SADDLEBACK COLLEGE – ACADEMIC SENATE

MINUTES

October 22, 2014
2:00 p.m. to 4:00 p.m.
President’s Conference Room AGB 106

Senate Officers:

Dan Walsh, President               Absent
Kim d’Arcy, Psy.D., Vice President  Present
Charlie Myers, Vice President       Present
Blake Stephens, AIA, President Elect Present

Senators:

Advanced Tech & Applied Science (2) 55
Suzanne Hewitt                      Absent
Arlene Thomas                       Absent

Associate Faculty (4) 59

Business Science and Econ & Wkfc Dev (2) 62
Don Bowman                          Present
Scott Fredrickson                    Absent

Counseling Services (2) 66
Sharon Nussenbaum                   Present
Penny Skaff                         Present

Emeritus Institute (1) 70
Larissa Roostee (Fall)              Present

Fine Arts & Media Technology (3) 73
Ryan Even (Spring)                  -------
Veronica Obermeyer (Fall)           Present
Tom O’Leary                         Absent
Kim Stankovich                      Present

Health Sciences & Human Services (3) 79
Kim Branch-Stewart                  Absent
Pat McGinley                        Present
Diane Pestolesi                     Present

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

Liberal Arts                         (4)
Michelle Duffy                       Present
Bruce Gilman                         Present
Shellie Ochi                         Present

Math, Science & Engineering           (4)
Shannon Alfaro                      Absent
Sumaya McCleave                     Present
Jeanne Smith                        Present
Steve Teh                           Present

Online Educat & Learning Resources (1)
Ana Maria Cobos                      Present

Social and Behavioral Sciences      (3)
Howard Gensler                       Present
June Mollovich                      Absent
Christina Smith                     Absent

Transfer, Career & Special Programs (1)
Georgina Guy                         Present

Shared Governance Group Representative
Dennis Stachelski, Classified Senate Absent
Lydia Natoolo, ASG                   Present

Visitors and Other Guests
Kathy Werle; Carrie Danko
1. **CALL TO ORDER**

In the absence of Dan Walsh, Academic Senate President, Blake Stephens, President Elect, ran the Academic Senate meeting for October 22, 2014.

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

2. **INTRODUCE AND WELCOME GUESTS**

Kathy Werle; Carrie Danko; Larissa Roostee; Juan Avalos; Bob Cosgrove; Brett Myhren; Sharon Taylor, Lariat.

3. **ADOPTION OF AGENDA**

Ana Maria Cobos moved to adopt the agenda. Don Bowman seconded the motion.

The Senate approved the motion unanimously.

4. **ADOPTION OF MINUTES FROM PREVIOUS MEETING**

Ana Maria Cobos moved to approve the Minutes from the previous meeting.

Georgina Guy seconded the motion.

The Senate approved the motion unanimously.

5. **PUBLIC COMMENTS**

A. Kathy Werle acknowledged that it was acceptable to switch the full-time faculty position in Health and Human Services from Medical Assistant to Health Information Technology. She explained that a replacement position was within its given Division and not linked solely or necessarily to one position.

B. Carrie Danko asked if she could fill the empty Saddleback representative slot on the District Calendar Committee. She explained that the position is currently open. The item was sent to Jeanise Bartiromo in order for her to place it under Item 8A, Approval of Faculty to Sit on Committees.

C. Ana Maria Cobos expressed concern that we as a collegial community are learning from the “Chaos” that ensued during the water main break evacuation and the Great California Shake Out. Ana Maria’s concerns stem largely from the lack of any organized or sustained communication before and during each of these episodes.
126 Water Main Break – Ana Maria Cobos expressed concern over the lack of accurate and timely communications during this emergency.

129 Great California Shake Out – Ana Maria Cobos expressed concern with the planners and facilitators of the emergency drill as the library never received any advanced warning communique. She was further frustrated with the process when the alarms in the library failed to go off at the appropriate time (or at all).

134 D. Georgina Guy gave everyone a heads up on the fact that Campus Police lately is actively looking for speedsters on the Saddleback College streets and roads.

138 E. Deidre Cavazzi expressed concern that the college website may be giving out the wrong information about the beginning of the Spring Semester. Apparently, the website announces that 2015 Spring Semester classes begin on January 20, 2015. However, the website goes on to announce that the Friday and Saturday classes for 2015 Spring Semester begin on January 16, 2015.

144 F. Howard Gensler asked if anyone besides him had yet to receive his or her Spring 2015 schedule? He stated that his schedule for the 2015 Spring Semester is posted on-line, but he has yet to receive his 2015 Spring Semester schedule himself.

150 6. PRESIDENT’S REPORT

151 Blake Stephens, President Elect, read the President’s Report in his absence.

154 See attachment.

157 7. ADOPTION OF CONSENT CALENDAR ITEMS

159 A. Program Review for Approval

161 Rapid Digital Manufacturing

163 Kim Stankovich moved to accept the Rapid Digital Manufacturing Program Review. Georgina Guy seconded the motion.

165 The Senate approved the motion unanimously.
8. OLD BUSINESS

A. Approval of Faculty to Sit on Committees

There was one spelling error noted.

Georgina Guy moved to accept the Approval of Faculty to Sit on Committees. Ana Maria Cobos seconded the motion.

The Senate approved the motion unanimously.

B. Curriculum

Blake Stephens suggested that because June Millovich was absent, that the Academic Senate carry over the Curriculum Committee’s report to the next Academic Senate meeting.

Georgina Guy moved to accept Blake Stephens’ suggestion. Ana Maria Cobos seconded the motion.

The Senate approved the motion unanimously.

C. Strategic Plan/PBSC

Charlie Myers reported that the committee wants to redo the committee membership because it currently is District heavy.

Kim d’Arcy reported that the concern surrounding the question of how one committee can simply eliminate objectives of goals in the action plan without consulting with the other committees involved in the process has been corrected and should not happen again.

Kim d’Arcy reported that all requested changes to the goals, objectives, or steps of the Action Plan have to be submitted no later than November 4, 2014. The committee’s goal is to complete the Action Plan by November 11, 2014.

Kim d’Arcy also reported that there has also been some discussion on the PBSC on the membership makeup of the committee. Specifically, Classified Staff would like one more representative on the committee. Classified Staff currently have two representatives. There have been some solutions proposed.
D. Board Policies and Administrative Regulations

Blake Stephens suggested that because Dan Walsh was absent, that the Academic Senate carry over the Board Policies and Administrative Regulations’ report to the next Academic Senate meeting.

Jeanne Smith moved to accept Blake Stephens’ suggestion. Howard Gensler seconded the motion.

The Senate approved the motion unanimously.

E. Enrollment

Kathy Werle gave an update on the 2014-2015 enrollment figures. She informed the Academic Senate of various marketing, scheduling, and allocating ideas she is working with in the hopes of solving the enrollment problem for the year.

Discussion ensued.

F. Accreditation Update

Bob Cosgrove and Juan Avalos gave a detailed update on the ACCJC Training session held at Mira Costa College on October 15, 2014. Bob gleaned the salient features of the new process for the Academic Senate members to garner. Most of the information they shared centered on the new 2014 Study (i.e., the seven (7) year cycle with the two (2) year correction period) that ACCJC is in the process of finalizing and subsequently implementing. Juan explained how the new system, while relying on data as in the past, would focus more on the analysis of data.

G. EPA Update

Kim Stankovich reported that the EPA representatives returned from the ACCJC workshop satisfied that EPA was well prepared for Standards mainly because of the work that Saddleback College has already done on this matter.

Kim Stankovich acknowledged that some PRs and SLOs are past due. She noted that because of this, EPA is always looking for ideas to make the process easier.

Kim Stankovich also noted that the EPA is working diligently to ensure and to maintain uniformity between PRs and Resource Allocation.

And finally, Kim Stankovich reported that the collaborative effort between the EPA and the EWD is going well. Both groups are putting a concerted effort into the standardized implementation of data in the PRs for CTE.
9. NEW BUSINESS

A. Academic Senate By-Laws

Howard Gensler presented an overview on his drafting a new version of the Academic Senate By-Laws. He explained his reasoning for the need for updates to the current By-Laws, for the need for changes to the By-Laws, and for what he believed to be a need for the Academic Senate to peruse the draft and, subsequently, to offer feedback on the draft, item-by-item, even line-by-line.

Howard also expressed his strong frustration that the By-Laws draft was not included in the Academic Senate Agenda packet. It was noted that the oversight was due to some degree to the fact that Dan Walsh was called away and could not be in attendance, and thus he was not present to ensure the completeness of the Agenda packet.

Members of the Academic Senate offered a variety of alternatives to the dilemma. In the end, it was decided that Jeanise Bartiromo would email the Howard Gensler’s By-Laws draft to all Academic Senate members.

On several occasions, Howard Gensler did try to make motions, but each time he was informed that this item was an “Information Only” item and, therefore, the Academic Senate could not entertain any motion on the item.

B. Faculty Center for Student Success

Brett Myhren gave a concise presentation on the faculty and its function in the Faculty Center for Student Success (FCSS). Brett explained that the functions of the five (5) faculty members currently working in the FCSS are threefold:

1. To help people teach better;
2. To work with fellow faculty in complete confidentiality;
3. To offer incredibly good coffee and snacks.

10. COMMITTEE REPORTS

A. Executive

Blake Stephens and Ken Brady reported that they came away from the ACCJC Training with the impression that the three ACCJC facilitators were not in alignment. Both suggested that this might be due, in large part, to the fact that the new 2014 Study is still developing and they have not had time to work within it.
B. Senate Standing Committee

There was no Senate Standing Committee report.

C. College, Division & District Committee

There were no College, Division, or District committee reports.

11. REPRESENTATIONAL AREA REPORTS

A. Counseling Services

Penny Skaff disbursed to the Academic Senate members three (3) handouts.

1. Matriculation Card – The file size Matriculation Card is a very thorough yet concise double-sided card that explains in outline form:
   - Who IS Required to Matriculate at Saddleback College; and
   - Who IS NOT Required to Matriculate at Saddleback College.

2. Student Success Mentors – With the implementation of the Student Success Act, the Saddleback College Student Success Committee has trained several students as mentors. If requested, these mentors can come to a classroom and make a ten (10) minute presentation on—
   - My Academic Plan (MAP) requirements
   - Comprehensive Educational Plan (CP) and avoiding a hold
   - Appointment scheduling and monthly MAP workshops

3. Penny Skaff also handed out a Freshman Advantage Program flyer. The flyer highlights the advantages of local high school seniors attending Saddleback College in the 2015 Fall Semester.

12. CONSTITUENCY GROUP REPORTS

A. Faculty Association

There was no report from the Faculty Association.
B. Student Government

Lydia Natoolo reported because the funds are needed, the Student Government would like to see the faculty and staff pay the same $80.00 per year parking fee as the students do.

Natoolo asked for an update on the No Smoking regulation. Specifically, the Student Government would like to know when it will be implemented.

Lydia announced that the Student Government would be beginning its annual Turkey Drive (i.e., Food Drive) come November. All canned, boxed, and non-perishable food is welcome.

Lydia Natoolo also announced the Student Government sponsored Dance for Cancer, which will be held on campus next week.

C. Classified Staff

There was no report from the Classified Staff.

13. ADJOURNMENT – The meeting was adjourned at 3:43 p.m.

HANDOUTS DISTRIBUTED WITH AGENDA

Agenda Item 4.A Minutes from September 24, 2014
Agenda Item 6.A President’s Report dated October 22, 2014
Agenda Item 6.A.1 ASCCC Table of Contents for Resolutions Handbook & Program and Course Approval Handbook
Agenda Item 8.A Approval of Faculty to Sit on Committees, October 22, 2014
Agenda Item 8.D.1 BP 4011.1 – Recruitment: Full-Time Faculty
Agenda Item 8.D.2 AR 2150 – Smoke Free District
Agenda Item 8.D.3 BP 5505 – Grade Grievance Policy
Agenda Item 8.D.4 AR 5505 – Grade Grievance Policy

HANDOUTS DISTRIBUTED VIA EMAIL FOLLOWING THE MEETING

Agenda Item 9.A Academic Senate Bylaws Draft, prepared by Howard Gensler

KEYWORDS