# SADDLEBACK COLLEGE – ACADEMIC SENATE

## MINUTES

**April 12, 2017**

2:00 p.m. to 4:00 p.m.

President’s Conference Room AGB 106

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

### Advanced Tech & Applied Science
- Lem Chin (Present)
- Arlene Thomas (Absent)

### Associate Faculty
- Dana Jean Smith (Absent)
- Christopher Paquette (Absent)
- Karyn Bower (Present)

### Econ & Wkforce Dev and Bus Science
- Don Bowman (Present)
- Scott Fredrickson (Present)

### Counseling Services
- Sharon Nussenbaum (Present)
- Laura Toscano (Absent)
- Lisa Tran (Present)

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

### Fine Arts & Media Technology
- Ryan Even (Present)
- Tom O’Leary (Absent)
- Kim Stankovich (Present)

### Health Sciences & Human Services
- Kim Branch-Stewart (Present)
- Jodi Caggiano (Present)
- Carrie Danko (Present)

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Members Present</th>
<th>Members Absent</th>
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<tbody>
<tr>
<td><strong>Kinesiology &amp; Athletics</strong></td>
<td>2</td>
<td>Deidre Cavazzi (Present)</td>
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<tr>
<td><strong>Liberal Arts</strong></td>
<td>4</td>
<td>Jan Bagwell (Absent), Michelle Duffy (Present), Bruce Gilman (Spring) (Present), Catherine Hayter (Fall) (-----)</td>
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<td><strong>Math, Science &amp; Engineering</strong></td>
<td>4</td>
<td>Sam Abbas (Spring) (Present), Jason Hole (Absent), Marcelo Pires (Fall) (-----), Jim Repka (Present)</td>
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<td><strong>Online Educat &amp; Learning Resources</strong></td>
<td>1</td>
<td>Ana Maria Cobos (Present)</td>
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<td><strong>Social and Behavioral Sciences</strong></td>
<td>4</td>
<td>April Cubbage (Absent), Brenda Plascencia-Carrizosa (Present), Christina Smith (Present), Erica Vogel (Present)</td>
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<tr>
<td><strong>Transfer, Career &amp; Special Programs</strong></td>
<td>1</td>
<td>Ann Marie Breslin (Present)</td>
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<td><strong>Shared Governance Group Representative</strong></td>
<td></td>
<td>Craig Connor, Class. Senate Pres. (Absent), Darren England, Class. Senate VP1 (Absent), Jamie Washburn, ASG Student Rep (Present)</td>
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<tr>
<td><strong>Visitors and Other Guests</strong></td>
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<td>Juan Avalos, Karima Feldhus, Christina Hinkle, Israel Dominguez, Glen Stevenson</td>
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1. **CALL TO ORDER**

   The meeting was called to order at 2:01 pm.

2. **INTRODUCE AND WELCOME GUESTS**

   Juan Avalos, Karima Feldhus, Christina Hinkle, Israel Dominguez, Glen Stevenson

3. **ADOPTION OF AGENDA**

   Blake Stephens moved that the Academic Senate adopt the agenda. Don Bowman 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. Jodi Caggiano seconded the motion.

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

5. **PUBLIC COMMENTS**

   Deidre Cavazzi announced that the annual Saddleback College Dance Department Dance Collective will be held this Thursday, April 20, 2017, through Friday, April 22, 2017 at 7:30 pm in McKinney Theater. Deidre Cavazzi announced that she is offering comp tickets to any members of the Academic Senate as well as to members of the Associated Student Government.

6. **PRESIDENT’S REPORT**

   See notes.

7. **ADOPTION OF CONSENT CALENDAR ITEMS**

   **Curriculum:**

   Proposed Curriculum Revisions for AY 2017-2018 (ATAS, LA, SBS)

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

   The Academic Senate adopted the consent curriculum calendar items unanimously.
8. OLD BUSINESS

A. Approval of Faculty to Sit on Committees

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

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

B. Enrollment Management

As Kathy Werle was not present, there was no Enrollment Management report.

C. Academic Senate Elections Update

Kim d’Arcy reported that the voting in the election of the 2017-2018 Academic Senate officers began last Wednesday, April 05, 2017 at 12:00 pm (i.e., 12:00 noon). Kim d’Arcy announced that the voting window will stay open until next Wednesday, April 19, 2017 at 12:00 pm (i.e., 12:00 noon).

D. BAARC/DRAC Update

Blake Stephens reported that BAARC met last Friday, April 07, 2017. Blake Stephens reported that there seemed to be very good sense of consensus among all members on how money for the 2017-2018 academic year will be allocated.

Dan Walsh reported that there had been a perception that DRAC meetings had been cancelled recently. This was false. Apparently, DRAC had been working on two (2) membership lists. Dan Walsh reported that the problem has been fixed.

Dan Walsh explained DRAC has $225,000,000 to divide between the two colleges. Of this money, $152,000,000 is divided between Saddleback College and Irvine Valley College and $10,000,000 goes to SOCCCD for expenses. This leaves the remaining $63,000,000 for Basic Aid. For a completed breakdown of these monies, refer to Agenda Item 8D.

E. Committee Survey Results

Kim d’Arcy announced that in Saddleback College’s continued effort to comply with accreditation, the Office of Planning, Research and Accreditation (OPRA) has been sending out ‘committee surveys’ to all official members of committees. Kim d’Arcy further explained that Academic Senate members were, in fact, members of the Academic Senate Committee; therefore, she urged that all Academic Senate members fill out the OPRA survey for the Academic Senate Committee.
9. NEW BUSINESS

A. Institutional Review Board (IRB) Announcement

Jennifer Klein announced that Saddleback College is now registered as an Institutional Review Board (IRB). In order to get federal approval, Saddleback College needs to create a five-person membership committee tooverview protocol. Jennifer Klein further explained that one of these membership committee members must be a faculty member. Jennifer Klein asked that anyone interested in sitting on this committee to contact her directly.

B. Completion, Persistence, and Retention Workgroup Report: A Plan to Address the Needs of Underprepared Students at Saddleback College

Bruce Gilman and Christina Hinkle presented the Academic Senate with an overview and an update on the progress of the Completion, Persistence, and Retention Task Force.

C. Proposed Saddleback College Innovation and Entrepreneurship Center Presentation

Israel Dominguez presented the Academic Senate with an overview of a proposed Saddleback College Innovation and Entrepreneurship Center. The proposed Center would be a collaborative effort between Saddleback College and the City of Mission Viejo. In this effort, the City of Mission Viejo would supply Saddleback College with a building at 25725 Jeronimo Road for a nominal fee. Saddleback College, in turn, would use this space to create a unique multi-disciplinary innovation, manufacturing, and entrepreneurial center for the benefit of Saddleback College students and the community where each of the four service offerings - Advanced Manufacturing Program, CCC Innovation Maker Space/Fabrication Laboratory, Business Incubator, and Entrepreneurship and Innovation Learning Center - support one another and create an applied learning opportunity with a STEAM focus.

Israel Dominguez assured the Academic Senate and made it clear that the only Saddleback College money that would be used to create and to maintain this Innovation and Entrepreneurship Center would be Strong Work Force money and any money generated from the Center’s FTES.

10. COMMITTEE REPORTS

A. Executive

Dan Walsh announced that Dr. David Bugay is no longer the Vice Chancellor, Human Resources.
B. Senate Standing Committee

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 “With an Eye to Equity.”

C. College, Division & District Committee

Paula Jacobs reported on the Panning and Budget Steering Committee (PBSC) meeting held on Monday, April 03, 2017. Paula Jacobs reported that PBSC has determined the following:

1. PBSC needs to conduct an annual review of councils, committees, and task forces.
2. The Office of Institutional Effectiveness (OIE) should conduct a survey for that purpose.
3. Need to revise the governance manual and that process should begin with PBSC, then go to the Consultation Committee, then to the President’s executive team.
4. Need to create a way for documenting committee performance. It was noted that PBSC should develop a process, present the process to Consultation Committee. Let Consultation Committee handle the application of the process.
5. Need to include more metrics in the Quality Focus Essay (QFE).
6. Need to address the how to establish evidence that the Saddleback College Mission Statement is being reviewed annually.
7. Announced that college committees will be surveyed the week of Monday, April 10, 2017, through Friday, April 14, 2017.
8. PBSC will provide templates for committee minutes which then can be uploaded to SharePoint.
9. PBSC will review the OPRA ‘PBSC Committee’ survey at its next scheduled meeting. Additionally, the PBSC Committee will also discuss the CRC process at the next scheduled meeting.
10. The next scheduled meeting for PBSC, which was scheduled for Monday, April 17, 2017, has been rescheduled for Thursday, April 20, 2017.

11. REPRESENTATIONAL AREA REPORTS

Don Bowman announced that the annual Saddleback College student sponsored Dog Fair will be taking place on campus on Thursday, April 27, 2017 from 7:30 am through 2:00 pm. There will be drawings and prizes all day. It should be fun. Anyone interested can download the flyer from the Saddleback College web site.
Jim Repka announced that the Mathematics and Science Division will be hosting the third of its three lectures in its Science 2017 Spring Lecture Series in MS 313 at 7:00 pm on Thursday, April 20, 2017. At this lecture, Dr. Stacy Sims, Environmental Exercise Physiology and Senior Research Fellow at University of Waikato, New Zealand, will be presenting her lecture, “Are Nutrition and Hydration Requirements Different for Female and Male Athletes?”

12. CONSTITUENCY GROUP REPORTS

A. Faculty Association

Blake Stephens announced that the faculty association start-up group will hold its inaugural meeting next Monday, April 17, 2017. As a member of this task force, Blake Stephens explained that he is researching inflation and other financial indicators.

Blake Stephens announced that the Faculty Association is also requesting more instructors be willing to wear the green t-shirts at various upcoming meetings.

Discussion ensued.

B. Student Government

Jamie Washburn announced that the Associated Student Government (ASG) will be holding Pancake Breakfast on the Quad on Tuesday, April 18, 2017 from 8:30 am to 11:00 am. The breakfast will cost $1.00 per pancake or $5.00 for all you can eat. The proceeds from the breakfast will be donated to the Saddleback College Student Emergency Relief Fund.

Jamie Washburn also announced that the ASG will be sponsoring “Around the World!” This event affords anyone interested to learn a little more about different countries and cultures through cultural costumes, food, and candy. The event will take place on the Quad on Tuesday, April 25, 2017 from 10:00 am to 2:00 pm.

C. Classified Staff

No report.

13. ADJOURNMENT – The meeting was adjourned at 3:38 p.m.

HANDOUTS DISTRIBUTED WITH AGENDA

Agenda Item 4.A Minutes from March 29, 2017
Agenda Item 6.A President’s Report dated April 11, 2017
Agenda Item 7.A. Proposed Curriculum Revisions AY 2017-2018 (ATAS, LA, SBS)
Agenda Item 8.A Approval of Faculty to Sit on Committees dated April 12, 2017
Agenda Item 8.D.1 Determination of Basic Aid Allocation Amounts FY 2017-2018
Agenda Item 8.D.2 CIC Recommendations to BAARC for FY 2017-2018
Agenda Item 8.D.3 Proposed Basic Aid Funding for Tech Projects for FY 2017-2018
Agenda Item 9.B Completion, Persistence, and Retention Workgroup Report: A Plan to Increase Academic Literacy at Saddleback College
Flyer: Around the World! Travel around to learn about different countries and their cultures!
ASG sponsored, April 25, 2017.
Flyer: ASG Pancake Breakfast, April 18, 2017, proceeds to be donated to Saddleback Student Emergency Relief Fund

KEYWORDS