SADDLEBACK COLLEGE – ACADEMIC SENATE

MINUTES

March 4, 2009
2:00 p.m. to 4:00 p.m.
AGB Conference Room – AGB 107

1. CALL TO ORDER

The meeting was called to order at 2:00 pm.

2. INTRODUCE AND WELCOME GUESTS

Claire Cesareo Silva, SBS
Patricia Flanigan, Dean of SBS
Penny Skaff, CSSP
Ken Patton, Dean of Business Science

3. ADOPTION OF AGENDA

Carmen Dominguez moved, it was seconded by Carol Ziehm, and approved that the consent calendar be pulled and the agenda be adopted with the following provision in accordance with the Brown Act, the Program and Certificate Revisions and Additions must be added to the agenda and voted on today.

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

Dan Walsh moved, it was seconded by Carol Ziehm and affirmed that the minutes from February 18 be approved.

5. PUBLIC COMMENTS

Dan Walsh announced that the Division of Social and Behavioral Sciences is considering changing its evening course blocks from 4-7pm and 7-10pm to 3-6pm and 6-9pm.

6. PRESIDENT’S REPORT

A. Board Meetings/ District/ Chancellor

The President’s memo was distributed and items covered included:

District Goals
ATEP
DRAC
Climate Survey for Accreditation
7. ADOPTION OF CONSENT CALENDAR ITEMS

8. OLD BUSINESS

A. Approval of Faculty to Sit on Committees

The list of Faculty to Sit on Committees was approved.

B. Curriculum Committee By-laws

Carmen Dominguez reported that Senators’ suggested changes were incorporated and additional corrections were made.

Discussion followed.

C. DE: Regular Effective Contact

Claire Cesareo Silva, DE Committee Chair, described the proposed policy, which was drafted with references to Title 5 and Board Policy. A form is already in use for the curriculum approval process of DE classes that collects information about the types of contact and the proportion of contact through each mode. The proposed policy includes best practices for Regular Effective Contact. The 2008 revision of Title 5 says that any mediated course, not just online and not just those which are at a distance for 51% or more, have these same requirements for curriculum approval.

Discussion followed.

The Senate suggested additional refinement of the draft proposal to distinguish between the elements that are appropriate for a Board Policy and those that are appropriate to an Administrative Regulation

Claire will return with revision and then the policy will be reviewed and shared with Senators’ divisions.

D. IE/EPA Update

Claire Cesareo Silva, IE Chair, described projects for the college-wide assessment effort this semester include:

- Assess course level SLOs and write additional SLOs for assessment in the next round.
• A form will be created in CurricUNET for the results and use of results of SLO course level assessment. The forms should be created by this week or next. An online training for the SLO portion of CurricUNET is being developed by Claire through blackboard.
• Deadline for 08-09 course level SLOs is the end of this semester.

Discussion followed:

Faculty Association will be pursuing the workload issues of SLOs. Department Chairs' responsibility for SLOs, which is not an Association issue, is still undefined.

E. Accreditation Update

President Cosgrove reported that the process is moving along and the survey is almost ready. It is being reviewed to make sure there are no biased or leading questions and will be finalized soon.

A brief recess occurred.

F. Senate Elections

The slate of candidates has been approved and elections will be held in April.

G. State Academic Senate Disciplines List Revisions

Senators shared the information with their divisions and returned with recommendations and concerns.

H. Approval of Revised Programs from Curriculum

*Miki Mikolajczak moved that the list of revised programs be approved, it was seconded by Carmen Dominguez and passed.*

The revised list will now be sent to the Board of Trustees for approval.

9. NEW BUSINESS

A. Academic Probation Campaign

Penny Skaff, Counselor, announced a new program of small group workshops to educate students who are on academic probation. They learn about support services so they can get off probation and become more successful. A promotional campaign including flyers, posters and t-shirts has begun this semester. It will be a campus-wide effort to inform students.
B. BP Under Consideration—Sustainability & Faculty Reassigned Time and Stipends

Sustainability

Senators were encouraged to review the proposed policy, especially the Administrative Regulation and share it with their divisions. Any concerns, questions or suggestions can be brought to President Cosgrove.

Reassigned Time and Stipends

The Senate will recommend that the BP & AR on this issue be reviewed every 2 years. The additional concern is the delegation of authority to the college president when the Board of Trustees has restrictions on reassignment.

C. Program Review

Claire Cesareo Silva, IE Chair, described proposed changes to the Program Review process. Revisions emphasize:

• Use of Program Review and annual updates for decisions and allocations, including technology and equipment requests
• New membership make-up for the Program Review Team and IE Committee
• New procedures for needs assessment and annual updates
• Electronic submission of the report
• Proposed elimination of presentations to PBC unless there are questions about the program review, in which case, a presentation might be requested
• SLOs don't have to be included on the program review since they're collected elsewhere, but the use of SLOs and assessment results have to be described.

Discussion followed.

It was proposed that the effective date for these revisions be fall 2009.

D. DE: Student Survey

Claire Cesareo Silva, DE Chair, shared with the Senate some highlights from Fall 2008 DE Student Survey:

• Comparison with Fall 2007 (when there were severe technical problems)
• All students in fully online courses were eligible to complete survey; 461 completed it
• Most of our online students also take classes on site. 50% were only taking one online class. 33.3% said that more than 75% of their load was taken online.
• Popularity of online courses is growing. 76% said they'll continue to take online classes (up 10% from 2007). 91% said they'd recommend online classes to their friends (up 6% from 2007).
• Saddleback website is the most effective marketing tool for online classes.
• Reasons for taking online: 70% for work schedule
• 84% said their goal is transfer or a bachelor's degree
• 46% said online classes were more work, 31% said online is the same amount of work, 10% said it's less work than onsite classes.

10. COMMITTEE REPORTS

A. Executive
No report.
B. Senate Standing Committee
No report.
C. College, Division & District Committee
No report.

11. DIVISION REPORTS

12. CONSTITUENCY GROUP REPORTS

A. Faculty Association
No report.
B. Student Government
No report.
C. Classified Staff
No report.

13. ADJOURNMENT – The meeting was adjourned at 4:10 p.m.

HANDOUTS DISTRIBUTED WITH AGENDA
Agenda Item 4.A.1 Minutes from February 18, 2009
Agenda Item 6.A.1 Memo to the Senate for March 4, 2009
Agenda Item 8.A.1 Approval of Faculty to sit on the Following Committees
Agenda Item 8.B.1 Curriculum Committee By-Laws
Agenda Item 8.C.1 Draft BP Regular Effective Contact in Distance Education Courses
Agenda Item 8.G.1 Disciplines List Revisions
Agenda Item 8.E.1 WASC Workshop
Agenda Item 8.H.1 Saddleback College Revised Programs Curriculum Year: 2009-2010
Agenda Item 9.B.1 Draft BP Sustainability; AR Energy and Sustainability; BP Faculty
Reassigned Time and Stipends; AR Faculty Reassigned Time and Stipends
Agenda Item 9.C.1 Saddleback College Program Review Handbook for Instructional
Programs

KEYWORDS

Accreditation
Curriculum Committee
Distance Education
Regular Effective Contact
Senate Elections
Student Learning Outcomes