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| Academic Senate CommitteeMinutes |
| October 10, 2017 | 11:45 AM - 1:00 pm | L 246 |
| note taker | respectfully submitted by Caree Lesh & Angie Arietti |
| Attendees | Arredondo, Josue | ~~Fielding, Richard~~ | Mossadeghi, Yasmin |
| Arteaga, Elena | Figueroa, Surian | Nieves-Cardenas, Carmen |
| ~~Austin, Naida~~ | ~~Gardea, Jaquelyn~~ | Posey, Jessica  |
| Beach, Randy | Garibay, Adrianna  | Quintana, Pablo |
| Bowlin, Stephen | Griffith-Jackson, Shaunte | Rempt, Andrew |
| ~~Brenner, April~~ | Hecht, David | ~~Rodrigues, Kimi~~ |
| Buehler, Lukas | Hopkins, Kesa  | ~~Shaffer, Rob~~ |
| Buul, Abdimalik | ~~Lesh, Caree~~ | Taffolla-Schreiber, Candice |
| ~~Caschetta, Todd~~ | ~~Louie, Laura~~ | Van Stone, Mark |
| ~~Caspi, David~~ | Lynch-Morissette, Emily | Vicario, Marie |
| Cliffe, Karen | Martinez-Sanabria, Maria E. | Whitsett, Jessica |
| Cuddy, Luke | ~~McAneney, Danielle~~ | Williams, Janelle |
| Davis, J.D. | ~~McDaniel, Cynthia~~ | ~~Yoder, Leslie~~ |
| Detsch, Steven | ~~McGee, Tony~~ | Yonker, Susan  |
| ~~Edwards, Diane~~  | McGregor, Cynthia |  |
| GUEST/s | Dr. Kindred Murillo | Rebecca Wolniewicz | Jason Hums |
|  | Deanna Reinacher | Kathleen Lopez | Gail Stockin |
|  | Martina Peinado | Renee Kilmer |  |
| 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  |
| **2. Approval of Minutes from 09-26-17 (Action Item)** ANDREW REMPT |  |
| Approval of minutes. M/S/C. Unanimous |
| **Public Comment (Information Item)** | ANDREW REMPT |
| Discussion | Martina Peinado, who is the Articulation Officer, announced that assist.org is used for course titles, course units, course outlines, and for articulation is now in transition. It has not been updated since December of 2016. We are now in 2017 and the new one is not up yet. There is a promised link that will give out 2017-18 information. She is telling us this because our counselors and students cannot see anything for 2017-18. They cannot see what has been approved, what courses articulate for major trend. This is a problem. Everyone in the State of California is having this problem. Martina made an announcement that if you have any students talking about their classes and need to know if they articulate, please send them to their counselor because they are the point of contact between assist, Martina, and the counselors. She will make the same announcement at the ASO meeting this Thursday, and will have a meeting today to strategize how to get this information out to counselors so they have access. She passed out a flyer for everyone to take and remind their students to see their counselors.  |
| **President’s Report (Information Item)** | ANDREW REMPT |
| Discussion | Committees: We have a couple of committees eagerly looking for faculty members. The Institutional Program Review Committee (IPRC), Learning Outcomes Advisory Committee (LOAC) that is overseeing SLO’s. Program Review and Student Learning Outcomes are going to be going under a lot of scrutiny over the next couple of years and this is your opportunity to get your hands in there and make some positive changes. We are very eager to find folks to serve on these committees. It is important to maintain Shared Governance. Shared Governance is something that we have to assert on a regular basis. In the old days, it was because it was sort of dismissed. In the new days, we just need to remind folks that we get to say something about this too. Faculty involvement is important on committees. We will be making a lot of changes and rethinking about what program review is going to be doing for us here on out. Guided Pathways, things like learning outcomes, and program reviews are going to by necessity, transfer over. We have to change the way we think about them as well. If you are interested in any of these committees, please send Andrew an email. The Facilities Master Plan Taskforce is also looking for faculty.  |
| **SCEA Report (Report)** | Rob s. shaffer |
| discusson | Rob was unable to make it today, so Candice will be reporting out.We continue as a negotiating team for your faculty to wait for dates from the District. There has been Cabinet changes and transition. We expect to receive the dates soon. We are ready with all of our language. We have been meeting regularly throughout the summer and this semester. We hope to represent you well. Nora Vargas attended the last SCEA meeting. She is running for re-election to the Governing Board. We hope that you will get in touch with your SCEA Representative is. We will be voting whether to give her our SCEA approval at our Rep Meeting this Thursday.  |
| **Program Review Update (Update)**  | susan yonker |
| discusson | Wednesday, November 1st, your Program Reviews will be due. We will be having one more data workshop available on Thursday morning at 10:30 a.m. Our Research Analyst, Bob Stretch, will be there to help anyone who shows up and we will be having computers available. APRC needs a representative from Business & Technology. IPRC needs two Academic Senate representatives. They meet from 1:20-2:10 p.m. There was a question asked to whether the dean has to sign off on the program review. The deans have to sign off on the FHP applications only and not the program reviews. |
| **Program Discontinuance: MEDOP (2nd Read/Action)**  | ANDREW REMPT |
| discusson | Program Discontinuance:MED OP: 02311 Med Op Office Mgmt. AS 02312 Office Mgmt. Basic CT 02313 Office Mgmt. Advanced CT 02325 Med Interp. Basic CT 02326 Med Interp. Advanced CT ARCH: 02841 Arch Tech Ad. CertThere was a motion and second to approve the program discontinuance for MEDOP.A senator stated that it is a shame because there is a need for bilingual people in our dental offices that have the skills. It was explained that the offices that hire actual office medical interpreters need a minimum of an associate’s degree and sometimes a bachelor’s degree. These particular certificates that we offer, there is only one Spanish course. They would need to learn the medical language in Spanish in order to become a medical interpreter. So, what we have here is not representative as to what is needed. The motion passed unanimously.  |
|  **Superintendent/President Murillo:** |  Kindred Murillo |
| Discussion | **AP 7120X & BP 7120**: Recruitment and Hiring Procedure-We have been meeting on a regular basis with Kindred on 7120. As you know, we have passed 7120X on April 24th and since then Kindred has taken an interest in it. Emily, Andrew, Caree, Rob Unger, Viviana Govea, and Kindred have been meeting to smooth over some things. Kindred had some ideas, but she wanted to make some changes on. As the Senate President, Andrew told her that she had some good ideas, but she would have to approach the Academic Senate because Andrew couldn’t consent to them without discussing it with this committee first. She would also have to present her reasoning for the changes. Another reason that she is coming today is to discuss data updates. We have Dan, Bob, and Everett to be available. Kindred said that she was really glad to be here today. She said that it is a huge issue when hiring a new faculty member here at the college. Data is also important. When Kindred first came to Southwestern College, she went around the first month and noticed that our student body did not reflect our diversity in the community. She noticed on the website, that we did not show the correct data. She received the proper data and determined that we do represent the diversity of students that we serve here on campus. We need to work through all of these issues and make sure that our data is correct. We aren’t data driven, but need to be data influenced because the world is changing. We need to make sure that we have the resources at our college to serve our students. Andrew explained that one of the main changes in 7120 was that we were no longer going to solicit letters of recommendations. That decision was made without consultation, and implemented without informing us, we found out after the fact. When we sat down to rework 7120, that was one of the first things that we worked on. We want to make sure that there is a job description that was going in front of the faculty first, before being sent out and that these letters of recommendations were going to be a part of it. Kindred had a different idea about the recommendation that she would like to share with you. Kindred wanted to talk a little bit about hiring. When she first took a look at the procedure for 7120, she almost had a conniption fit. The part that got to her, was that, “Letters of recommendation will be solicited unless the Selection Committee deems then unnecessary”. This is located on page 3 of AP 7120X. Kindred feels that letters of recommendation basically dates our college. It makes us look like an old style institution. They create a barrier sometimes for people who want to get their applications in. Kindred was surprised that we were actually wanting to add this in. She feels that this is something that we don’t do in the modern hiring world. Kindred feels that the real issue is having good reference checks. She has seen letter of references that have come through, and when she would call the reference, it wasn’t exactly in the same story. Andrew did a great job speaking up for faculty that would be upset about this. This is why she wants to talk about it. We do reference checks between the first interview and the second interview. These sheets come back filled with notes from the chair of the committee. Kindred feels that reference checks are far more important than letters of recommendation because you can ask questions that need to be asked. The important thing to remember is we need the faculty supporting the students. The impact on all of us as employees, is faculty working together. Kindred’s job is not to serve the students, but to support the faculty, staff, and administrators that serve the students. If she is making an investment, she wants to make sure that it is great. There was some agreement to reference checks, but in regards to letters of recommendation, a senator noted that the procedure that currently is to pick out who to interview at the first level. Sometimes it is hard to see the letter and the applicant. These letters are helpful in deciding who we should ask for an interview. He felt that the letters were very important to the hiring process. How can we prioritize without them? Kindred noted that she can see maybe it might be hard, but she also had concern where it stated that the selection committee deems then necessary or unnecessary. She feels that it is arbitrary. One of the problems she has with our entire hiring process, which is being fixed, is the consistency. We need to have a fair institution that is hiring with diversity. One of the things that we have recently done is that we are making sure that the dates go out for when we are going to interview. This information is also available in the recruitment process as well. It shouldn’t be subject to a committee, it should be subject to our procedures. It has to be consistent across the board. If we decide that we want to keep the letters in, then Kindred would like to see letters required across the board. Kindred has started looking at other faculty hiring processes. Kindred wants people to want to come here and work. We want to project that we are a great place to work for. We want our hiring process to send that message to our community, to people that come here, and to show that we want to work together. We want people lining up at our door and say, I want to work at Southwestern College. She wants the best and the brightest. It is part of what we are going to do, we want to be that great employer. Recruiting, being more careful about training, hiring committees are important. When it comes to letters of recommendation, Andrew needs direction from this committee so he can represent you. We don’t need to make a statement on this now, please go back and ask your constituents what they would like. We can bring it back next week and make a final choice on whether we want to keep the letters of recommendations or let it go. When talking about reference checks, part of that would include enhanced reference opportunities. A senator stated that there was also a concern about the letters of recommendations for the adjuncts as well. Kindred stated that by the time a candidate reaches the 2nd level interviews, they are pretty much deemed qualified. At that time, we are looking at who is deemed best to work for this institution. We are going to ask consistent questions, we may ask a little bit of follow-up questions if someone wants as deep as we felt they could be. One of her favorite questions is What is the worst mistake that you have ever made? She knows what she is looking at in that answer. If a person admits that they made a mistake and learned from it and has changed their ways, this is an amazing accomplishment. She may want to hire this person, who can take input and grows. If you listen very carefully in an interview about what is going on, it can give you deeper information about the applicant. Kindred is the hiring supervisor.There was a question about disciplines that do not have full-time faculty. Where do we make amends for the fact that the selection committee needs to have the best people in the field to help hire the appropriate faculty in the field. Adjunct are not allowed to participate on the hiring committee. Who selects who can be part of the hiring committee? Where is the makeup of the procedure? If your look on page nine, on number two, it states that “For hires in departments with no full time faculty or fewer than 2 full time faculty the Academic Senate President may appoint a retired faculty member from the department, and/or faculty from a related discipline”. Some other issues that arose with the hiring committee is the recruitment, window of advertising, and having summer selections. If we could rearrange the process of that, we can be in competition with others. With regards to degrees, we had a qualified person from Cambridge apply, but he couldn’t get his transcripts certified in time because of his foreign degree. Kindred met with a hiring compliance officer and meeting with Cabinet to discuss this. We are hoping that we can work with the Faculty Hiring Prioritization Committee so that we can go out in January because she would like to have all faculty hires done by May 15th. This is the plan for next year. You can hold her accountable for that and this is what we are trying to do. We don’t want to have to scramble at the last minute.  **Data Update**: Andrew wanted to give Susan Yonker special recognition for going above and beyond her job responsibility to work on data for faculty. Everyone applaused her. Andrew has shared with Kindred in the past that CTE faculty were unfairly singled out and told that their data was showing that they were not having the successes that they knew that they were having. Now, we are getting verification that they are right. We are trying to move forward and we are working closely with IT, Dan, Everett, and Bob. This is an ongoing effort. Some of you like Maria, have been working closely with IT as well. Andrew really wanted Kindred to come today and speak to this and to also hear your feedback as well. Kindred explained that data is important. We have a vacancy in the Research Area. I know that this is one of the questions that she will be getting to today in what we are doing with that. She just finished working with some professional people who oversee the Research Department. She wants to make sure that we position this next job coming up correctly. We are not leaving the job where it is at. It is not going to report to the Office of Institutional Effectiveness anymore. One of the things that we talked about in Cabinet is that she is actually going to move it to the President’s office. The reason being is it is that important. It has an overarching impact on everybody in instruction and the institution. It should be in a place where people can go and trust the data. She met with several people and learned about information that was missing from the data in CTE. It is okay to disagree, we can work through it and come together to find a pattern. Kindred wants our data to be very transparent and useable. She is so excited that our Research Department and our IT Department will be working together. Kindred is asking for the Academic Senate to become our leaders in actually going to the source of the data and actually question. The questioning piece would be to ask if this information is this real. And is this right? Other than just passing the information on. We need to look at this very heavily. Kindred has looked at the data heavily and has asked for a report from Institutional Research. Data is important and Kindred wants to know our trends in hiring our faculty. How diverse have we made our progress? We say we value it, are we making progress over the last two years? We need to keep in mind that the data that we received before may not have been as accurate as it should be. We are going to make it better. This is the whole point in why Kindred has come to this meeting today to say that she wants to make sure that we are serving our students the best way we know how. That is the common place between the faculty and Kindred, we want to make sure that our students do well. There was a question about having a faculty liaison with the Director of Research because faculty want to have direct communication with this person to discuss any discrepancies that they may find in the data. This is exactly why this person is going to be reporting directly to the President’s Office and to Kindred. One of the skill sets that she is looking for in filling the vacant position is collaboration and teamwork. The ability to work across the lines with people everywhere. Just like this happened recently between faculty, IT, and Research. This is what we need to do. This is why the position will report to the President’s Office. This needs to be a neutral place. CTE faculty shared some of their concerns about their particular data being incorrect and the steps that they have gone through to try and correct it. They stated that they need a single source of truth. Maria has worked very hard in working with IT to get the information updated and correct and she stated that the CTE numbers show that CTE has gradually completed over 40% of the entire Southwestern College’s completion. They are going to confirm that the Non-CTE completion to make sure that these numbers are correct. Maria received a round of applause for all of her hard work. IT stated that they know that iStrategy was wrong. It had been a challenge for years. In order to fix this problem they had to reinvent how they pulled their data. They went through a few weeks of some difficulties trying to figure out problems. Data is only as valid as the information that is entered. We know that ISS is a related issue. We also know that we had some Arts related issues. These are areas that we have to be aware of. This merge between IT and faculty is very important because we can’t do it without you to make sure that this information is correct. We are going to be moving to Business Objects, which can only be accessed on campus. This is because of data security reasons. Once you sign into Campus Apps, you would then click on the Business Objects logo. When you do this, it will ask you to sign in again because it doesn’t trust you. It is set to default to drop you right into program review. These are the same basic reports that we had in the iStrategy. The difference is that instead of having the multiple pages that we used to, we are putting similar documents in the same report. The nice thing about this is one of the goals that Everett had in research was to have everyone use this and ask us to write reports. Most licenses are read only. Everyone has their own data needs. People have been shoving data into colleague and it just disappears. Now there is a way to make sure that the data is correct. It will give you a table with data of what we have over the last five years. It always starts off with everything. You can click from the entire list or if you are looking at accounting. We took a look at accounting and it showed us the information for just accounting. We can also just look for information from just 2016. The question becomes, can I trust this information? This has been the discussion over the past few weeks. The answer is yes, for the most part. The most part comes from you having to sit there and help us. Usually the person who finds the error first, is the person who is actually looking for information about their department. When you let us know of any mistakes, we will look into it. The more details that you can give us, it will be easier to fix. Everett fixed two programs in the last week because he received a ton of information from the faculty. If anyone finds any discrepancies in their department’s information, please contact Everett, Robert Stretch, or go through Service Now and use the ticket system. IT is taking this very seriously. Faculty voices are incredibly powerful, especially now a days. Don’t be shy reaching out to IT. There is a lot of work to do, but we are making some progress and heading in the right direction.  |
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| **Adjournment** | andrew rempt |
| Discussion | The meeting was adjourned at 1:00 |
| The next Academic Senate Meeting: Tuesday, October 17, 2017 from 11:45 a.m. – 1:00 p.m. in L 246. |