SADDLEBACK COLLEGE – ACADEMIC SENATE

MINUTES

September 6, 2017
2:00 p.m. to 4:00 p.m.
President’s Conference Room AGB 106

Senate Officers:
Dan Walsh, President Present
Bruce Gilman, Ph.D., Vice President Present
Kim Stankovich, Vice President Present
Blake Stephens, AIA, President Elect Present
Vacant, Past President Absent
Vacant, Secretary Absent

Advanced Tech & Applied Science (2)
Vacant Absent

Associate Faculty
Dana Jean Smith Present
Karyn Bower Present

Econ & Wkforce Dev and Bus Science (2)
Don Bowman Present
Scott Fredrickson Present

Counseling Services (2)
Maryam Azary Present
Laura Toscano (alt) Absent
Lisa Tran Present

Community Ed, Emeritus Inst & K-12 (1)
Jill Ibbotson Present

Fine Arts & Media Technology (3)
Ryan Even Absent
Heidi Ochoa Present
Laura Haight (alt) Present

Health Sciences & Human Services (3)
Kim Branch-Stewart Present
Jodi Caggiano Present
Carrie Danko Present

Kinesiology & Athletics (2)
Deidre Cavazzi Present
Lindsay Steinriede Present

Liberal Arts (4)
Michelle Duffy Present
Jennifer Hedgecock Absent
Femia Scarfone Absent

Math, Science & Engineering (4)
Ed Haley Present
Jason Hole Present
Jonathan Luque (Fall) Present
Jim Repka Present
Jacob Tracy (Spring) Absent

Online Educat & Learning Resources (1)
Jenny Langrell Present

Social and Behavioral Sciences (4)
Brenda Plascencia-Carrizosa Present
Christina Smith Absent
Erica Vogel Present
Caroline Gee (alt) Present
Justin Huft (alt) Present

Student Equity & Special Programs (1)
Ann Marie Breslin Present

Shared Governance Group Representative
Craig Connor, Class. Senate Pres. Absent
Darren England, Class. Senate VP1 Present
Maya Fransz-Myers, ASG Stud. Rep Present

Visitors and Other Guests
Denise Whittaker, Kathy Werle, Juan Avalos,
John Jaramillo, Terence Nelson, Ken Lee,
Rebecca Knapp, Aimee Tran
1. CALL TO ORDER

The meeting was called to order at 2:00 pm

2. INTRODUCE AND WELCOME GUESTS

Denise Whittaker, Kathy Werle, Juan Avalos, John Jaramillo, Terence Nelson, Ken Lee, Rebecca Knapp, Aimee Tran

3. ADOPTION OF AGENDA

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

The Academic Senate approved the adoption of the agenda unanimously.

4. ADOPTION OF MINUTES

Carrie Danko moved the adoption of the minutes. Jodi Caggiano seconded the motion.

The Academic Senate voted to approve the minutes unanimously.

5. PUBLIC COMMENTS

None

6. PRESIDENT’S REPORT

(See President’s Report, Agenda Item 6.A-6.A.1)

7. ADOPTION OF CONSENT CALENDAR ITEMS

(See Agenda Item 7.A)

A. Kimberly Stankovich moved that the Academic Senate adopt the Consent Calendar Items. Jodi Caggiano seconded the motion.

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

8. OLD BUSINESS

A. Approval of Faculty to Sit on Committees

Dan Walsh expresses concerns about both the older manual and experimental online (SurveyMonkey) process used to collect faculty committee interests. Hoping faculty
members will independently manage their own committee membership, as some faculty
discovered that they are overcommitted to multiple committees.

Questions by faculty were asked and answered about the dissemination of committee
membership interest to chairs and deans, the deletion of the Tenure Review Committee
from Committee list, and the assignment of committees that have a set number of
members needed to serve to meet compliance. In regards, to the documentation of Tenure
Review Committees, Dan Walsh communicated that tracking Tenure Review Committee
(TRC) members can be challenging and that TRCs are documented and governed by
faculty and deans effectively, making additional documentation by the Academic Senate
Executives unnecessary.

Academic Senate attendees forwarded adds, deletions, and edits to Jeanise Bartiromo to
revise Saddleback College Academic Senate Approval of Faculty to Sit on Committees
(Agenda Item 8.A).

Bruce Gilman announced that the Faculty Hiring Prioritization Committee will be
meeting on September 11th and 18th to evaluate and score hiring prioritization
submissions. The committee needs full-time faculty members to represent each division.
These faculty members should be prepared to evaluate and score paperwork in one week.
The first meeting will be held from 2-3 pm in BGS 244. The second meeting will be held
from 2-4 pm in BGS 244.

Deidre motioned to approve the Saddleback College Academic Senate Approval of
Faculty to Sit on Committees (Agenda Item 8.A), amending attendees’ suggestions for
adds, deletions, and edits. Jodi Caggiano seconded.

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

B. Enrollment Management

Kathy Werle reported that Saddleback College plans to offer 36.5 FTES this summer for
residents. Saddleback College received funding to support additional international
students. She communicated concerns about low enrollments, section reductions, and
recruitment efforts. She also recommended that faculty and administration focus on
Student Success Rates and Retention Rates as evaluative metrics, as Course Fill rates are
more difficult in this climate to achieve.

C. Academic Senate Elections-Secretary and PT Faculty Senators

Dan Walsh offers the names of Academic Senate Secretary and PT Faculty electees (see
Agenda Item 8.C). He also offers clarification about the voting process and compensation
(or lack thereof) for PT Faculty Senators. He promises to send an election announcement
to the campus community as soon as possible, as elections are now open for voter
participation.
D. Faculty Development Funding Committee By-Laws (Projects)

Dan Walsh elicits feedback about the Faculty Development Funding process and forms (see Agenda Item 8.D) from faculty. He recommends that the existing form be separated into two forms; one that requires the faculty to describe their desired project and another to identify their funding needs. He also promotes that faculty continue to apply for projects, even if their desired project does not seem to accurately fit the requirements of the existing Faculty Development form. The Faculty Development Funding Committee will acknowledge the existing forms efficacy (or lack thereof) in their decision-making process.

E. Notation Changes to Class Schedule: Class Schedule to be amended to allow individual departments to elect showing only: ‘Seat Available’ or ‘Seats Available with the number of seats.’ Also Class Schedule to no longer show Cancelled classes.

Blake Stephens reports agreements made by the Academic Senate subgroup last Wednesday. The subgroup prepared a motion to “allow individual departments to elect showing only ‘Seat Available’ or ‘Seats Available with the number of seats’” and to “delete all canceled classes from the Class Schedule” to boost enrollments and reduce student confusion.

Michelle Duffy and Blake Stephens answers Don Bowman’s question about student refunds and communications with students after classes are canceled.

Dan Walsh answers Kim Branch-Stewart questions about scheduling logistics.

Erica Vogel makes a motion to adopt both Notation Changes to Class Schedule motions. Lindsay Steinriede seconds the motion.

The Academic Senate voted to approve Notation Changes to Class Schedule motions unanimously.

9. NEW BUSINESS

A. None

10. COMMITTEE REPORTS

A. Executive

B. College/Senate Committees

Kimberly Stankovich reports that the State Chancellor is navigating a curriculum software update, which may impact and/delay new course and program changes and approvals. The Saddleback College Curriculum Lead Team (CLT) and Curriculum Committee (CC) will continue to process all courses using the same May 31st deadline.
and local-level approval procedures, while waiting for the organization of the State-level approval process to formalize. Additionally, the 6th edition of the Program and Course Approval Handbook (PCAH) has been released and is now in effect. The CLT will be revising all college forms to align with the 6th edition of the PCAH and cautions faculty when creating new courses or programs, as approval requirements are in the process of changing.

Brenda Plascencia-Carrizosa reports on behalf of the Culturally Responsive Teaching & Learning Committee. The committee is hosting “Black Minds Matter” events on the following Mondays from 4:30-5:30 in BGS 253: 10/23, 10/30, 11/6, 11/13, 11/20, 11/27, 12/4 and 12/11. In addition, Committee Meetings are held on 2nd and 4th Tuesdays from 1:30-3:00 in BGS 135: 9/26, 10/10, 10/24, 11/14, 11/28 and 12/12.

Kimberly Stankovich reminds faculty that Student Learning Outcome (SLO) results are due on Friday, September 15th. Faculty should input one SLO result for every course taught during the 2016-17 academic year into TracDat.

Carrie Danko confirmed that the 18-19 Academic Calendar has been approved and posted.

11. REPRESENTATIONAL AREA REPORTS

Brenda Plascencia-Carrizosa reports that the Child Development program is undergoing NAEYC accreditation. The accrediting agency will be on campus from October 15th-18th.

12. CONSITUENCY GROUP REPORTS

A. Faculty Association

Blake Stephens reports that he is the CTE representative on the Faculty Association and welcomes feedback from both CTE and non-CTE faculty to forward to the association during Monday meetings.

B. Student Government

Associated Student Government (ASG) Representative, Maya Fransz-Myers, reflects on the fundraising successes of the ASG Pancake Breakfast benefiting the Student Relief Fund held on April 18th, 2017. She announces that ASG will be hosting Blood Drive on September 26-28th. Additionally, she states that the newly appointed ASG Environment and Sustainability Officer is establishing bylaws, welcomes input by faculty, staff, and administration, and plans on attending the following Academic Senate meeting with an update.

C. Classified Staff

N/A
13. ADJOURNMENT

Dan Walsh adjourned meeting at 305.

HANDBOTS DISTRIBUTED WITH AGENDA

Agenda Item 4.A Minutes from August 23, 2017
Agenda Item 6.A President’s Report dated September 6, 2017
Agenda Item 6.A.1 Saddleback College Academic Senate Resolution to Create a More Supportive Role for District Services in Instructional Areas of the College (ver4)
Agenda Item 8.A Approval of Faculty to Sit on Committees dated September 6, 2017
Agenda Item 8.C Academic Senate Special Election – List of Candidates for Secretary and PT Faculty Senator
Agenda Item 8.D Sabbatical Proposal (review/adopt for Faculty Development Funding of “Projects”)
Agenda Item 8.D Faculty Development Funding Request (current form)

HANDBOTS DISTRIBUTED VIA EMAIL

Agenda Item 7.A.1 Revised Programs (Kinesiology AA corrected to remove deleted course) AY 2017-2018
Agenda Item 7.A.2 New and Revised Programs AY 2017-2018 & 2018-2019
Agenda Item 7.A.3 Revised Courses AY 2018-2019
Agenda Item 7.A.4 OE Consent Courses

KEYWORDS