Practice intellectual honesty

2. Responsibility to Students

- Encourage intellectual curiosity and the pursuit of learning
- Demonstrate respect for students as individuals
- Respect individual perspectives and contexts
- Demonstrate sensitivity to the educational needs of our diverse student population
- Protect students from exploitation, harassment, or discriminatory treatment
- Adhere to proper roles as intellectual guides and counselors
- Utilize fair and equitable evaluation practices that accurately assess the student's performance
- Respect confidentiality when appropriate
- Attempt to instill an interest in life-long learning
- Protect, promote, and model academic honesty and integrity

- Promote excellent support services and instruction
- Encourage participation in civic responsibilities

3. Responsibility to Colleagues

- Accept our share of faculty responsibilities for the success of our academic programs and the governance of the institution
- Respect and defend the free inquiry of associates
- Show due respect for the opinions and diversity of others through the exchange of constructive criticism and ideas
- Strive to be objective in our professional judgment of colleagues

4. Responsibility to Academic Institution

- Seek above all to be effective educators and scholars
- Respect the stated regulations of San Bernardino Community College District, (provided the regulations do not contravene academic freedom), maintaining our right to criticize and seek revision to improve the regulations of the college
- Avoid creating conflicts of interest in the exercise of multiple professional activities
- Respect our institution by determining the appropriateness of the amount of work done outside the institution
- Create a safe, trusting, non-hostile, and open learning environment

5. Responsibility to Community

- Respect the rights and obligations of others
- Promote conditions for free inquiry and to further public understanding of academic freedom
- Uphold the integrity of SBCCD by identifying statements as one's own and avoiding creating the impression of speaking or acting on behalf of the college when speaking or acting as an individual in a public forum
- Serve as models of lifelong learning to students and local, national and global communities

Conclusion

We commit to abide by these ethical principles in the spirit of collegiality, professionalism, and responsibility. By adhering to these principles we aspire to meet our goals as an institution for educational excellence.

Last Revised: April 3, 2013

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Previous 3-Year Program Efficacy Rotation (continued from 2012-2013)

(Revised 9/11/2013)

2012 – 2013	2013 – 2014	2014 – 2015
SPRING 2013	**SPRING 2014**	**SPRING 2015**
Automotive Technology	Architecture	Accounting
Academic Advancement	Administration of Justice	Acad. Advancement
Accounting (update)	Art	Aeronautics
Admission/Records	Business Administration	Athletics
Biology	Child Development/Education	Campus Technology Services
Bookstore	Communication Studies (Speech)	Chemistry
Cal Works (probation)	Computer Science	Counseling
Campus Business Office	Diesel	Culinary Arts
Child Development Center	Food Services	DSPS
Computer Information Technology	*Food/Nutrition**	Financial Aid
Corrections	*Grants**	Geography/GIS
Criminal Justice/Police/Sheriff	Health Services	Geology/Oceanography/Env. Sci.
Custodial (probation)	Mailroom	Grounds
Economics	Maintenance	History
Electricity/Electronics	Math	Library & Library Computer Lab
English/ESL	Pharmacy Technician	Matriculation
EOPS/Care	*Professional Development**	Modern Languages
Human Services	Refrigeration	Music
Inspection Technology	Research & Planning	Nursing
Library Technology Program	Sociology/Anthropology	Philosophy/Religious Studies
Outreach (conditional update)	*Student Assistance Program**	Physical Education/Health
Psych Tech	Switchboard	Physics/Astronomy/Observatory
Psychology	Welding	Political Science
Real Estate	Work Experience	Reading
RTVF		Theatre Arts/Dance
STAR Program		Water Supply Technology
Student Life		
Student Success Center/Tutoring		
Trucking – Hiatus		Machine Trades – Hiatus
Warehouse – Hiatus		

**First cycle of efficacy review*

Proposed 4-Year Program Efficacy Rotation

(Revised 9/11/2013)

2013 – 2014	2014 – 2015	2015-2016	2016-2017
SPRING 2014	**SPRING 2015**	**SPRING 2016**	**SPRING 2017**
Campus Business Office	Administration of Justice	Aeronautics	Custodial
Academic Advancement (probation)	Architecture	Athletics	Academic Advancement
Admission/Records (probation)	Art	Campus Technology Services	Accounting
Cal Works	Business Administration	Counseling	Automotive Technology
Food Services	Chemistry	Culinary Arts	Biology
Food/Nutrition*	Child Development/Education	DSPS	Bookstore
Mailroom	Communication Studies (Speech)	Financial Aid	Child Development Center
Maintenance	Computer Science	Geology/Oceanography/Env. Sci.	Computer Information Technology
Outreach (probation)	Diesel	Grounds	Corrections
Professional Development*	Geography/GIS	History	Criminal Justice/Police/Sheriff
Research & Planning	Grants*	Library & Library Computer Lab	Economics
STAR Program (probation)	Math	Matriculation	Electricity/Electronics
Student Health Services	Pharmacy Technician	Modern Languages	English/ESL
Switchboard	Physical Education/Health	Music	Human Services
Work Experience	Refrigeration	Nursing	Inspection Technology
Machine Trades	Sociology/Anthropology	Philosophy/Religious Studies	Library Technology Program
Conditional Update:	Student Assistance Program*	Physics/Astronomy/Observatory	Psych Tech
Student Life	Welding	Political Science	Psychology
EOPS/Care		Reading	Real Estate
Student Success Center/Tutoring		Theatre Arts/Dance	RTVF
Criminal Justice/Police/Sheriff		Water Supply Technology	
Child Development Center			

**First time participating in efficacy review*

Considerations:

- *Expanding from 3-yr to 4-yr cycle for full efficacy review.*
- *All programs required to update and submit EMP narrative yearly (in conjunction with what research office already requests…no additional forms); failure to revise narrative prevents participation in Needs Assessment.*
- *CTE programs also required to have a 2-year mini-review.*

San Bernardino Valley College
Management Ethics Statement

As community college administrators, we hold ourselves to high standards of ethical behavior. In doing so, we commit ourselves to upholding the values of trustworthiness, respect, responsibility, fairness, concern, and citizenship, as articulated in the standards below:

Trustworthiness:

1. We communicate with candor, forthrightness and frankness.
2. We follow college and district procedures and policies.
3. We clarify commitments so that all involved have the same understanding of what has been promised.
4. Through our actions and choices, we demonstrate our loyalty to the college, to the students, and to the public we serve.
5. We maintain confidentiality as required by our positions.

Respect:

1. We treat others with courtesy and respect, and expect to be treated in kind by others.
2. We accept individual differences and beliefs, and work to understand the perspectives and values of others.
3. We respect, embrace, and celebrate the diversity of our community.

Responsibility:

1. We finish what we start.
2. We continuously look for ways to do things better.
3. We strive to be reliable, careful, prepared and informed.
4. We neither shift blame for errors nor claim credit for the work of others.
5. We are proactive, recognizing that unethical practices require action.

Fairness:

1. We employ open and impartial processes for gathering and evaluating the information necessary to make decisions.
2. We involve others in the decisions that affect them.
3. We make decisions that do not reflect conflicting personal interests.
4. We voluntarily correct mistakes that are under our scope of control.

Concern:

1. We demonstrate through our behavior that we are genuinely concerned about the success and welfare of others.
2. We show compassion when dealing with the needs of others.
3. We give to others out of a spirit of altruism.

Citizenship:

1. We volunteer to do more than is required of us by our positions in order to make the college a better place for present and future student populations.
2. We are active on campus and in the community.
3. We lead by example.

In carrying out our commitment to ethical behavior, we see ourselves as having the following responsibilities with respect to students, our colleagues, the governing board, our profession, and the community we serve.

With respect to students, we acknowledge our responsibility:

- To assure that students are respected as individuals, as learners, and as independent decision-makers.
- To encourage students to participate in the established shared governance process.
- To maintain our student-centered focus.

With respect to colleagues and staff, we acknowledge our responsibility:

- To develop a climate of trust and mutual support.
- To encourage and maintain open communication.
- To follow established policies and procedures.
- To provide due process.

With respect to the governing board, we acknowledge our responsibility:

- To remain informed of the characteristics, preferences and educational needs of the local community.
- To be sensitive to the diversity of our community.
- To seek feedback and open communication with community groups.

(Based on the ACCA Statement of Ethics and on the Josephson Institute of Ethics' Six Pillars of Character)

Reviewed by the SBVC Palm/ Manager Roundtable, September 2012