# SADDLEBACK COLLEGE – ACADEMIC SENATE

## MINUTES

February 22, 2017
2:00 p.m. to 4:00 p.m.
President’s Conference Room AGB 106

**Senate Officers:**
- Kim d’Arcy, Psy.D., President
- Charlie Myers, Vice President
- Paula Jacobs, Vice President
- Dan Walsh, Vice President Elect
- Blake Stephens, AIA, Past President
- Ken Brady, Ph.D., Secretary

**Present:**
- Charlie Myers
- Paula Jacobs
- Dan Walsh
- Ken Brady

**Advanced Tech & Applied Science**
- (2)
- Lem Chin
- Arlene Thomas

**Liberal Arts**
- (4)
- Jan Bagwell
- Michelle Duffy
- Bruce Gilman (Spring)
- Catherine Hayter (Fall)

**Math, Science & Engineering**
- (4)
- Sam Abbas (Spring)
- Jason Hole
- Marcelo Pires (Fall)
- Jacob Tracy (Spring)

**Online Educat & Learning Resources**
- (1)
- Ana Maria Cobos

**Social and Behavioral Sciences**
- (4)
- April Cubbage
- Brenda Plascencia-Carrizosa
- Christina Smith
- Erica Vogel
- Caroline Gee (alt)

**Transfer, Career & Special Programs**
- (1)
- Ann Marie Breslin

**Shared Governance Group Representative**
- Craig Connor, Class. Senate Pres.
- Darren England, Class. Senate VP1
- Jamie Washburn, ASG Student Rep

**Visitors and Other Guests**
- Kathy Werle, Karima Feldhus, Bob Cosgrove, Jane Horlings
1. CALL TO ORDER

The meeting was called to order at 2:02 pm.

2. INTRODUCE AND WELCOME GUESTS

Kathy Werle, Karima Feldhus, Bob Cosgrove, Jane Horlings

3. ADOPTION OF AGENDA

Blake Stephens moved that the Academic Senate adopt the agenda. Dan Walsh seconded the motion.

The Academic Senate approved the adoption of the agenda unanimously.

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

Ana Maria Cobos moved that the Academic Senate approve the minutes from the previous meeting. Christopher Paquette seconded the motion.

The Academic Senate voted to approve the minutes from the last meeting unanimously.

5. PUBLIC COMMENTS

Erika Vogel announced that the Department of Anthropology is hosting a colloquium on Wednesday, March 29, 2017 in SSC 212. Erica Vogel stated that the keynote speaker for the colloquium will be Dr. Angela Jenks, who will make the presentation, “For the Betterment of Mankind: Race, Health, and the Legacy of Eugenic Thinking.”

6. PRESIDENT’S REPORT

See notes.

7. ADOPTION OF CONSENT CALENDAR ITEMS

A. CURRICULUM

New and Revised Programs for Academic Year 2017-2018
   (Economics, General Business, Health Information Technology)

Revised Curriculum for Academic Year 2017-2018
   (Mathematics)

Dan Walsh moved that the Academic Senate accept the adoption of the consent calendar items. Blake Stephens 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

Blake Stephens moved to approve the faculty to sit on committees. Dan Walsh seconded the motion.

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

B. Accreditation Update

Bob Cosgrove announced that one member of the Saddleback College Accreditation Visiting Team had dropped out of the visit. She was a member of the Standard III interview team.

Bob Cosgrove announced that it is still unclear which online courses at which the visiting team will be looking. April Cubbage clarified that the visiting team just asked that the visiting team have access to ALL online courses.

Bob Cosgrove stated that Sophie Miller-Gilliland is still uncertain on the final schedule for the accreditation visit as the visiting team is still communicating with Saddleback College.

Finally, Bob Cosgrove announced that the Accreditation Steering Committee has agreed to continue as an active committee beyond the Saddleback College Accreditation visit.

Kim d’Arcy led the Academic Senate members in an informational game developed on Kahoot.it. The group, STUDENTS, won the game.

Kim d’Arcy clarified that the Opening Breakfast was NOT open to everyone; it was limited to the administration and to the Accreditation Steering Committee. But Kim d’Arcy encouraged everyone to attend the other events.

Kim d’Arcy reviewed the format and the importance of the two Open Forums during the Accreditation Visiting Team’s visit.

C. Enrollment Management

Kathy Werle announced that the projected final enrollment for spring includes a small increase over spring 2016. Kathy Werle emphasized that it is critical that Saddleback College build a thoughtful, robust schedule for summer, and identify ways to better market the summer schedule for high school students and university students who reside nearby.
9. NEW BUSINESS

A. Committee One Sheet – Faculty Development/Flex Activities

Jane Horlings, Chair, presented the Professional Development Committee review for Academic Senate approval.

Blake Stephens moved that the Academic Senate accept the Professional Development Committee review with the agreed upon changes. Kim Stankovich seconded the motion.

The Academic Senate voted to approve the Professional Development Committee review with the agreed upon changes unanimously.

B. Title Guided Pathways College-Wide Inquiry Team

Bruce Gilman presented the Academic Senate with an overview of the California Guided Pathways Project. Bruce Gilman explained that the California Guided Pathway Project is designed to substantially increase the number of students who earn a certificate or degree at a California community college. Bruce Gilman further explained that the project is designed to help California community colleges to implement an integrated, institutional-wide approach to student success by creating structured educational experiences that support each student from point of entry to attainment of high-quality postsecondary credentials and careers.

Bruce Gilman and Karima Feldhus stated that the Saddleback College Guided Pathways College-Wide Inquiry Team need individual division and department members involvement to discuss their respective subject areas in relation to the Saddleback College Guided Pathways.

The Saddleback College Guided Pathways College-Wide Inquiry Team will be meeting alternate Wednesdays (before the Academic Senate scheduled meetings) from 1:00 pm to 2:00 pm in the AGB Conference Room.

C. Department Chair Handbook

Kim d’Arcy presented the Academic Senate members with a copy of the Saddleback College Department Chair Handbook. Kim d’Arcy explained that the problems with the handbook are that, first, the handbook, having been published in 2011-2012, is outdated, and, second, this handbook was developed without faculty input.

Dan Walsh explained that the handbook, while it’s content is a 10+1 issue (see Item 9.C.1), was developed without input from the Academic Senate. Dan Walsh continued that while 95% of the handbook is fine, there is approximately 05% that is at odds, especially with regards to division and department divisions of labor.
Scott Fredrickson asked if there was a section on “co-chairs” in the handbook. Dan Walsh agreed that a section on “co-chairs” should be added.

Kim d’Arcy acknowledged that there was some disagreement between the 10+1 areas (see Item 9.C.2) and the Vice President of Instruction when it comes to department chairs authority and division deans rights of assignment. Kim d’Arcy asked the Academic Senate members to take the handbook back to their divisions and to bring comments, concerns, questions, suggestions from their respective divisions to the next scheduled Academic Senate meeting in two weeks.

D. Academic Senate Elections

Kim d’Arcy announced that per the Academic Senate By-Laws (see Item 9.D) it was that time year again for the Academic Senate to begin the election process for its officers for the next academic year.

Per the Academic By-Laws, the scheduling calendar for the Academic Senate Officer elections is as follows:

Candidate names due to the President by March 1
Candidate statements due to the President by March 29
Elections open on April 5 at noon and close on April 19 at noon

10. COMMITTEE REPORTS

A. Executive
No report.

B. Senate Standing Committee
No report.

C. College, Division & District Committee
Dan Walsh announced that the annual South Orange County Community College District Academic Calendar is scheduled for Thursday, March 9, 2017 at Irvine Valley College.
Carrie Danko announced that the Saddleback College requested ‘contract day’ before Thanksgiving in the proposed 2018-2019 Academic Calendar is not acceptable on legal grounds; therefore, the ‘contract day’ has been moved to the Tuesday before final examinations in the fall semester.
April Cubbage announced that the Academic Senate approved voting qualifications for the Saddleback College LMS are now open and can be reached under the evaluation tab on the Faculty Center website.

April Cubbage also announced that at the last meeting on race, gender, and embodiment, the committee voted to change its name to Gender and Sexuality Studies as it better reflects the committee’s role and function.

Ana Maria Cobos announced that the library was hosting the Emeritus Art Show on the third floor of the LRC building.

Ana Maria Cobos announced that the Friends of the Library have set aside $1500 at Barnes and Noble for the library to establish a ‘light reading’ collection.

Ana Maria Cobos announced that the library has made significant progress in digital archiving. *The Lariat* from 1968 through 2016 will be archived by the end of the semester. Additionally, all Saddleback College accreditation reports back to 1969 are now digitally archived.

Ana Maria Cobos announced that mid-morning Mondays, students fill the “Question of the Week” sheet with a variety of replies. This project was launched by Carolyn Seaman.

Discussion ensued.

The Saddleback College Art Gallery is pleased to present works from Saddleback College faculty, past and present. This mixed media exhibition, which features both past and current visual art instructors from Saddleback College, is dedicated to three amazing instructors, who are gone but not forgotten: Richard White, Tom Gaines, and Wayne Horvath. Their works will also be displayed in the exhibition.

The exhibition will be on display from Monday, February 27 through Thursday, March 16, 2017. Gallery hours are Mondays, Wednesdays, Thursdays from noon to 4 pm and Tuesdays from noon to 8 pm. The gallery will also be open on Saturday, March 11 from 10 am to 2 pm. There will be an artists’ reception on Tuesday, February 23 from 5 to 8 pm. Admission is free.

Darren England announced that Saddleback College was part of the pilot program for the California state Common Assessment project. Darren England announced that the Common Assessment pilot tool was ready for implementation. The college had about six (6) weeks to test approximately nine hundred (900) students –450 students in English and 450 in mathematics. Darren England indicated that flyers were being sent to divisions and departments with information on how students could participate in the program. Students who completed the testing could earn $20.00 gift card to Amazon with a maximum of $40.00 in cards --$20.00 for taking the English test and $20.00 for taking the mathematics test. Darren England explained that depending on the test level it took about
twelve-five (25) to forty-five (45) minutes to take the English test and forty-five (45) to ninety (90) minutes to take the mathematics test.

Bruce Gilman asked that any faculty interested in hosting a session during professional development week contact Jane Horlings or himself by April 21, 2017.

Laura Toscano announced that each spring semester, the Counseling and Matriculation departments host Freshman Advantage Friday workshops to welcome incoming freshmen students. These workshops include a half-day orientation where high school seniors and their parents or guardians come for a campus tour, listen to a presentation from a Panel of Experts, and may meet with a counselor to complete their educational plans. Freshman Advantage Fridays start Friday, February 24, 2017.

11. REPRESENTATIONAL AREA REPORTS

No report.

12. CONSTITUENCY GROUP REPORTS

A. Faculty Association

No report.

B. Student Government

Jamie Washburn announced that with the goal of getting more feedback from the student body on their concerns and interest moving forward, the Associated Student Government (ASG) will be holding a “Listening Lunch” on Friday, March 03, 2017 from 11:30 am to 1:00 pm in SSC 211. For more information, see the flyer.

Jamie Washburn announced that the ASG will be holding their annual elections during the third week of March.

C. Classified Staff

Darren England announced that nominations for the Saddleback College Staff Employee of the Year were still open. Darren England explained that there is a link on the website for anyone to nominate a staff member.

Darren England also announced that the annual Classified Staff Development Day this year will be held at Lake Mission Viejo on March 21, 2017.

13. ADJOURNMENT – The meeting was adjourned at 3:33 p.m.
HANDOUTS DISTRIBUTED WITH AGENDA

Agenda Item 4.A Minutes from February 8, 2017
Agenda Item 6.A President’s Report February 20, 2017
Agenda Item 7.A.1 New & Revised Programs for Academic Year 2017-2018 (Economics, General Business, Health Information Technology)
Agenda Item 7.A.2 Revised Curriculum for Academic Year 2017-2018 (Math)
Agenda Item 8.A Approval of Faculty to Sit on Committees dated February 22, 2017
Agenda Item 9.A Flex Committees By-Laws, created August 2016
Agenda Item 9.B California Guided Pathways Project: Creating a pathway to success
Agenda Item 9.C.1 Guidelines for Selecting Department Chair
Agenda Item 9.C.2 Guidelines for Selecting Department Chair – PROPOSAL
Agenda Item 9.D Academic Senate Elections – Dates: upcoming deadlines

Anthropology Department Flyer – A colloquium by Dr. Angela Jenks, “For the Betterment of Mankind”: Race, Health, and the Legacy of Eugenic Thinking

ASG Flyer – Associated Student Government Listening Lunch

KEYWORDS