**SADDLEBACK COLLEGE – ACADEMIC SENATE**

**MINUTES**

**May 10, 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:**
- Deidre Cavazzi
- Lindsay Steinriede
- Jan Bagwell
- Michelle Duffy
- Bruce Gilman (Spring)
- Catherine Hayter (Fall)
- Jennifer Hedgecock

**Absent:**
- Sam Abbas (Spring)
- Jason Hole
- Marcelo Pires (Fall)
- Jim Repka
- Jacob Tracy (Spring)
- Karla Westphal (Fall)

**Advanced Tech & Applied Science**
- Lem Chin
- Arlene Thomas

**Present:**
- 60 Catherine Hayter (Fall)
- 61 Jennifer Hedgecock

**Associate Faculty**
- Dana Jean Smith
- Christopher Paquette
- Karyn Bower

**Present:**
- 62

**Econ & Wkforce Dev and Bus Science**
- Don Bowman
- Scott Fredrickson

**Present:**
- 70

**Counseling Services**
- Sharon Nussenbaum
- Lisa Tran

**Present:**
- 73

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

**Absent:**
- 74

**Fine Arts & Media Technology**
- Ryan Even
- Kim Stankovich

**Present:**
- 83

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

**Present:**
- 89

**Kinesiology & Athletics**
- Deidre Cavazzi
- Lindsay Steinriede

**Liberal Arts**
- Jan Bagwell
- Michelle Duffy
- Bruce Gilman (Spring)

**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
- Caroline Gee (alt)

**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, Juan Avalos, Tod Burnett,
- Karima Feldhus, Wendy Gordon, Alicia Zach,
- June Millovich, Jim Gaston, Karah Street,
- Karla Westphal, Bill Billingsley
1. CALL TO ORDER
The meeting was called to order at 2:04 pm.

2. INTRODUCE AND WELCOME GUESTS
Kathy Werle, Juan Avalos, Tod Burnett, Karima Feldhus, Wendy Gordon, Alicia Zach, June Millovich, Jim Gaston, Karah Street, Karla Westphal, Bill Billingsley

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. Blake Stephens seconded the motion.
The Academic Senate voted to approve the minutes from the last meeting unanimously.

5. PUBLIC COMMENTS
There were no Public Comments.

6. PRESIDENT’S REPORT
See Notes.

7. ADOPTION OF CONSENT CALENDAR ITEMS
Curriculum:

Exhibit 7.A.1
- Prerequisite change for Summer 2017 (MATH 10)

Exhibit 7.A.2
- Prerequisite change for 2017-2018 (PSYC 44)
- Revisions to course program status coding for 2017-2018 to allow for courses to be included in upcoming program revisions
- New course for 2017-2018 (MA 600)

Exhibit 7.A.3
- Proposed new and revised programs for 2017-2018

Exhibit 7.A.4
- Proposed curriculum revision Honors program for 2018-2019
Blake Stephens moved that the Academic Senate adopt the Consent Calendar Items. Jim Repka seconded the motion.

The Academic Senate voted to adopt the Consent Calendar Items unanimously.

8. OLD BUSINESS

A. Approval of Faculty to Sit on Committees

Dan Walsh moved that the Academic Senate approve the faculty to sit on committees. Jodi Caggiano seconded the motion.

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

B. Enrollment Management

Kathy Werle announced that enrollment has held steady since she gave the Academic Senate its last update. Kathy Werle further stated that her office is watching the enrollment for 2017 Summer session.

C. Academic Senate Elections – Update

Dan Walsh announced that since there was no candidate for the Academic Senate Secretary position, by the By-Laws, the Academic Senate would hold a special election in the Fall 2017.

Dan Walsh explained that the special election process would be as follows. The Executive board of the Academic Senate would announce the special election for the position of Secretary at its first regularly scheduled 2017-2018 Academic Senate meeting in the Fall. The Academic Senate would then accept names (accepted nominations) at its second regularly scheduled 2017-2018 Academic Senate meeting in the Fall. The Academic Senate Special Election for the position of Secretary would then follow according to the Academic Senate By-Laws.

D. LMS Vote Results

Kim d’Arcy restated that the faculty had voted to adopt CANVAS as Saddleback College’s LMS.

E. Faculty Development Funding Committee By-Laws (Proposed Revisions)

Wendy Gordon presented the Academic Senate what the Faculty Development Funding Committee believed to be necessary revisions to the Committee’s By-Laws, specifically to their By-Laws’ Appendix A, Funding Guidelines (see Agenda Item 8.E.1, Proposed
Guideline Revisions to Appendix A, Finding Guidelines) and to their By-Laws (see Agenda Item 8.E.2, Proposed By-Laws Revision).

The Academic Senate discussed the proposed word change(s) to the Faculty Development Funding Committee’s By-Laws at length. Bruce Gilman suggested that the Academic Senate delay a vote on this piece of the Committee’s proposed revisions.

Jodi Caggiano moved to accept the Faculty Development Funding Committee’s revisions to Appendix A, Funding Guidelines. April Cubbage seconded the motion.

The Academic Senate voted to approve the changes to the Faculty Development Funding Committee’s By-Laws Revisions with the following vote:

YEAs: 32
NAYs: 01
Abs: 00

F. Waitlist Update

Karla Westphal presented the Academic Senate with the question of applying a waitlist CAP or NO CAP to course offerings on the class schedule. Karla Westphal explained that instructors have the ability to write a note to perspective students and to link their notes to the DETAIL page of their courses. Karla Westphal further explained that instructors also have the capacity to email students just on their courses’ waitlists.

The Academic Senate accepted the idea of NO CAP on the waitlists.

Jim Gaston asked the members of the Academic Senate to submit ideas for the course waitlist to the Design Team in time for their future meeting in the Fall.

9. NEW BUSINESS

A. Curriculum Committee Proposed By-Laws

June Millovich presented the Academic Senate with copies of Curriculum Committee By-Laws, Draft Revision May 10, 2017. June Millovich explained the rationale behind the Curriculum Committee’s need to rewrite the Committee’s By-Laws. Among the more pressing needs for revisions, updates and changes are—

- Compliance with Title V
- Roles and Responsibilities of the Curriculum Chair update
- Voting Membership Body update
- Meeting Procedures update
- Approval Procedures changes
B. WGSAC Committee One-Sheet Presentation

April Cubbage presented the Academic Senate with the WGSAC Committee One-Sheet review for Academic Senate approval. For details, see Agenda Item 9.B.1.

Ann Marie Breslin moved to accept the WGSAC Committee One-Sheet Review. Jodi Caggiano seconded the motion.

The Academic Senate voted to approve the WGSAC Committee One-Sheet Review unanimously.

C. Acknowledgement of Dr. Tod Burnett

The Academic Senate Executive Board, under the leadership of Kim d’Arcy, acknowledged Dr. Tod Burnett’s outstanding leadership during his nine-year tenure as President of Saddleback College and as a token of their appreciation presented Dr. Tod Burnett with a gift.

Kim d’Arcy also presented Jeanise Bartiromo with a gift as the Academic Senate acknowledged her excellent service to the Academic Senate.

Again, on behalf of the Academic Senate Executive Board, Blake Stephens and Dan Walsh presented Kim d’Arcy with a gift for her outstanding leadership as President of the Academic Senate during the 2016-2017 academic year.

10. COMMITTEE REPORTS

A. Executive

No report.

B. Senate Standing Committee

No report.

C. College, Division & District Committee

No report.

11. REPRESENTATIONAL AREA REPORTS

No report.
12. CONSTITUENCY GROUP REPORTS

A. Faculty Association

No report.

B. Student Government

Jamie Washburn thanked the members of the Academic Senate for making this past year as the Saddleback College Associated Student Government (ASG) Representative a positive experience.

C. Classified Staff

Darren England announced that the Classified Senate was holding open nominations for all executive positions except that of President. If anyone wants to nominate someone, they simply email Craig Connor.

13. ADJOURNMENT – The meeting was adjourned at 4:00 p.m.

HANDOUTS DISTRIBUTED WITH AGENDA

Agenda Item 4.A Minutes from April 26, 2017
Agenda Item 6.A President’s Report dated May 10, 2017
Agenda Item 7.A.1 Proposed Curriculum Revisions AY 2016-2017, Summer 2017 (Math 10)
Agenda Item 7.A.2 Proposed Curriculum Revisions AY 2017-2018 (FAMT, HSHS, KNES, SBS)
Agenda Item 7.A.3 New and Revised Programs AY 2017-2018
Agenda Item 7.A.4 Proposed Curriculum Revisions AY 2018-2019 (Honors)
Agenda Item 8.A Approval of Faculty to Sit on Committees dated May 10, 2017
Agenda Item 8.E.1 Faculty Development Funding Committee Proposed Guidelines Revision
Agenda Item 8.E.2 Faculty Development Funding Committee Proposed By-Laws Revisions
Agenda Item 9.B.1 Women’s and Gender Studies Advisory Committee One-Sheet
Agenda Item 9.B.2 Women’s and Gender Studies Advisory Committee By-Laws

KEYWORDS