|  |
| --- |
| Academic Senate CommitteeMinutes |
| Octobeer 27, 2015 | 11:45 AM - 1:00 pm | L 246 |
| note taker | respectfully submitted by Caree Lesh & Angie Arietti |
| Attendees | Arteaga, Elena | ~~Hopkins, Kesa~~  | ~~Salahuddin, Sheri~~  |
| ~~Beach, Randy~~ | Lee, Wilfred | Soto, Corina |
| ~~Bloch, Maya~~ | Lesh, Caree | Soto, Raul |
| Brenner, April | Lewis, John | Speyrer, Michael  |
| ~~Buehler, Lukas~~ | Martinez-Sanabria, Maria E. | Taffolla-Schreiber, Candice |
| Caschetta, Todd | McDaniel, Cynthia | Tolli, John |
| Cliffe, Karen | McGee, Tony | Tyahla, Sandy |
| Cuddy, Luke | Mossadeghi, Yasmin  | Villegas, Val |
| ~~Davis, J.D.~~ | Olivas, Maria | ~~Whitsett, Jessica~~ |
| ~~Detsch, Steven~~ | Pfister, Toni | Williams, Janelle |
| Edwards, Diane  | ~~Posey, Jessica~~  | Wolniewicz, Rebecca |
| ~~Fielding, Richard~~ | ~~Post, Frank~~ | Yoder, Leslie |
| Figueroa, Surian | Rempt, Andrew | Yonker, Susan  |
| Flores-Charter, Patti  | ~~Richison, Scott~~ | Zinola, Lauren  |
| Garibay, Adrianna | Rocha, Lina | Soto, Corina |
| GUEST/s | Superintendent/President Dr. Nish | Angelica Suarez | Kathy Tyner |
| Josue Arredondo |  |  |
| 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. Item #6 was changed to a first read.  |
| Approval of agenda. M/S/C. Unanimous  |
| **Approval of Minutes from 10-20-15 (Action Item)** | patricia flores-charter |
| Discussion | A motion was made to approve the agenda and was seconded.  |
| Approval of Minutes from 10-20-15. M/S/C. Unanimous  |
| **Public Comment (Information Item)** | patricia flores-charter |
| Discussion | Please read the ASCCC resolutions and give any feedback to Caree.  |
| **Presidents Report (Report)** | patricia flores-charter |
|  Discussion | The President’s report link is imbedded at the end of the minutes. |
| **SCEA Report (Report)** | frank post |
| discusson | Caree reported for Frank that new e-mail guidelines were proposed to SCC. All staff would be eliminated as a distribution list for most employees. It will still be possible to e-mail everyone but you would have to select multiple distribution lists instead of just “all staff”. It was also recommended that these e-mails that go out as BCC’s.  |
| **Faculty Emeritus (1st read)**  | patricia flores-charter |
| discusson | Please check this list for accuracy, including anyone who might be missing from the list.  |
| **BP/AP 5140 Academic Accommodations (1st Read)**  | malia flood |
| Discussion | This implements Title 5 requirements. There are some changes noted by underlines and strikeouts. Please read through this and bring to your groups for a vote at the next meeting. They do impact instruction. |
| **BP/AP 4070 Auditing & Auditing Fees****BP/AP 4226 Multiple & Overlapping Enrollments****BP/AP 4230 Grading & Academic Record Symbols****BP/AP Grade Changes (1st Read)**  |  patricia flores-charter |
| Discussion | Please send any changes to Patti via e-mail.  **BP/AP 4070 Auditing & Auditing Fees**: Discretion for auditing students belongs to the professor. Students taking the class for credit cannot switch mid-semester to auditing. No apportionment is paid for auditing. It was requested that auditors be added to attendance rosters, even though attendance is not required. We may want to add to the procedure that all credit students must be processed first. We need clarity if there is a deadline to add a class as an auditor. It was questioned how class fees are tracked and get back to the department. The VPAA noted materials fees go into a special account for supplies that is then used to purchase required supplies. Those accounts are supposed to be zeroed out each semester. **BP/AP 4226 Multiple & Overlapping Enrollments**: Multiple and overlapping enrollments: This says you cannot be enrolled in the same class at the same time during the same semester. For example if it is a fast track class the first 8 weeks, the student does not pass, then the student can repeat the class and enroll in the same one the last 8 weeks. Students who have classes overlapping by a few minutes can be approved to do so, but the student has to say how they will make up the time they miss over the course of the semester. **BP/AP 4230 Grading & Academic Record Symbols**: We follow Title 5 (A-F, and non-evaluative symbols). It was suggested that the procedure on page 5 – grade change- should refer to P&P 4231 so you don’t have to re-write the whole thing. **BP/AP Grade Changes**: On page two of the procedure under bullet #3, please list policies and procedures that are listed as impacting this policy (such as conduct). Page one mentions 5530. Patti will check on those for inclusion.  |
| **BP/AP Textbook Policy & Procedure (1st Read)**  | patricia flores-charter |
| Discussion | The policy was passed some time ago, but the procedure was not. Part of this addresses faculty who have authored the textbook being used in classes on this campus. Best practices and Statewide Senate papers were looked at and it is suggests that faculty whose text is used in their own class consider donating royalties to a text book fund. Patti also suggested that the faculty who have published, talk to their students about the benefits of using homegrown books, as they are usually geared at our students and their needs. A Textbook Committee would help us learn how to use and access open educational resources and save money on textbooks.  |
| **Draft Academic Program Review Guidelines (1st Read)**  | Susan yonker |
| Discussion | There is a draft Template this semester to replace what we typically use every three years for comprehensive program review. The goal of this re-write was to eliminate duplicate questions and streamline the process. We are all in the middle of snapshots. We went to an online form to make it easier to complete and distribute accurately. As you find obstacles, problems, or great things, please let Susan know via e-mail. Susan showed the new comprehensive program review. The snapshots function is to make recommendations so items 3 and 6 in the comprehensive were removed as that content is addressed in the snapshot. The introduction was also eliminated because it is not needed for our internal audience. Please go over these changes in your department meeting next week and send changes to Susan before we do a second read. A motion was made to extend for 5 minutes was seconded and passed. Susan discussed the rest of the changes and noted that the summary was also removed. A motion was made to extend for 3 minutes was seconded and passed. Taking assist off of the program review was discussed. It was noted that instructional faculty did not use that section. There will not be limits on characters on the comprehensive program review.A motion was made to extend for 2 minutes was seconded and passed. It was noted that if a class falls out of articulation it is part of the curriculum process.  |
| **Distribution List: Global Email Guidelines (Discussion)**  | patricia flores-charter |
| Discussion | The Institutional Technology Committee worked on guidelines for our email distribution lists. E-mail has several groups under distribution lists, one being all staff; this includes student workers, interns, and consultants. There are others for all constituent groups. The ITC has forwarded draft guidelines for email to the SCC. Last week was the first read by the SCC. It was recommended in SCC that we bring the guidelines to our constituent groups for discussion. A second read and a vote will be held at the SCC meeting on Wed. next week. The guidelines include removing “All Staff” for all employees and limited its use to select employees such as the President, Cabinet and Police Chief for safety reasons. There are staff that do not look at “All Staff” email. This is a concern when the college needs to communicate critical information. All employees will still be able to e-mail all staff, but now you have to intentionally select each group you want to send it to from the Distribution List. A motion was made to extend for 3 minutes was seconded and passed. This gives staff time to reflect before we send an e-mail. It is better to put the added time on the person sending the e-mail rather than all those who will have to delete those e-mails they do not want. People who want to be educated about what is happening have a right to get the global e-mail and participate and feel included. This is a matter of academic freedom. It was suggested that if it’s good for cabinet, it is good for all employees.  A motion was made to extend for 2 minutes was seconded and passed. There is hesitance in this room to remove this because it seems a symbolic move to stifle communication. A senator suggested that sending globals promotes accurate communication.  |
| **CCCCO Accreditation Taskforce Resolution (1st Read)**  | patricia flores-charter |
| Discussion | The Senate Executive Committee worked on a Resolution in support of the CCCCO Accreditation Task Force. Patti read the resolution, which will be available on SharePoint today. Please confer with your faculty for a vote at our first meeting in November. President Nish noted that The CEO Board endorsed this already, with the added allowance for a complete overhaul of the ACCJC and leaving them as the accreditor. The Chancellor has asked for a rapid response to this. This will likely be a lengthy process.  |
| **Adjournment** | patricia flores-charter |
| Discussion | The meeting was adjourned at 1:00 |
| The next Academic Senate meeting: November 10, 2015 in L 246 from 11:45 a.m. - 1:00 p.m.  |

[President’s Report 10-27-15](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/President%27s%20Report%2010-27-15.docx)