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| Academic Senate CommitteeMinutes |
| August 23, 2013 | 12:30-4:00 P.m. | L 238 N & S |
| note taker | respectfully submitted by angie Arietti |
| Attendees | Andrade-Robledo, Margarita | Jones, Linda | Quan, Nghiep |
| Beach, Randy | ~~Lesh, Caree~~ | Rempt, Andrew  |
| Brenner, Susan | ~~Lewis, John~~ | Salahuddin, Sheri |
| ~~Carberry, Ed~~ | ~~Lucas, Yvonne~~ | Speyrer, Michael  |
| ~~Caschetta, Todd~~ | Maag, Eric  | Stuart, Angelina  |
| Davis, J.D. | Martinez-Sanabria, Maria E. | ~~Tyahla, Sandy~~  |
| Detsch, Steven | ~~McAneney, Danielle~~ | Villegas, Val |
| Edwards-LiPera, Diane | ~~Moore, Ryan~~ | Wolniewicz, Rebecca |
| Flores-Charter, Patti | Mossadeghi, Yasmin  | Whitsett, Jessica  |
| Hayashi, Chris | ~~Orozco, Alejandro~~  | Yonker, Susan |
| Hopkins, Kesa | Preciado, David  | ~~Zinola, Lauren~~ |
| ~~Horlor, Barry~~ | ~~Pollock, Lynn~~ |  |
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| GUEST/s | Superintendent/President Melinda Nish | Angelica Suarez | Kathy Tyner |
|  | Steve Crow |  |  |
| Names in red indicate AS Executive committee members. |  |
| **Lunch and Welcome from Senate President, Superintendent President/President, Cabinet, and SCEA**  | randy beach |
| Discussion | The meeting was called to order at 1:01 a.m. by the Academic Senate President, Randy Beach. He welcomed everyone back and introduced Dr. Melinda Nish who started off the meeting reading what her fortune cookie said, “If you dream it, it will happen”. Melinda congratulated the Academic Senate for all the hard work that we do. Kathy Tyner said that she will be working with the Senate on SB1440 Degrees, which is now called Degrees for transfer. Academic Affairs will also be working on Policies and Procedures to update in anticipation for accreditation and also analyze program completion rates to look for obstacles for students to complete. Angelica Suarez from Student Affairs will be working on the Ellucian Technology Plan this semester, The Education Planning Module, Degree Audit and the Freshman Experience to help students progress through their basic skills. Steve Crow is looking forward to working with the Academic Senate this year. There has been great work going on between Human Resources and Finance because everyone is working together to break down the barriers. Randy introduced the Executive Committee to the Senate. |
| **Public Comment (Information Item)** | randy beach |
| Discussion | There were no requests for public comments made. Randy took the opportunity to share that we have two faculty members away this semester due to medical reasons. John Atwater has had a C2-C6 spinal fusion. Randy will send a link to send him messages today. He is doing well in rehab and is moving again from the waist down. Marsha Rutter, a long time part time senator has resigned due to health issues as well. Please send Marsha well wishes through campus e-mail as she will be checking it.  |
| **Presentation of Minutes from May 14, 2013 (Information Item)** | randy beach |
|  Discussion | The May 14th minutes were approved by the Executive Committee this summer. The minutes are in SharePoint.  |
| **Review of Academic Senate Goals 2012-2013 (Discussion)** | randy beach |
|  Discussion | The Goals that came out of our retreat last year were precise, but we also want to make goals that are going to be manageable. We want to try and look for fewer goals that have specific actions that we want to accomplish.2012-2013 Goals:* Enrollment Management
* Electronic Info
* Move students towards degree and transfer completion: We have specific initiatives that are coming and we are taking closer steps to complete this.
* Reassigned time for faculty leaders (Senate, Exec, ATC, Standing SLO’s, Program Review)
* Preserve Learning Assistance Services: This summer we were open to serve our summer school students because of Kathy Tyner and Melinda Nish. Andrew is looking at ways to expand the online tutoring opportunities and looking at ways to serve students more efficiently.
* Commit to better communication with our constituents. This is also one of the SCC goals.
* Analyze FHP process, libraries and counselors should be separate.
* Reprioritization from budget to faculty and instruction. This year we have integrated Program Review into our budget process better. We have taken some steps to make us more aware of this movement.
* Administrative Support for Senate budget, including travel. We have doubled our Senate budget for 2013-2014 compared to last year thanks to Melinda.
* Better Understanding of Program Discontinuance. This is something that we talk about all the time.
* General calendar for all faculty due dates
* Encourage faculty committee participation
* More realistic agenda. Have our agendas been more realistic, without sacrificing content?
* More lead time on action items. Is this something that we have been accomplishing? Has the senators had enough time to take back information and discuss it with their constituents?
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| **President’s Report (Report)** | randy beach |
| Discussion | **President’s report: By-Laws & Committees*** + Minor changes for clarification in language.
	+ Reviewing officers duties for future recommendations
	+ Elections-can we go electronic? This is for campus-wide elections.
* Cleanup
* Standing Committees and the Brown Act. All the Standing Committees are supposed to be in compliance with the Brown Act. The committees are supposed to be having public comment, send out their agenda three days in advance and publishing the minutes for all to be able to view. We may want to look at the structure and see if we might want to change that.
* Many vacancies on committees, Senate and Campus-wide
* Executive and Others to Leadership and Curriculum Institute. There is a 20-hour workshop that has been put together for everyone to find out more about the college.

**Organizational Leadership Academy*** To encourage senate leadership
* Empowerment through information
* Open to all, complete an application
* 20 hours of credit for certificate
* Orientations and Leadership Profile Inventory
* Workshops about our campus by campus experts. We have requested flex for all of the workshops, but are still waiting to hear back from administrators.

**Shared Consultation Council:** This is the Shared Planning and Decision Making Body on campus. This is a committee that has everyone represented. We have a ton of resources that come to this meeting. This particular committee has nine standing committees that are tied to an accreditation standard. This committee is crucial to our accreditation as well.* Met in June, July and a retreat in August
* Reviewing Policy 1200, Mission, Vision Values
* Discussing recommendations on student success from Educational Master Plan (EMP)
* 70 recommendations 🡺20 short-term action items 🡺6 focusing on what we do in the Senate
	+ Basic Skills strategies; AA-Ts and AS-Ts; Low-unit certificates of Achievement in CTE; Assessment; SEPs and other matriculation strategies
	+ Three Student Success Initiatives
	+ Implement new Student Education Planning and Degree Audit
	+ Analyze completion rates by program. Identify problem areas - determine key factors impeding completion.
	+ First Year Experience. Are we doing enough to support our students in their first year here?
	+ Summer bridge
	+ Orientation
	+ SEP
	+ Major planning, basic skills development and learning communities

**Accreditation*** Accreditation Kick-Off this semester
* We are now determining a Faculty co-chair of the AOC
* SCC Standing Committees & Self-Evaluations
* The City College of San Francisco (CCSF) is facing closure by the Accrediting Commission for Community and Junior Colleges (ACCJC). The California Federation of Teachers (CFT) has filed a complaint against ACCJC and colleges were asked to submit a 3rd party statement to the US Department of Education. The Department of Education has already noted some of the complaints against ACCJC were valid.
* This will lead to stricter standards/tougher implementation standards
* 2-year rule
* Important to resolve all recommendations. We have resolved all of our recommendations from back in 2010.

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| **Student Success and Support Programs (Information)**  | flores-charter/suarez |
| Discussion | **Student Success Task Force Recommendations***(22 Recommendations with 8 Focus Areas)*1. Increase college and career readiness
2. Strengthen support for entering students
3. Incentivize successful student behaviors
4. Align course offerings to meet student needs
5. Improve education of basic skills students
6. Revitalize and re-envision professional development
7. Enable efficient statewide leadership and increase coordination among colleges
8. Align resources with student success recommendations

**The Student Success Act of 2012*** The Student Success Act of 2012, Senate Bill 1456 provides a foundation to implement several of the SSTF recommendations.
* Designed to increase the number of

 students who earn a degree, certificate, career advancement, or transfer to a four-year institution  * Restructure delivery of student support services to improve the assistance students receive at the beginning of their educational experience
* Targets funding to core services of orientation, assessment, counseling/advising to assist students with development of Student Education Plans (SEPs)
* Focuses on helping new students define goals, create an SEP, and get on track to achievement

**Key Provisions*** Mandates assessment, orientation, and education planning (SWC=SEP)
* Requires students to declare a course of study or goal early in their program
* Targets change to student support services funding model
* Sets minimum academic standards for state financial aid (To date not implemented)
* Establishes Student Success Scorecard at all colleges

**Timelines for Implementation*** **FA 2014**: Implement System wide Enrollment Priorities (Part of action to Incentivize Students)
* **FA 2015** (Phase 1): Provide all new, first time, college students with core services (orientation, assessment and education planning)
* **2014/2015**: Implement/Track core services using new MIS Coding
* **2015/2016**: New funding formula will be based on new MIS Codes and used for allocation of SSSP resources
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| **Scavenger Hunt (Activity)** | exec |
| Discussion  | Randy had everyone break into groups to complete the acronym sheet that was passed out. The answers to the worksheet will be available in the SharePoint site. Please send Randy if you have any other acronyms to add. |
| **SharePoint Training and Scavenger Hunt Results (Training)** | randy beach/andre ortiz |
| Discussion | Andre Ortiz showed the Academic Senate the basics of how to get around in SharePoint and how to set up alerts. SharePoint is a platform that can serve for multiple purposes. Right now we are using it for content management system, but it can do so much more. To get to the SharePoint site, go to <https://portal.swccd.edu/>. The user name and password is the same as each individual would use in Outlook. Please be aware that the current information is on the Academic Senate Committee site and archived information will be stored on the Academic Senate Department site.  |
| **6-Minute Updates: Curriculum, Council of Chairs, Program Review, Student Learning Outcomes, Staff Development/Flex Advisory, Honors Program (Report)** | flores-Charter/brenner/wolniewics/edwares-lipera/moody  |
| Discussion | **6-Minute Updates:Curriculum** * School 5-minute Curriculum Update: Your school representative is going to be asking for five minutes at every school meeting to give everyone an update on what is going on.
* Role of Representative and Faculty: Representative roles will be changing over the next year where he/she will make an effort to be the resource person to all faculties so that the technicians in the ISS office can work through processing the curriculum through Curricunet.
* Associate Degree for Transfer (formerly TMC):  5 Approved, 9 in process, 8 in process now.
* Child/Adolescent Development instead of Early Childhood Education
* C-ID: Common Course Numbering. As of January, courses on ADT must be submitted in C-ID.
* To date over 100 SWC courses input
* 12 Approved, 13 Conditional
* Ad hoc Committees
* Graduation: Submitting Recommendations
* Distance Education: Plan, Guidelines, CNET Procedure
* 6-Semester Deletion Policy/Procedure
* New Course/Program Considerations: Do not inactivate a current course and create a new one.
* Meta: Modifiable CNET. It is a Curricunet that we will organize and modify to make it more user-friendly.
* Curriculum Inventory:  23 SWC Programs missing and are not online with the Chancellor’s office.
* Curriculum Website: Agendas, Minutes, CNET, Calendar

**Council of Chairs*** Susan Brenner showed a list of the current Department Chairs. There isn’t anyone doing the Office of Information Systems. Please contact Susan if you have any questions.
* **Department Chair Job Description**
	+ provides leadership to foster the professional growth of the faculty
	+ works to ensure the academic integrity of the programs
	+ facilitates student success through innovation in the curriculum
	+ represents the interests of the Department
	+ acts as the principal representative of the Department within the School
	+ works with the School Dean
	+ works collegially with other departments
	+ collaborates in shared planning and decision making
* **Representative Duties**
	+ Work collaboratively with the School Dean and other departments to design class schedules to meet the learning needs of students; to evaluate the efficiency of offered courses; and to consult with the School Dean and off-site administrators in scheduling courses at off-campus sites.
	+ Conduct interviews of prospective adjunct faculty in collaboration with the School Dean; make hiring recommendations to the School Dean; develop and maintain a pool of qualified adjunct faculty sufficient to meet the needs of the Department; and make recommendations to the College Equivalency Committee.

**Relationship between Program Review and SLOs*** **Program Review and assessment are continuous processes**
* A cycle begins with the collection and analysis of SLOs, discipline practices, offerings, staffing, and past reviews.
* A cycle ends with the reporting of discipline goals, needs, and overall performance in a Comprehensive Program Review document or a yearly submission of the Snapshot
* **Program Review Process**
	+ Gather information about discipline offerings, staffing/program needs, education requirements, and student performance (SLOs)
	+ Discuss and Assess Information gathered by meeting with dept. colleagues drawing conclusions to explain the assessments.
	+ Report Findings in Comprehensive Program Review
	+ Request Allocations of Resources in the Program Review Snapshot or Comprehensive Report.
* **Beginning with SLOs**
	+ Every year, every unit on campus should be assessing their SLOs as part and parcel of their annual program review & assessment process.
	+ All discipline SLOs should be assessed at least once from one Comprehensive Program Review to the next (3-year cycle)
	+ SLO results and analyses are stored in eLumen and reported in both the Comprehensive Program Review and Snapshot
* **Using SLO Results**
	+ SLO results and analysis are used as evidence to indicate how a discipline is performing
	+ A complete overview of SLO results, analysis, and plans of improvement based on results are placed in the Comprehensive Program Review
	+ Only those SLO results that support a request for allocation of resources are placed in the Program Review Snapshot
* **eLumen**
	+ SLO results and analysis are used as evidence to indicate how a discipline is performing
	+ A complete overview of SLO results, analysis, and plans of improvement based on results are placed in the Comprehensive Program Review
	+ Only those SLO results that support a request for allocation of resources are placed in the Program Review Snapshot
* **Finding Information for Completing Program Review and SLOs**
	+ Updated Institutional Program Review and SLO web pages *new!*
	+ Downloadable forms *simplified Tech Addendum!*
	+ due dates (Nov. 1 for Program Review)
	+ Instructions for Snapshot *new!*
	+ videos and other interactive help materials
* **Updates: Program Review and SLOs**
	+ New Program Review software should be in place by fall 2014; IPRC is currently reviewing online software packages for submitting Program Review.
	+ Hiring a Research Analyst in Office of Institutional Effectiveness to help run eLumen and assist with Program Review
	+ Merging IPRC and ISLO Coordinator positions in Spring 2014
* **Contacts for Fall 2013**
	+ SLOs and APR: Rebecca Wolniewicz
	+ Data and Evidence: Linda Hensley
	+ Prioritization of Resources: Angie Stuart

**Flex Advisory Committee*** Diane Edwards-LiPera is our Flex Advisory Coordinator for this fall semester. Any questions and concerns can be addressed to Diane.
* All other Staff Development Duties are being covered by Albert Roman.
* To date there are 132 people still missing some paperwork related to completion of their 28 flex hours. 132 are still missing their individual plans that are due by September 30th. This is something that we are supposed to do by Title V. You can go on the Staff Development site to check and see if you have turned in all of your paperwork in.

**Honors Committee*** Myriam Moody spoke about English 115 Honors class. Fall 2014 will be our first full Honors section being offered for English 115. We will follow up with English 116 next.
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| **Senate 2013-2014 Goal Setting: Lighting Round (Activity)** | randy beach |
| Discussion | This will be postponed for a future meeting. We can take what we heard today and pull out four or five things that we want to focus on. Things that are supporting the campus-wide Student Success Initiatives and all of the changes that we are seeing in matriculation. We should also focus on the goals that we feel the Senate should be pursuing in terms of communication, curriculum, shared governing, and reassigned time. It was suggested to take a look at last year’s goals and compare what we want for this year and make a final list. Accreditation was also suggested to be included in the goals.  |
| **Adjournment** | Randy beach |
| Discussion | The meeting was adjourned at 4:00 p.m. |
| The next Academic Senate meeting: Tuesday, August 27, 2013  |