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| Academic Senate CommitteeMinutes |
| october 21, 2014 | 11:00-11:50 a.m. | L 238 N & S |
| note taker | respectfully submitted by Caree Lesh & Angie Arietti |
| Attendees | ~~Abuan, Maria~~ | Lesh, Caree | ~~Rempt, Andrew~~ |
| ~~Arredondo, Josue~~ | Lewis, John | Richison, Scott |
| Beach, Randy | ~~Lynch Morissette, Emily~~ | ~~Salahuddin, Sheri~~ |
| Brady, David | Maag, Eric  | ~~Soto, Corina~~ |
| ~~Burton, Veronica~~ | Martinez-Sanabria, Maria E. | ~~Speyrer, Michael~~  |
| Carberry, Ed | McAneney, Danielle | Tolli, John |
| Caschetta, Todd | McDaniel, Cynthia | Tyahla, Sandy |
| Davis, J.D. | ~~McGee, Tony~~ | Villegas, Val |
| Decker, Stephanie | Mossadeghi, Yasmin  | Whitsett, Jessica |
| Detsch, Steven | ~~Orozco, Alejandro~~  | Williams, Janelle |
| Edwards-LiPera, Diane  | ~~Ortiz, Luis~~ | Wolniewicz, Rebecca |
| Flores-Charter, Patti | Posey, Jessica  | Yoder, Leslie |
| Garcia-Navarrete, Sylvia | Post, Frank | Yonker, Susan  |
| Hayashi, Chris  | Quan, Nghiep | Zinola, Lauren  |
| Hopkins, Kesa  | ~~Quintana, Pablo~~ |  |
| GUEST/s | Angelica Suarez  | Mink Stavenga | Priya Jerome |
| Names in red indicate AS Executive committee members. |  |
| **Call to order; Approval of Agenda (Action Item)** | patricia flores-charter |
| Discussion | A motion was made to approve the agenda and was seconded. An amendment was made to remove item 6. The motion passed. |
| Approval of agenda. M/S/C. unanimous |
| **Approval of Minutes from 010/14/14 (Action Item)** | patricia flores-charter |
| Discussion | A motion was made to approve the minutes and was seconded.  |
| Approval of minutes. M/S/C. unanimous  |
| **Public Comment (Information Item)** | patricia flores-charter |
| Discussion | No comments. |
| **Presidents Report (Report)** | patricia flores-charter |
|  Discussion | The President’s report link will now be imbedded at the end of the minutes. |
| **SCEA Report (Report)** | frank post |
| discusson | An e-mail was sent yesterday by Frank regarding the Ebola scare. Please send any concerns or video tape that was taken that day to Frank Post.  |
| **Credit By Exam & Independent Study Policy/Procedure (1st Read)** | patricia flores-charter |
|  Discussion | This item was removed from the agenda.  |
| **Accreditation: Standard II (Information Item)**  | Wolniewicz/stavenga |
|  Discussion | Rebecca and Mink went over a PowerPoint that is available in SharePoint. Standard II is what Academic Senate needs to focus on. Standards for accreditation are based on Higher Education Act (HEA) which outlines what must be met to receive federal funding and for our courses to be accepted for transfer, licensure, program accreditation, and employment. Right now our accreditors are the Accrediting Commission for Community and Junior Colleges (ACCJC), who isa member of the Western Association of Schools and Colleges (WASC). There are four standards we have to meet; 1. Institution Mission and Effectiveness, 2. Student Learning Programs and Services, 3. Resources, and 4. Leadership and Governance. There are three sections of standard two: Instructional Programs, Student Support Services and Library and Learning Support Services. Standard II is under the Program Planning and Enrollment Management Committee co-chaired by Mink Stavenga and Chris Hayashi. The initial writing of the outline was delegated to Kathy Tyner who delegated it to the seven instructional deans. Angelica Suarez was responsible for Standard IIB and she had a team working on it that included administration, faculty and classified staff. Library faculty and Andrew Rempt are working on Standard IIC. Accreditation is a 6-year cycle and we are on year 6. Our self report is due in August. We have done reports every year since the last accreditation visit because of the past sanction. We had to resolve 10 recommendations from our last visit. Working groups are now working on their second drafts. Academic Senate will have a first reading in February and a second reading in April. Faculty are encouraged to review the outline forms of the standards now and again when the narrative drafts are brought in February. Any questions can be directed to Mink or Rebecca. For standard IIA we need to follow the book, *The Guide to Evaluating Institutions* and our own DE guide. The book is what is given to the visiting team. The DE guide addressed new federal requirements. We are still following the old standards but are mentioning anything we are already doing to meet the new standards. Rebecca went over a chart that is being used to answer all the questions the visiting team will be asking and information they will be looking for. This chart will allow us to easily see questions that have not been answered and address gaps. If we are not meeting a requirement, we write an action plan to address the missing piece. When we do this, we have to be careful that we follow through. It is likely will be given recommendations. The next level is sanctions then show cause, like San Francisco City College is going through, where you basically have to prove why you should remain open while developing a plan to close the college. Patti explained that more colleges have been put on “Show Cause” than in years past, for example, College of the Redwoods, Cuesta, and most recently, College of the Sequoias despite being a leader in the state on curriculum and SLOs.It is likely we will be visited the first week of October 2015. We have until November 30th to get comments into the team; Mink, Rebecca or Michele Fenlon. Randy Beach thanked everyone for all the work that has been done. The team has been working on this for 2 years. It was noted that what is being written in the self evaluation report reflects what is being done now. If you have question about how to use SLO’s or program review, now is the time to get that information because these are the most important parts of accreditation. Randy has an open lab today on program review. Our program level SLO’s are posted on our website. The link to those SLO’s will be sent out and information is updated to the middle of last semester. Action plans are plans to address critical things we need to improve on. Last time we turned in 76 and we are still working on those. We do not want to have 76 action plans again. The library came up with 16 plans. Keep in mind that we will need a plan for Distance Education (DE). We have the plan that the sub-group created, but it needs to be updated and implemented. Angelica Suarez noted that she just returned from her first site visit and that the teams are looking with much scrutiny at DE classes, going directly into classes and staying as long as needed to evaluate this instruction. It was noted that there are policies and procedures that are not updated. For example, it was discovered last Friday how many governing board policies were last updated in 2008. The board is creating a calendar to update those in a reasonable timeframe. Policy and Procedures are what we supposedly use to run the campus and we are supposed to review them every six years. We usually race at the last minute in the two years of our self-study to update these. Some current policies being reviewed and updated date back to the late 80s and early 90s. It was suggested to have an action plan with a yearly schedule to update policy and procedures over the whole 6 year timeline. Hard copy timelines were passed out.  |
| **Openaire Market (Information Item)**  | Lillian leopold |
| Discussion | Priya Jerome introduced the Straight Talk Clinic (STC) who will be managing the Openaire Marketplace. The PowerPoint presentation is available in SharePoint. The market will basically be done as a lease model and later there will be profit sharing. The Governing Board approved this in July along with all the financial documentation. Faculty can look at the minutes from that meeting for more details. The grand opening will be this weekend, Saturday and Sunday. The market will be in parking lot O. STC has also started and had a 25 year successful partnership with Cypress College. The company is a non-profit in business since 1971, who also gives back to the community in the form of food banking and mental health services. They plan to start with 60 vendors and move to 600 as it grows. They are reaching out to local business to come participate first. There will be 5 spaces each day for fundraising or outreach for clubs, etc. Non-profits in the area will also be allowed free space. Spaces are 16x18 feet and cost $30. City licenses for vendors who attend more than 3 days are required at $30 per year through the City. The services to the community will be offered in South Bay and not Orange County once they are profitable. People who want a space can contact Straight Talk Clinic (STC). They have also run ads, done mailers and radio ads to recruit vendors. It is projected that in 18 months this will be profitable. The break even point was predicted at 170-200 spaces. When construction in lot O begins the market will be moved to lot A. A senator noted that none of this information was presented to the budget committee, so faculty have not gotten to see the business plan or process for development of this project, break even points, or when profit may be reached. STC noted they are paying to lease the space right away. It was clarified at SCC that this group will cover the costs of port-a-potties and security, etc. Please go to board docs to review the details from the July approval.  |
| **Adjournment** | patricia flores-charter |
| Discussion | The meeting was adjourned at 11:55 a.m. |
| The next Academic Senate meeting: October 28, 2014 in L 246 from 11:00-11:50 a.m.  |