SADDLEBACK COLLEGE – ACADEMIC SENATE

MINUTES

March 29, 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

Advanced Tech & Applied Science
Lem Chin
Arlene Thomas

Associate Faculty
Dana Jean Smith
Christopher Paquette
Karyn Bower

Econ & Wkforce Dev and Bus Science
Don Bowman
Scott Fredrickson

Counseling Services
Sharon Nussenbaum
Laura Toscano
Lisa Tran

Community Ed, Emeritus Inst & K-12
Lesley Lowe
Annie Gilbert (alt)

Fine Arts & Media Technology
Ryan Even
Tom O’Leary
Kim Stankovich

Health Sciences & Human Services
Kim Branch-Stewart
Jodi Caggiano
Carrie Danko

Kinesiology & Athletics
Deidre Cavazzi
Lindsay Steinriede

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

Math, Science & Engineering
Sam Abbas (Spring)
Jason Hole
Marcelo Pires (Fall)
Jim Repka
Jacob Tracy (Spring)
Karla Westphal (Fall)

Online Educat & Learning Resources
Ana Maria Cobos

Social and Behavioral Sciences
April Cubbage
Brenda Plascencia-Carrizosa
Christina Smith
Erica Vogel

Transfer, Career & Special Programs
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, Barbara Cox, Rob Hartman, Nicole Major
1. **CALL TO ORDER**

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

2. **INTRODUCE AND WELCOME GUESTS**

Kathy Werle, Barbara Cox, Rob Hartman, Nicole Major

3. **ADOPTION OF AGENDA**

Dan Walsh moved that the Academic Senate 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**

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

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

5. **PUBLIC COMMENTS**

Nicole Major announced that the Open Educational Resources (OER) committee will be hosting its first OER Summit, “The Future of Textbook Affordability,” on Friday, April 21, 2017 from 8:30 am to 11:30 am in SSC 212.

Jacob Tracy brought up the honesty and integrity issue of students taking classes, tests, and even entire courses for other students for money. Sam Abbas relayed to the Academic Senate that the mathematics departments at both Saddleback College and Irvine Valley College would like to include photo IDs of students on class rosters as the most viable way to counter this dishonesty.

Barbara Cox announced that the annual Saddleback College Dog Fair will be held Thursday, April 24, 2017 from 7:30 am to 2:00 pm. The annual event is put on by Saddleback College and all proceeds from the event go to benefit South Orange County No-Kill Shelters & Rescues.

Bruce Gilman announced that he and Jane Horlings will be hosting an open conversation on professional development on Friday, April 21, 2017 at 2:00 pm in the LRC Tutoring Center. The conversation will focus on two areas: “What we have for professional development,” and, “Where professional development could head in the future.”
6. PRESIDENT’S REPORT
See Notes.

7. ADOPTION OF CONSENT CALENDAR ITEMS

A. Curriculum:
   Revised Curriculum for AY 2017-2018 (LA Division)

B. Program Review:
   English

Blake Stephens moved that the Academic Senate adopt the consent curriculum calendar items. Ana Maria Cobos seconded the motion.

The Academic Senate adopted the consent curriculum calendar items unanimously.

8. OLD BUSINESS

A. Approval of Faculty to Sit on Committees

Dan Walsh moved that the Academic Senate approve the proposed additions and changes to the Faculty to Sit on Committees. Jim Repka seconded the motion.

The Academic Senate approved the proposed additions and changes to the Faculty to Sit on Committees unanimously.

B. Accreditation Update

Kim d’Arcy opened the informational update by congratulating everyone on doing an exceptional job for accreditation. Kim d’Arcy then explained the two recommendations the Accreditation Visiting Team made for Saddleback College:

- Develop a “…more consistent mechanism so that program reviews are up to date and have action and completion dates.”
- Develop a “…central mechanism for student access to course syllabi and demonstration of SLOs to show student progress.”

Kim d’Arcy said that there would be more on these two recommendations later in the meeting when EPA reports.

C. Enrollment Management

Kathy Werle reported that enrollment to date is up slightly for Spring. Kathy Werle also reported that the second eight week classes started yesterday and summer session
registration begins next week. Kathy Werle announced that administrative services is interested in having college-wide dialog about enrollment.

D. Department Chair Handbook – Chair Selection Process

Dan Walsh requested that this item be tabled.

Blake Stephens moved that the Department Chair Handbook – Chair Selection Process be tabled. Ana Maria Cobos seconded the motion.

The Academic Senate moved to table the Department Chair Handbook – Chair Selection Process unanimously.

E. Election Update

Kim d’Arcy announced that the Academic Senate election ballot would contain the following:

- President Elect
  - Howard Gensler
  - Blake Stephens

- Vice President (2)
  - Scott Fredrickson
  - Bruce Gilman
  - Kim Stankovich

Kim d’Arcy reported that Christopher Paquette had withdrawn his name for consideration as the Academic Senate Secretary.

Kim d’Arcy announced that each candidate had submitted a statement by the allotted time. Kim d’Arcy passed out the candidate statements to the Academic Senate members.

F. Academic Calendar Update

Carrie Danko announced that the Academic Calendar District committee will be presenting two proposed academic calendars for the 2018-2019 academic year to the South Orange County Community College District (SOCCCD) Board of Trustees (BOT) because, although both Saddleback College and Irvine Valley College agreed upon all calendar issues and questions, neither college could agree with the other college on the graduation day and the corresponding last faculty contractual day. Therefore, the District Committee is presenting two calendars to the BOT, one with the Saddleback College graduation date and the corresponding last faculty contractual day and one with the Irvine Valley College graduation date and the corresponding last faculty contractual day.
9. NEW BUSINESS

A. EPA Committee Update

Barbara Cox opened by thanking the Academic Senate for the opportunity to give an EPA Committee update.

In an effort to illustrate just how far EPA had come this year, Barbara Cox announced that of the 1567 courses in TracDat, 1512 courses have SLOs attached. Thus, all but fifty-five (55) courses now have SLOs in their TracDat. This represents 99.47% of the courses in TracDat or 96.6% of all active courses in the CurricUNET inventory. For this effort, Barbara Cox gave kudos to Kim Stankovich, the curriculum specialists, and all the team.

Barbara Cox reported that the EPA Committee is already moving to respond to the Accreditation Visiting Team’s statement that “…to better meet our accreditation standards, Saddleback College needs to—

- Develop a “…more consistent mechanism so that program reviews are up to date and have action and completion dates.”
- Develop a “…central mechanism for student access to course syllabi and demonstration of SLOs to show student progress.”

Specifically,

- The Office of Planning, Research, and Accreditation will be running an automated check to assure that the SLOs in CurricUNET and TracDat match. EPA will follow up with faculty on courses with SLOs that do not match.
- The SLOs in the CORs are considered the “official” SLOs, and faculty should use these on their syllabi.
- Faculty should assess one SLO per course per year the course is taught. They may assess more if they wish to do so.
- Faculty, departments, and divisions planning for disaggregation by student demographics, an item pointed out by the accreditation team, began before the site visit. Saddleback College is now testing an automated process that will extract SLO scores from Blackboard and match them with student demographics, enabling disaggregation. Faculty will need to identify the column in the gradebook (easy) to be used in this process. EPA will need volunteers to do this at the end of this semester.
- The development of web-based entry for Program Reviews continues. EPA will be pilot testing in the next few weeks. Among the advantages will be easy, organized entry and the ability to pull data and report on any given field across
Reviews. This will be very helpful especially for those working on resource allocation decisions. It will also allow refinement of the Program Review review system so that more eyes can be on specific areas of Reviews.

- EPA is creating status reports for program reviews by Division to improve monitoring and encourage completions.
- EPA will post a list of Program Review due dates on the EPA web page and/or SharePoint.

B. SharePoint Site Update

Rob Hartman gave an update on the enhancements to SharePoint.

C. Curriculum Survey Updates

Kim d’Arcy reported that the Curriculum Survey results were complete and available. Kim d’Arcy pointed out two (2) question in particular of interest (for details see the complete report under Agenda Item 9.C). Kim d’Arcy summed up the update by stating that the Academic Senate Executive Team will be meeting with the Curriculum Committee in two weeks.

10. COMMITTEE REPORTS

A. Executive

No report.

B. Senate Standing Committee

No report.

C. College, Division & District Committee

April Cubbage announced that the Women and Gender Studies Advisory will be hosting a Women’s Leadership Forum in SSC 212 on Friday, April 28, 2017 from 8:30 am to 3:30 pm.

Brenda Plascencia-Carrizosa announced that The Committee on Culturally Responsive Teaching and Learning will be holding its next meeting on Wednesday, April 19, 2017 from 2:00 pm to 4:00 pm in LRC 314. The meeting’s topic will be “Constructing a Curriculum with an Eye to Equity.”
April Cubbage announced that on Monday, April 17, 2017, from 12:30 pm to 1:15 pm in SSC 212, the Women and Gender Studies Advisory Committee will be hosting Dr. Michael Messner. Dr. Messner will be talking on "Men Like Me: Vietnam Vets Transition to Peace Activists."

Erica Vogel announced that the Saddleback College Anthropology Department will be holding its Second Annual Regional Anthropology Undergraduate Symposium on Friday, May 5, 2017 from 10:00 am to 2:00 pm. Erica Vogel announced that for the occasion, the symposium organizers are inviting any student from Saddleback College and Irvine Valley College to submit a one hundred (100) word abstract on an anthropological topic for an opportunity to make a ten (10) minutes presentation or to produce an academic poster.

11. REPRESENTATIONAL AREA REPORTS

Ana Maria Cobos announced that on Friday, March 31, 2017 from 1:00 pm to 3:00 pm, the Library will be holding a reception in LRC on the third floor in honor of the Emeritus Institute's annual Spring Extravaganza.

12. CONSTITUENCY GROUP REPORTS

A. Faculty Association

Blake Stephens praised the Associated Student Government (ASG) for its #UseYourVoice four-week presentation.

Blake Stephens announced that the Faculty Association (FA) had sent out a questionnaire to its members in which the FA asked the faculty what pieces of the current contract were the most important to them. The resounding answer to the question was health insurance.

B. Student Government

Jamie Washburn announced that the #UseYourVoice was complete and by all indications had been a positive event.

Jamie Washburn reported that the Associated Student Government (ASG) elections run through tomorrow, Thursday, March 30, 2017.

C. Classified Staff

Darren England reported that Saddleback College had held its annual Classified Staff Day.

Darren England announced that the Classified Employee of the Year is Cora Swanson.
Darren England announced that the state Community College Classified Staff South Region gathering will be held at Saddleback College Friday, March 31, 2017. It is an all-day event.

13. ADJOURNMENT – The meeting was adjourned at 3:40 p.m.

HANDOUTS DISTRIBUTED WITH AGENDA

Agenda Item 4.A Minutes from March 8, 2017
Agenda Item 6.A President’s Report March 27, 2017
Agenda Item 7.A Proposed Curriculum Revisions AY 2017-2018 (LA Division)
Agenda Item 8.A Approval of Faculty to Sit on Committees dated March 29, 2017
Agenda Item 8.D.1 ASCCC Resolution on Selecting Department Chair
Agenda Item 8.D.2 Guidelines for Selecting Department Chair, March 12, 2017
Agenda Item 8.E Candidate Statements – Academic Senate Executive Officers
Agenda Item 8.F Academic Calendar 2018-2019 Draft
Agenda Item 9.B Curriculum Process Survey Results Spring 2017
Flyer: Women’s Leadership Forum Free Event April 28, 2017
Flyer: 2nd Annual Regional Anthropology Undergraduate Symposium May 5, 2017

KEYWORDS