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| Academic Senate CommitteeMinutes |
| january 31, 2017 | 11:45 AM - 1:00 pm | L 246 |
| note taker | respectfully submitted by Caree Lesh & Angie Arietti |
| Attendees | Josue Arredondo | ~~Garibay, Adrianna~~  | Rempt, Andrew |
| Beach, Randy | Hecht, David | ~~Shaffer, Rob~~ |
| Bowlin, Stephen | Hopkins, Kesa  | Soto, Corina |
| Brenner, April | ~~Hubert, Elizabeth~~ | Speyrer, Michael |
| Buehler, Lukas | Lesh, Caree | Stuart, Angelina |
| Caschetta, Todd | Lynch-Morissette, Emily | Taffolla-Schreiber, Candice |
| ~~Cliffe, Karen~~ | Martinez-Sanabria, Maria E. | Tolli, John |
| Cuddy, Luke | McAneney, Danielle | Tyahla, Sandy |
| Davis, J.D. | McDaniel, Cynthia | Van Stone, Mark |
| Detsch, Steven | McGee, Tony | Vicario, Marie |
| Durkin, Melanie | McGregor, Cynthia | Whitsett, Jessica |
| Edwards, Diane  | ~~Mossadeghi, Yasmin~~ | Williams, Janelle |
| Fielding, Richard | ~~Platt, Brad~~ | Yoder, Leslie |
| Figueroa, Surian | Posey, Jessica  | Yonker, Susan  |
| ~~Gardea, Jaquelyn~~ | Quintana, Pablo |  |
| GUEST/s |  |  |  |
| Names in red indicate AS Executive committee members. |  |
| **Call to order; Approval of Agenda (Action Item)** | andrew rempt |
| Discussion | A motion was made to approve the agenda and was seconded.  |
| Approval of agenda. M/S/C. Unanimous  |
| **Approval of Minutes from 11-29-16 (Action Item)** | andrew rempt |
| Discussion | A motion was made to approve the agenda and was seconded.  |
| Approval of minutes. M/S/C. Unanimous |
| **Public Comment (Information Item)** | andrew rempt |
| Discussion | VITA flyers were passed out for free tax prep. The service is available to students and community members. VITA has 41 volunteers this year. On February 11, 2017 from 8:30 a.m.-3:00 p.m., the Statewide Academic Senate will have a meeting here at SWC on improving cultural competence and hiring diversity. Faculty and HR Administrators from across the state will be on hand to present. E-mail Randy Beach to register, or go to ASCCC. Andrew will send the link to register. Dr. Kindred Murillo, our new Superintendent/President, came in and introduced herself and to said a quick hello to the faculty Senate. She has been working hard at the state level, and part of work group 1, to work on changing accreditation visits to make them more positive and to focus on continuous improvement. Please give her a call if you want to talk. Her mobile phone number is on her card and e-mail. She acknowledged our great work and hopes to help us do more and make positive systematic changes, and let the community know who we are.  |
| **SCEA Report (Report)** | Rob s. shaffer |
| discusson | Negotiations were conducted twice over break, and are scheduled again for this Friday, February 3, 2017. Proposals on SLO’s, Lab Lecture equity and salary have been exchanged.  |
| **Accreditation Follow Up Report (1st Read)**  | angie stuart |
| discusson | The document is getting closer to completion so it is more complete and larger than last time. Over 50 people worked on writing the narratives for each of the 15 Recommendations and another 50 people in committees have provided feedback. It is important to understand our response to 15 recommendations over the last 18 months address many systemic issues at SWC so it is not entirely feasible that they be fully implemented in such a short amount of time. However, the College has made great strides and is moving forward to improve. The document is available on SharePoint under Academic Senate. Angie also passed out a “Cheat Sheet” chart showing resolved recommendations and what still needs to be done\*. The Follow Up Report has hyperlinks in superscript to all the evidence. Recommendation 2 and 4 are related to DE. Angie thanked Tracy and the DE Task Force for all the work done on DE, and Randy for the curriculum committee part in DE recommendations. Recommendation 3 (Section 508 Compliance) is resolved; there are plans by Cabinet to hire an Accessibility Compliance Specialist. The DE plan is expected to be approved this month. [\*revised chart sent out 2/1-17]Academic Senate President Andrew Rempt noted that for accreditation purposes, having a recommendation resolved does not mean it is 100%, but that there are clear plans, processes and systems in place to be at 100%and that it is moving in the right direction. ACCJC Recommendation #1 is the one that replaced the original Rec 5 on SLO’s. The visiting team had said that they could not see how we use SLO’s to improve our college, but we do have evidence to present to show this is the case. Faculty are using SLO’s for program reviews, resource requests and budget prioritization. ACCJC Rec 1 also states that the Academic Senate has also proposed a new infrastructure model for widespread and consistent SLO work that results in program and institutional improvement. Angie thanked Linda Hensley, Andrew Rempt, Susan Yonker, and Tracy Schaelen for helping with the SLO section of the report. In addition, she thanked the SCEA for advocating for faculty on contract issues and noted that SLOs are at the negotiating table. The ACCJC however, does not care how a district gets the work done; they just care that the work gets done. Angie also thanked the Senate President and Senate as a whole for advocating for academic and professional matters, 10 + 1 items.Suggestions, input, comments or questions can be sent to Angie Stuart, Linda Gilstrap or Andrew Rempt. Also, talk with your faculty at department meetings about any changes. Please send changes by 2/7; 2nd Read and Action will be on Feb. 14th.  |
|  **DE & Curriculum Update (Information Item)**  | randy beach |
| discusson | Randy went over his PowerPoint that was linked to the agenda. The Curriculum Committee is established by Title 5 and ~~it~~ is the most powerful faculty committee behind the Senate. Curriculum Reps are there to help you develop curriculum and to get it through the process. There will be significant changes to the DE curriculum approval process. There has been a DE moratorium on new DE classes for 4 years. There used to be a one page addendum to create a DE class, but the form had many problems so a new form has been developed along with a new DE Handbook. However, new DE course proposals cannot be accepted until Curricunet is ready to accept the addendum. If you want to see the new addendum, ask Randy or your Curriculum representative. Curriculum will vote on Feb 9th on this Addendum, and then the form has to be added to Curricunet. It is believed that adding this to Curricunet will be easy, but the work in CurricUNET needs to be done before the new DE Addendum can be implemented. Workshops on the form completion will be provided by Randy in April. Class maximums, SLO’s and Curriculum, New Handbook, using content review to establish pre-requisites on non-reading, writing and math classes are all on the agenda for the Curriculum Committee this Spring. We can anticipate the Curriculum Handbook here at Senate in March. They will also be working on new statewide issues such as guided pathways, dual enrollment, Bachelor’s degrees etc. SLO Coordinators have not been put in place. When they are, the two Coordinators will chair the LORC Committee. An online teacher evaluation form has been approved at Tenure Review Review (TRR) and is at the negotiations table. A rubric may be forthcoming. It is unclear if previously approved online classes will have to go through the process of completing the new DE Addendum; the Committee hasn’t discussed this aspect yet.Andrew asked that the 8-9-page form not be too much of a barrier to complete.  |
| **DE Update**  | tracy schaelen |
| Discussion | DEFT – We have 130 faculty who are DEFT certified. Training will continue through spring and summer, and is taught in Canvas for 5 weeks and 40 hours in total. During class, you build two weeks of content. Be sure to put your name on a waiting list if class is full, you may register in MyLearningPlan. Those teaching online or hybrid will be given preference, so even if you are on a waiting list you may have priority. DE Mentors – There are 50 DE mentors and they are ready to help. They can answer questions, do a peer review, and meet one on one or in small groups. Mentors may specialize in course design, 508 compliance or other areas. Many mentors can meet with you via zoom. Migration Timeline – The process is proceeding according to plan. In fall 16 there was a small pilot of classes running in Canvas, this spring we have a larger group and we anticipate most classes will be in Canvas for Fall 17. Classes must be in Canvas the semester of Spring 18, as BB will be inoperable. Integrating publisher content into Canvas is still being worked on. Canvas Courses- We have 39 instructors teaching 82 courses this semester. The librarians are doing face to face orientation and Tracy is doing orientation via Zoom. With single sign on everyone can access Canvas now, so faculty can start building their classes in Canvas as soon as possible. . Canvas Training - Flyers were passed out for move Canvas training this semester. The workshops are also on MyLearningPlan.  |
| **Enrollment Management Plan (Action item)**  |  andrew rempt |
| Discussion | A motion was made to approve the Enrollment Management Plan, and was seconded. The Senate President explained that this is a comprehensive plan that talks about investigating data and researching data, but there is nothing prescriptive in the plan; this plan has been vetted at Oct. 28th’s Senate Workshop on Enrollment Management so faculty have provided input. The motion passed unanimously.  |
| **BP/AP 4025 Philosophy and Criteria for Associates Degree and General Education (2nd Read/Action)**  |  andrew rempt |
| Discussion | A motion was made to approve and was seconded. This came to Senate some time ago for a first read and then got stuck in the abyss. The motion passed unanimously.   |
| **Consent Calendar-BP/AP 4636 Final Exam Week, BP 7013 Old Final Exam Week, AP 4222 Remedial Coursework (1st Read)**  |  andrew rempt |
| Discussion | Please take a look at these for a vote at the next senate. 4222 was at Senate for a first read before, but it has been over a year so we are starting from a first read. If you have any changes please sent them to Andrew Rempt or Angie Arietti as soon as possible, and not later than Thursday at 9:00am. It was suggested we change the title “remedial” to “Basic Skills”, and eliminate the first sentence. There was a suggestion to have an amendment to the Final Exam Policy. “The tart times for Final Exams should be no earlier than 7 a.m. The reason was because of block scheduling issues we recently hace had to start offering classes at 7 a.m. and this has caused multiple hardships for students to make it to the very early start times for the final exams.   |
|  |  andrew rempt |
| **Adjournment** | andrew rempt |
| Discussion | The meeting was adjourned at 1:00 |
| The next Academic Senate meeting: Tuesday, February 14, 2017 from 11:45 a.m. – 1:00 p.m. in L 246. |