

1                                   **SADDLEBACK COLLEGE – ACADEMIC SENATE**

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3                                   **MINUTES**

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5                                   March 4, 2009  
6                                   2:00 p.m. to 4:00 p.m.  
7                                   AGB Conference Room – AGB 107

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9   **1. CALL TO ORDER**

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11   The meeting was called to order at 2:00 pm.

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13   **2. INTRODUCE AND WELCOME GUESTS**

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15   Claire Cesareo Silva, SBS  
16   Patricia Flanigan, Dean of SBS  
17   Penny Skaff, CSSP  
18   Ken Patton, Dean of Business Science

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20   **3. ADOPTION OF AGENDA**

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22   *Carmen Dominguez moved, it was seconded by Carol Ziehm, and approved that the*  
23   *consent calendar be pulled and the agenda be adopted with the following provision in*  
24   *accordance with the Brown Act, the Program and Certificate Revisions and Additions*  
25   *must be added to the agenda and voted on today.*

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27   **4. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

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29   *Dan Walsh moved, it was seconded by Carol Ziehm and affirmed that the minutes from*  
30   *February 18 be approved.*

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32   **5. PUBLIC COMMENTS**

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34   Dan Walsh announced that the Division of Social and Behavioral Sciences is considering  
35   changing its evening course blocks from 4-7pm and 7-10pm to 3-6pm and 6-9pm.

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37   **6. PRESIDENT’S REPORT**

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39   A. Board Meetings/ District/ Chancellor

40                                   The President’s memo was distributed and items covered included:

- 41                                   District Goals  
42                                   ATEP  
43                                   DRAC  
44                                   Climate Survey for Accreditation  
45  
46

47 Teacher of the Year  
48 Gatlin Program  
49 WASC Workshop  
50 Area D Meeting  
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52 **7. ADOPTION OF CONSENT CALENDAR ITEMS**

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54 **8. OLD BUSINESS**

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56 A. Approval of Faculty to Sit on Committees

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58 *The list of Faculty to Sit on Committees was approved.*  
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60 B. Curriculum Committee By-laws

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62 Carmen Dominguez reported that Senators' suggested changes were incorporated  
63 and additional corrections were made.  
64

65 Discussion followed.  
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67 C. DE: Regular Effective Contact

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69 Claire Cesareo Silva, DE Committee Chair, described the proposed policy, which  
70 was drafted with references to Title 5 and Board Policy. A form is already in use  
71 for the curriculum approval process of DE classes that collects information about  
72 the types of contact and the proportion of contact through each mode. The  
73 proposed policy includes best practices for Regular Effective Contact. The 2008  
74 revision of Title 5 says that any mediated course, not just online and not just those  
75 which are at a distance for 51% or more, have these same requirements for  
76 curriculum approval.  
77

78 Discussion followed.  
79

80 The Senate suggested additional refinement of the draft proposal to distinguish  
81 between the elements that are appropriate for a Board Policy and those that are  
82 appropriate to an Administrative Regulation  
83

84 Claire will return with revision and then the policy will be reviewed and shared  
85 with Senators' divisions.  
86

87 D. IE/EPA Update

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89 Claire Cesareo Silva, IE Chair, described projects for the college-wide assessment  
90 effort this semester include:

- 91 • Assess course level SLOs and write additional SLOs for assessment in  
92 the next round.

- A form will be created in CurricUNET for the results and use of results of SLO course level assessment. The forms should be created by this week or next. An online training for the SLO portion of CurricUNET is being developed by Claire through blackboard.
- Deadline for 08-09 course level SLOs is the end of this semester.

Discussion followed:

Faculty Association will be pursuing the workload issues of SLOs. Department Chairs' responsibility for SLOs, which is not an Association issue, is still undefined.

#### E. Accreditation Update

President Cosgrove reported that the process is moving along and the survey is almost ready. It is being reviewed to make sure there are no biased or leading questions and will be finalized soon.

A brief recess occurred.

#### F. Senate Elections

The slate of candidates has been approved and elections will be held in April.

#### G. State Academic Senate Disciplines List Revisions

Senators shared the information with their divisions and returned with recommendations and concerns.

#### H. Approval of Revised Programs from Curriculum

*Miki Mikolajczak moved that the list of revised programs be approved, it was seconded by Carmen Dominguez and passed.*

The revised list will now be sent to the Board of Trustees for approval.

### 9. NEW BUSINESS

#### A. Academic Probation Campaign

Penny Skaff, Counselor, announced a new program of small group workshops to educate students who are on academic probation. They learn about support services so they can get off probation and become more successful. A promotional campaign including flyers, posters and t-shirts has begun this semester. It will be a campus-wide effort to inform students.

139 B. BP Under Consideration—Sustainability & Faculty Reassigned Time and  
140 Stipends  
141 Sustainability  
142 Senators were encouraged to review the proposed policy, especially the  
143 Administrative Regulation and share it with their divisions. Any concerns,  
144 questions or suggestions can be brought to President Cosgrove.  
145  
146 Reassigned Time and Stipends  
147 The Senate will recommend that the BP & AR on this issue be reviewed every 2  
148 years. The additional concern is the delegation of authority to the college  
149 president when the Board of Trustees has restrictions on reassignment.  
150

151 C. Program Review

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153 Claire Cesareo Silva, IE Chair, described proposed changes to the Program  
154 Review process. Revisions emphasize:  
155 • Use of Program Review and annual updates for decisions and  
156 allocations, including technology and equipment requests  
157 • New membership make-up for the Program Review Team and IE  
158 Committee  
159 • New procedures for needs assessment and annual updates  
160 • Electronic submission of the report  
161 • Proposed elimination of presentations to PBC unless there are  
162 questions about the program review, in which case, a presentation  
163 might be requested  
164 • SLOs don't have to be included on the program review since they're  
165 collected elsewhere, but the use of SLOs and assessment results have  
166 to be described.  
167

168 Discussion followed.

169  
170 It was proposed that the effective date for these revisions be fall 2009.  
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172 D. DE: Student Survey

173  
174 Claire Cesareo Silva, DE Chair, shared with the Senate some highlights from Fall  
175 2008 DE Student Survey:  
176 • Comparison with Fall 2007 (when there were severe technical  
177 problems)  
178 • All students in fully online courses were eligible to complete survey;  
179 461 completed it  
180 • Most of our online students also take classes on site. 50% were only  
181 taking one online class. 33.3% said that more than 75% of their load  
182 was taken online.

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- Popularity of online courses is growing. 76% said they'll continue to take online classes (up 10% from 2007). 91% said they'd recommend online classes to their friends (up 6% from 2007).
  - Saddleback website is the most effective marketing tool for online classes.
  - Reasons for taking online: 70% for work schedule
  - 84% said their goal is transfer or a bachelor's degree
  - 46% said online classes were more work, 31% said online is the same amount of work, 10% said it's less work than onsite classes.

193 **10. COMMITTEE REPORTS**

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195 A. Executive

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197 No report.

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199 B. Senate Standing Committee

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201 No report.

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203 C. College, Division & District Committee

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205 No report.

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207 **11. DIVISION REPORTS**

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209 **12. CONSTITUENCY GROUP REPORTS**

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211 A. Faculty Association

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213 No report.

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215 B. Student Government

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217 No report.

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219 C. Classified Staff

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221 No report.

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223 **13. ADJOURNMENT – The meeting was adjourned at 4:10 p.m.**

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225 **HANDOUTS DISTRIBUTED WITH AGENDA**

226 Agenda Item 4.A.1 Minutes from February 18, 2009

227 Agenda Item 6.A.1 Memo to the Senate for March 4, 2009

228 Agenda Item 8.A.1 Approval of Faculty to sit on the Following Committees

- 229 Agenda Item 8.B.1 Curriculum Committee By-Laws
- 230 Agenda Item 8.C.1 Draft BP Regular Effective Contact in Distance Education Courses
- 231 Agenda Item 8.G.1 Disciplines List Revisions
- 232 Agenda Item 8.E.1 WASC Workshop
- 233 Agenda Item 8.H.1 Saddleback College Revised Programs Curriculum Year: 2009-2010
- 234 Agenda Item 9.B.1 Draft BP Sustainability; AR Energy and Sustainability; BP Faculty
- 235 Reassigned Time and Stipends; AR Faculty Reassigned Time and Stipends
- 236 Agenda Item 9.C.1 Saddleback College Program Review Handbook for Instructional
- 237 Programs

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240 **KEYWORDS**

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242 Accreditation

243 Curriculum Committee

244 Distance Education

245 Regular Effective Contact

246 Senate Elections

247 Student Learning Outcomes