SADDLEBACK COLLEGE – ACADEMIC SENATE

MINUTES

August 31, 2014
2:00 p.m. to 4:00 p.m.
President’s Conference Room AGB 106

1. CALL TO ORDER

The meeting was called to order at 2:04 pm.

2. INTRODUCE AND WELCOME GUESTS

Kathy Werle, Juan Avalos, Bob Cosgrove, Jennifer Pakula, Nicole Major, Sergeant Francisco Flores Marrero, Karah Street.

3. ADOPTION OF AGENDA

Don Bowman moved to adopt the agenda. Ana Maria Cobos seconded the motion.

The Academic Senate approved the adoption of the agenda unanimously.

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

Blake Stephens moved to adopt the minutes from the previous meeting. Lesley Lowe seconded the motion.

The Academic Senate approved the adoption of the minutes from the previous meeting unanimously.

5. PUBLIC COMMENTS

Sergeant Francisco Flores Marrero, Mission Viejo United States Army Recruiter, introduced himself and asked for the faculty support in his objective to reach out to the approximately three per cent (3 %) of community college students presently recognized as not ready to transition to a four-year college or university. Sergeant Marrero also offered to come to any classroom and make a five-ten (5-10) minute presentation.
6. PRESIDENT’S REPORT

See notes.

7. ADOPTION OF CONSENT CALENDAR ITEMS

Blake Stephens moved to accept the adoption of consent calendar items. Kim Stankovich seconded the motion.

The Academic Senate voted to accept the adoption of the consent calendar items unanimously.

8. OLD BUSINESS

A. Approval of Faculty to Sit on Committees

Ana Maria Cobos moved to approve the faculty to sit on committees. Jim Repko seconded the motion.

The Academic Senate voted to approve the faculty to sit on committees unanimously.

B. Enrollment Management

Kathy Werle reported that the headcount for 2016 Fall Semester is up over 1400 students (5.7%) from the same time in the 2015 Fall Semester. Saddleback College has added 104 (4.86%) sections, but the estimated FTES is up only 31 (0.43%) from this time last year.

Kathy Werle also stated that she thought it is time to reconvene a workgroup to revisit the block schedule for the 2017 Fall Semester. Anyone is welcome to attend, but divisions are strongly encouraged to send representation. The first meeting will be held on Wednesday, September 14 in the President’s Conference Room immediately following the Academic Senate meeting (about 4pm).

C. Accreditation Update/Self-Study Timeline Review

Juan Avalos announced that there not many changes in the Saddleback College accreditation process since he last reported to the Academic Senate on August 17, 2016.

Juan Avalos stated that all the self-study standards and the two QFEs had been drafted, and that the content writer has begun returning drafts with comments to
the respective co-chairs. Juan Avalos also stated that some of the co-chairs have revised their standards and have placed them on SharePoint for faculty review. Among those on SharePoint are Standard 2.A, Standard 3.B, and that Standard 1.C is close to being uploaded. Additionally, the QFE 2 on metrics is also uploaded on SharePoint.

Both Juan Avalos and Bob Cosgrove explained that they have been working in conjunction with Bob Hartman and Jennifer Klein with the idea of developing a worksheet template that can be attached to the pdf accreditation files so that faculty can make comments and join those comments with support data.

Bob Cosgrove also announced that he, Tony Teng, and Ken Brady are in the process of developing the questions to ask leadership as part of the Standard IV process. The leaders they plan on interviewing are—

SOCCCD Chancellor

Saddleback College President

Saddleback College Academic Senate President

Saddleback College Classified Senate President

Saddleback College Associated Student Government President

Kim d’Arcy announced that the Academic Senate members will soon be part of the active process for accreditation. Kim d’Arcy stated that each member will be given copies of the self-study and they will have a two-week turnaround to review the standards with their respective divisions, garner comments and revisions, and return those comments and revision requests back to the Academic Senate. The schedule is—

Standards I and II and QFE 1 Received September 28, 2016

Returned October 12, 2016

Standards III and IV and QFE 2 Received October 12, 2016

Returned October 26, 2016
D. LMS Formalized Process Proposal

At the last Academic Senate meeting, August 17, 2016, Kim d’Arcy announced that the Online Education Committee’s (OEC) LMS task force has decided that it is probably in the best interest of the Academic Senate if it works this fall on developing proposal models for the Academic Senate to consider in order for the stakeholders to make a better informed decision concerning the question of the college’s LMS platform of the future. The LMS task force is asking the Academic Senate for approval to move forward with its proposed idea to create a decision-making process proposal, which it would present to the Academic Senate in the 2017 spring semester for their considerations.

Dan Walsh moved to accept to approve the LMS formalized process proposal as it is stated in the proposal. Ana Maria Cobos seconded the motion.

The Academic Senate voted to approve the LMS formalized process proposal as it is stated in the proposal unanimously.

E. Chancellor's Search

Kim d'Arcy reviewed with the Academic Senate members her summary of the South Orange County Community College District’s (SOCCCD) timeline for searching for and for hiring a new District Chancellor (RFP #339D) that she presented to the Academic Senate in their August 17, 2016 meeting. At the August 17, 2016 meeting, Kim d’Arcy asked each Academic Senate member to discuss the SOCCCD Chancellor search with their respective divisions and department members and come back to the Academic Senate with any list of attributes their respective constituents would like to see in the new chancellor. (See Handout.)

The Academic Senate presented the following feedback from various divisions:

Fine Arts – The Fine Arts Division would like to see less regulations.

CTE – CTE would like a Chancellor who actively supports CTE as a focal point in Saddleback College educational offerings, and would like the Chancellor’s support with a solid budget for CTE.

Executive – Dan Walsh stated he would like to see a Chancellor who had an actual community college instructional background.

Human Services – Kim Branch-Stewart also stated that her division would like to see a chancellor who had actual educational experience. Kim Branch-Stewart also conveyed a request that the new chancellor be more proactive in his/her
interactions with faculty (roundtable discussions, direct face-to-face meetings with faculty, etc.).

**F. LMS Formalized Process Proposal**

Jennifer Pakula and Nicole Major requested that the Academic Senate consider supporting their Open Education Resources (OER) presentation.

Discussion ensued.

Brenda Plascenia-Carrizosa moved that the Academic Senate support the Open Education Resources (OER) proposal with the changes made to the proposal. Carla Westphal seconded the motion. And it now reads as such:

The Academic Senate of Saddleback College supports faculty considering using high quality, no-cost, accessible textbooks alternatives, known as Open Education Resources (OER), to promote student success by reducing the cost of textbooks and supplies to students.

The Academic Senate voted to approve the Open Education Resources (OER) proposal with the changes made to the proposal unanimously.

**G. Interim Vice President Election**

Kim d'Arcy accepted nominations from the floor for candidates to run for the Saddleback College Academic Senate interim Vice President position. Kim d'Arcy made it clear to the members of the Academic Senate that the position is interim until a permanent Academic Senate vice president can be elected, which by the by-laws must be by October 1.

Don Bowman nominated Scott Fredrickson.

Kim d'Arcy called for a hand vote.

The Academic Senate voted Scott Fredrickson Academic Senate interim Vice President by a vote of--

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9. **NEW BUSINESS**

**A. Permanent Vice President/Associate Faculty Senators Elections**

Kim d'Arcy reviewed the by-laws concerning:

**ARTICLE II: The Composition of the Senate**

Section 3: Associate Faculty

**ARTICLE II.F: Permanent Vice President**

Section 2: Elections

(For details on these, see handouts.)

As the Saddleback College Academic Senate By-Laws require the vice president and the associate faculty senators’ vacancies election to be completed by October 1, Kim d'Arcy presented the Academic Senate members with the following timeline:

- August 31 – Election Announcement (Senate meeting and via email)
- September 05 (by 12:00 pm) -- Call for Names for all positions
- September 07 (by 12:00 pm) -- Candidate statement (posted immediately)
- September 14 (at 12:00 pm) -- Elections Open
- September 28 (at 12:00 pm) -- Elections Closed
- September 28 (2:00 pm forward) -- Election results announced at Academic Senate meeting

**B. Block Scheduling**

Kim d'Arcy and Kathy Werle gave the Academic Senate a review of the block scheduling events that have caused new block scheduling considerations to come to light. Therefore, there will be a new Block Scheduling task force that will convene with an open meeting on September 14, 2016. The meeting will take place in the AGB Conference room and will follow immediately after the Academic Senate meeting beginning at 4:00 pm and running to about 5:00 pm.
Every division and department is strongly urged to send representatives to this task force meeting.

10. COMMITTEE REPORTS

A. Executive

Kim d'Arcy announced that the Online Education Committee is seeking a second coordinator. For a description of the position see the handout. This position will have the following assignment: 3 LHE for fall, 2016, 6 LHE for spring, 2017 and 3 LHE for summer, 2017, based on performance of duties.

If you are interested in this position, please contact the OEC and complete the brief application. An informal interview will be conducted and final candidates will be approved by the Online Education/Distance Education committee members. The application deadline is Thursday, September 8, 2016 at 5:00 pm.

B. Senate Standing Committee

Educational, Planning, and Assessment (EPA) -- Kim Stankovich announced that SLOs are due September 16, 2016. Kim Stankovich also asked the Academic Senate members to remind their respective department and division colleagues to include their SLOs on their syllabi as this is very important for accreditation.

C. College, Division & District Committee

Deidre Cavazzi announced a new fall performance entitled "Bodies and Ink: Celebrating National Banned Books Week through Movement, Music, and Theater. The performances are site-specific performances at the Saddleback College Library and Learning Resource Center on the following dates and at the following times:

September 30 – October 01 and October 07 – October 08 at 7:30 pm
October 02 and October 09 at 2:30 pm

Deidre Cavazzi also announced that she can obtain free tickets for any faculty member who wishes to attend the performance but she would need to receive a request in advance as there is limited seating.
11. REPRESENTATIONAL AREA REPORTS

No report.

12. CONSTITUENCY GROUP REPORTS

A. Faculty Association

Blake Stephens reminded that academic Senate members that the SOCCCD Board of Trustees election is in sixty (60) days and there are five (5) positions on the Board of Trustees that are up for election. Of these, two-to-three seats have candidates opposing one another, while one-to-two seats have candidates running unopposed.

Blake Stephens also urged all faculty members to read the current faculty contract as there is so much valuable information in the contract.

B. Student Government

Rei Kamio announced that her term as ASG Representative was complete and she introduced Jamie Washburn as the new ASG Representative.

C. Classified Staff

No report.

13. ADJOURNMENT – The meeting was adjourned at 3:56 p.m.

HANDOUTS DISTRIBUTED WITH AGENDA

Agenda Item 6.A President’s Report
Agenda Item 8.A Approval of Faculty to Sit on Committees
Agenda Item 8.C Accreditation Self-Study
Agenda Item 8.D LMS Formalized Process Proposal
Agenda Item 8.F Open Education Resources Presentation
Agenda Item 9.A Permanent VP/ Associate Faculty Senator Elections

KEYWORDS