

SHARED CONSULTATION COUNCIL
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, March 23, 2011 3:00 – 4:00pm Room L238S

SWC Mission Statement

Southwestern Community College District serves a diverse community of students by providing a wide range of dynamic and high quality educational programs and comprehensive student services.

Membership

Denise Whittaker, Co-Chair, Interim Sup./President	Corey Breininger, Bus., Professional & Tech. Ed.
Angelina Stuart, Co-Chair, Academic Senate President	Vacant, Continuing Ed., Economic & Workforce Dev.
Mark Meadows, VP for Academic Affairs	Scott Finn, Counseling & Personal Development
Robert Temple, VP for Business & Financial Affairs	Jennifer Harper, Health, Exercise & Athletics
Michael Kerns, VP for Human Resources	Randy Beach (for Leslie Yoder), Language & Literature
Angelica Suarez, VP for Student Affairs	Karen Cliffe (for Lukas Buehler), MSE
Manuel Lopez, ASO President	Vacant, Social Sciences & Humanities
Victoria Lopez*, Presiding Chair, Council of Chairs	Diane Gustafson, Instructional Support Services
Trish Axsom, Academic Affairs at Large	Terry Davis, SCCDAA Rep.
Irma Alvarez, Center Rep., (HEC, SY, OM, NC)	Andy MacNeill, SCEA Rep.
Bea Zamora-Aguilar, Student Services at Large	Bruce MacNintch, CSEA Rep.
Eric Maag, Arts & Communications	Patti Blevins, Confidential Rep.
Mink Stavenga, IPRC Co-Chair / AOC Co-Chair	Debbie Trujillo, Classified Administrator Rep.
Linda Hensley, IPRC Co-chair	Patricia Flores-Charter, SLO Coordinator
Ron Vess, AOC Co-Chair	Linda Gilstrap*, Director Office/ Research & Planning
Recorder: Rosalva Garcia	Mary Wylie, Strategic Planning Consultant

* non voting members

AGENDA

Quorum = ___

AB 1725 Authority

AB 1725 assigns a major role to the Academic Senate in the development of policies and procedures dealing with academic and professional matters. Applicable to SCC, the areas required for consultation are:

<ol style="list-style-type: none"> 1. Curriculum. 2. Degree and certificate requirements. 3. Grading policies. 4. Educational program development. 5. Standards of policies regarding student preparation/success. 6. District and college governance structures, as related to faculty roles. 	<ol style="list-style-type: none"> 7. Processes for institutional planning and budget development 8. Faculty roles and involvement in accreditation processes, including self-study and annual reports. 9. Policies for faculty professional development activities. 10. Processes for program review. <p>+ 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.</p>
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AGENDA ITEM	PRESENTER/S	DECISION
1. Call to Order /Approval of Agenda	Co-Chair Stuart	
2. Approval of the Minutes, 03/09/11	Co-Chairs: Whittaker/ Stuart	
3. <u>BUSINESS ITEMS</u> (* = 10 + 1 items)		
I. Strategic Planning Update		
A. Strategic Planning: <ul style="list-style-type: none"> • 2010-2012 Strategic Planning Action Plans • Technology Plan Integration • Summer Session(s) • Summer Meeting Schedule • Strategic Planning Calendar • Strategic Planning & Where's Technology • Strategic Priorities: WkGr 4 	Co-Chairs Whittaker/Stuart	Action items & Updates
B. How to Deal with Prioritization	Co-Chairs Whittaker/Stuart	Discussion

C. SCC Organizational Chart <ul style="list-style-type: none"> • SCC Membership • CSEA request • Safety Representative on SCC 	Co-Chairs Whittaker/Stuart	Action / Handout
D. Student Success Needs: <ul style="list-style-type: none"> • SCC Response • Pantry • Emergency Funds 	Co-Chairs Whittaker/Stuart	
E. Accreditation: Update <ul style="list-style-type: none"> • April 11 – Visit • ACCJC Letter • Summit II - March 24 	Stavenga Co-Chairs Whittaker/Stuart	Discussion item Handout
F. Budget Committee Update:	Co-Chairs Temple/MacNeill	Information
G. Enrollment Management	Stavenga & V. Lopez	Information
H. Enrollment PR (Per Enrollment Management Plan) <ul style="list-style-type: none"> • Facebook Guidelines 	Co-Chairs Whittaker/Stuart	
H. FTES	Co-Chairs Whittaker/Stuart	
E. Naming of the Library	Co-Chairs Whittaker/Stuart	
II. Policy/Procedures Development		
A. Human Resources Report	Kerns/Whittaker	
B. Student News Media & Journalism Publications Policy & Procedures	Co-chair Stuart	Replaces Policy 6063: Academic Senate approved Policy needs to go to GB Procedures require SCC approval.
III. Issue Management		
A. Comprehensive Emergency Management Program Development	Temple	
B. College Police Campus Relations	Co-Chairs Whittaker/ Stuart	Discussion
C. Smoking in No Smoking Areas	Co-Chairs Whittaker/ Stuart	Action
D. Parking Issues Follow-Up	Kerns Whittaker	Action
E. Constituency Feedback: Establish College Song: Branscomb's <i>Phoenix</i>	Co-Chair Stuart	Action
IV. Campus Communication		
A. Fox News	Whittaker	Information
B. Japan Tragedy	Whittaker	
V. TQM Debriefing		
<ul style="list-style-type: none"> • Any comments? • Items for future agendas? 	Co-Chairs Whittaker/ Stuart	
<u>Pending Items</u> <ul style="list-style-type: none"> • April 13 - Prioritization 	Co-Chair	

Approved by Co-Chairs
Approved by SCC on _____
DW:AES:RG

<ul style="list-style-type: none">Status of Rifle Request / Emergency Plan Efforts	Whittaker	
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Summary/Adjournment

Next SCC meeting: **Wednesday, March 30, 2011**

Student News Media and Journalism Publications

Reference: U. S. Constitution, Education Code Sections Title 5 §55200

The Southwestern College Governing Board encourages all Journalism students to participate in news media activities, including the student newspaper. Southwestern College News Media students, faculty and administration agree to the following news media procedures:

Faculty News Media Advisor Procedures:

1. The District acknowledges the Advisor's co-curricular work with students and shall support appropriate reassigned time and stipend to the position comparable to other state and national programs, per contract language. This reassigned time is to support the demanding and time intensive role of the News Media Faculty Advisor.
2. The role of the Student Media Faculty Advisor is to teach the students the fundamentals of newspaper production, the basics of media law and the ethical standards of the profession, including the Society of Professional Journalists Code of Ethics.
3. Faculty Advisor(s) of campus journalism publications shall keep the school dean informed of all awards, commendations and other accomplishments of the program to enable the district to recognize and honor student journalists who achieve notable accomplishments during their studies at Southwestern College and celebrate alumni as they attain success in their field.
4. The cognizant Dean of the School of Arts and Communication will advocate for, protect and defend the college Journalism program from undue influence, intimidation, retribution of any kind by other district administrators or governing board members.
5. The faculty advisor, based on his/her training and experience, shall be responsible for the selection of the program service providers, such as the newspaper printer, website host, and other budgetary and structural decisions that will present themselves as the industry continues to change and evolve. The faculty advisor shall consult with the school dean and provide the dean with the necessary standards in selection of service providers. The selection process will be consistent with College District's budgetary policies and requirements. As the Student Media Faculty Adviser must ensure that the service provider offers a positive learning environment for the students of the journalism program, these curricular matters must meet curriculum standards to meet the academic needs of students, as required by the mission and vision statement of the college to support student success. Faculty Adviser will adhere to reasonable budget

Student News Media and Journalism Publications

and purchasing procedures that are in line with the college mission and vision, and support student achievement.

Newspaper Publication and News Media Operational Procedures:

1. Contribution to the campus newspaper is open to any student in good standing enrolled in a Southwestern College Journalism class.
2. The Southwestern Community College District shall fund a minimum of 14 editions of the campus newspaper per year. This will meet the requirements of national student journalism organizations as well as the required 176 contact hours per the course outline. The District will also fund associated educational costs including but not limited to conference attendance, field trips, competitions, supplies, technology and maintenance of facilities to support student success, as the budget allows, in alignment with school budget priorities.
3. Journalism students of the newspaper Editorial Board, defined herein as the section editors and management positions of the campus newspaper and its associated publications, will make editorial decisions regarding news media including but not limited to budgeting of stories, editing, page layout, photography, graphics and other editorial elements, based on professional journalism industry standards and the Society of Professional Journalists Code of Ethics. Student editors are empowered to make editorial and advertising decisions free of interference and retribution by District administration and/or censorship by the faculty adviser.
4. The Student News Media and Journalism Publications Advisor shall be responsible for operational decisions on print and electronic publications, including printing and other expenditures, in consultation with the school dean. These decisions shall be based on academic program review needs, cost effectiveness, service to students, quality and the service provider's willingness to participate in and support the learning process of Journalism students.
5. Newspapers shall be made available in hard copy to the college community and the public at several preselected sites both on campus as well as off campus chosen by the Editorial Board.
6. Newspapers shall also be made easily accessible in electronic form to the college community and the public by ensuring that they are posted in a timely fashion on the home page of the SWC website.

Student News Media and Journalism Publications**Journalism Grievance Procedures**

In order to provide a way for students, faculty, administrators and community members to protest or clarify items that are published regarding statements made, actions taken and or beliefs held, there shall be a journalism grievance procedure.

Definition of a Grievance: A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

Grievance Proceedings:

- Grievant must contact the newspaper's faculty adviser about their issue.
- Grievant must request a correction and/or retraction if published information is incorrect.
- Grievant may write a Letter to the Editor expressing their point of view about the grievance.
- News Media Faculty Adviser will brief the dean on serious grievances.
- Other grievances must adhere to the District student grievance process.

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**News Media & Student Journalism Publications
Journalism Policy**

Reference: U. S. Constitution, Education Code Sections Title 5 §55200

Philosophy

America's founders recognized the seminal importance of free speech and an ~~unfettered~~ free press. Journalism is specifically protected by the Constitution of the United States of America. Freedom of expression is guaranteed under the First Amendment to the Constitution of the United States. By law, all U.S. college media retain the same rights as those extended to professional news media.

The Southwestern College Governing Board protects freedom of expression and promotes the ideals of freedom of the press by thus establishing this policy for college news media. College news media are defined as any news/feature publications issued under the name of the District, funded by the District, and produced by students as an integral part of instruction in the Journalism program. These include, but are not limited to, student newspaper and magazine reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.

College news media, as laboratory publications of the Journalism curriculum, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire Southwestern Community College District community by reporting the news, including District-sponsored events and activities, providing a forum for comment and criticism, and encouraging free expression. College news media are crucial in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall be granted editorial freedom by the Southwestern Community College District in order to maintain their integrity as vehicles for free inquiry and free expression in the community. The editorial freedom of the college media is a Constitutional guarantee and must not be abridged. Because of this and as per California law, college media faculty advisers are guaranteed freedom from retaliation or harassment for content of student publications.

The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. A student Editorial Board comprised of members of the newspaper staff shall be the executive body of the college newspaper. As provided by appropriate state and federal court decisions ~~and statutes~~, materials created by students are free from prior restraint by virtue of the First Amendment to the United States Constitution.

District recognizes Southwestern College student newspaper as an integral ~~and accredited~~ part of the Southwestern College curriculum. Funding should ensure that all students are

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Journalism Policy

able to participate in a meaningful educational experience and have the opportunity to have their work published, based on merit. Students ~~will be supported and protected from undue influence, retaliation or coercion in the form of fiscal constraints or attempts to sanction-be free from administrative or board attempts to freeze, suspend or reduce the journalism budget in retaliation~~ for published content, or content in development.

The Southwestern College campus newspaper is a First Amendment Forum and public forum publication. This policy is hereby adopted so as to encourage a responsible exercise of such freedoms and to guarantee their protection.

Policy 6063: STUDENT NEWSPAPER POLICY

Reference: ~~— Title 5, Sections 55761-55765~~

- A. ~~Policies and procedures for the Southwestern newspaper, Sun, are based on the following considerations:~~
- ~~1. The constitution of the United States of America is the law of the land.~~
 - ~~2. The college newspaper is a newspaper printed in the United State of America and therefore subject to all rights and restrictions under the constitution.~~
 - ~~3. College newspaper personnel will be guided by the following code of ethics:~~

~~The College newspaper will attempt to live up to the code of the American Society of Newspaper Editors as follows: The primary function of a newspaper is to communicate to the human race what its members do, feel, think. Journalism, therefore, demands of its practitioners the widest range of intelligence, of knowledge, and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter.~~

~~To the end of finding some means of codifying sound practice and just aspirations of American Journalism, the canons of good~~

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Journalism Policy

journalism as adopted by the American Society of Newspaper Editors will be followed.

~~B. **Advisor.** The college shall appoint a faculty member as Advisor to the newspaper. The responsibilities of the Advisor are as follows:~~

- ~~1. Serve as ex-officio member of the Student Publications Board.~~
- ~~2. Serve as instructor of Journalism 200-1-2, Campus Newspaper Production, providing expertise in principles and methods of copy reading, page layout, staff organization, headline writing, photo-journalism, and any other matters related to newspaper production.~~
- ~~3. Advise College newspaper staff regarding any question of content makeup, and any other matters relations to newspaper production.~~
- ~~4. Conduct weekly staff meetings to critique the college newspaper as published to suggest improvements.~~
- ~~5. Consult with each staff writer weekly to provide feedback on writing quality, and to offer suggestions for improvement.~~
- ~~6. The Advisor shall have authority and responsibility to challenge, prior to printing, any article containing matter which is not protected under the free speech clause of the First Amendment to the Constitution, such as libel, obscenity, invasions of privacy, and certain types of inflammatory matter which is likely to cause riots, disorder, and disruption of the educational process. The Advisor shall have the final right of decision after review of the article in question with the student Editor-in-Chief and the newspaper staff. This is to be construed to only pertain to words and word usage and does not give the Advisor the authority to determine content or editorial policy of the college newspaper. A challenge to the Advisor's direction concerning words or word usage must be submitted in writing to the Student Publications Board for a hearing.~~
- ~~7. At least three (3) weeks prior to the end of each semester the Advisor will advertise that applications for the position of Editor-in-Chief of the newspaper are being accepted. All applications will be submitted to the newspaper staff. The Advisor will present the name of the person~~

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~~chosen by the staff for the position of Editor-in-Chief to the Student Publications Board for confirmation.~~

~~C. **Editor-in-Chief.** Prior to the end of each semester, an Editor-in-Chief will be elected by the members of the newspaper staff, and confirmed by the Student Publications Board. The responsibilities of the Editor-in-Chief are as follows:~~

- ~~1. Organization of the newspaper staff, and assignment of duties to sub-editors, news reporters, editorial and opinion writers, photographers, circulation workers, and business manager.~~
- ~~2. Weekly production of the college newspaper, insuring that the newspaper, insuring that the newspaper meets editorial standards and college newspaper policy.~~
- ~~3. Prepare budgets as requested.~~
- ~~4. Prepare printing specifications and submit to college Business Office. Final selection of a printer will be in accordance with standard college procedure for all bids, with the concurrence of the Business Office, Newspaper Advisor, and Editor-in-Chief.~~
- ~~5. Promote or demote staff members as deemed appropriate.~~

~~D. **Newspaper Staff.** The newspaper staff will consist of all students enrolled in Journalism 200 1-2, College Newspaper Production. The staff will be responsible for the following:~~

- ~~1. Prior to the end of each semester, elect an Editor-in-Chief for the following semester.~~
- ~~2. Carry out assignments made Editor-in-Chief.~~

~~E. **Student Publications Board.** The Student Publications Board will consist of seven (7) members appointed as follows: one administrator appointed by the Superintendent/President; two faculty members appointed by the Chairperson of the Academic Senate with the concurrence of the Academic Senate (the Senate Chairperson will designate one faculty member as Chairperson of the Board); two students appointed by the A.S.O. President with the concurrence~~

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~~of the A.S.O. Senate; two students members appointed by and from members of the students enrolled in Journalism 2001-1-2.~~

~~The Director of Student Services, the Faculty Advisor, and the Editor-in-Chief are ex-officio members of the Board with full rights of discussion but ineligible to vote.~~

~~The Chairperson of the Board will appoint a secretary who will record and report minutes of all meetings.~~

~~The Board member appointed by the Superintendent/President will be responsible for the maintenance and availability of all records and minutes of Board meetings.~~

~~The responsibilities of the Board are as follows:~~

- ~~1. **Meetings.** The board will meet at the discretion of the Chairperson, or at the request of **any** three (3) voting members. All meetings are open to the public, and must be advertised in writing at least twenty-four (24) hours in advance with a printed agenda listing items to be covered. At least one annual meeting will be called for the purpose of reviewing, and possibly proposing changes to, the newspaper publication policy.~~

~~The Board may **meeting** in executive session to discuss only personnel matters~~

Comment [a1]: I believe this should say meet instead of meeting.

- ~~2. **Quorum.** A quorum will consist of four (4) voting meetings.~~
- ~~3. Confirm the Editor in Chief of the newspaper after the newspaper staff has elected a person to that position and the name has been submitted to the Board by the Advisor. Confirmation will be by a unanimous vote of at least four voting members.~~
- ~~4. After all rules of due process have been observed, effect removal of the Editor-in-Chief, if deemed necessary, by unanimous vote of at least four (4) voting members.~~
- ~~5. Within twenty-four (24) hours of receipt of a written challenge to the Advsiors direction, the Board will meet and rule on the validity of the challenge.~~

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~~6. The Board is authorized to issue an advisory opinion to the Editor-in-Chief and/or newspaper staff at any time.~~