|  |  |  |  |
| --- | --- | --- | --- |
| Academic Senate Committee Minutes | | | |
| october 18, 2016 | | 11:45 AM - 1:00 pm | L 246 |
| note taker | respectfully submitted by Caree Lesh & Angie Arietti | | |
| Attendees | Josue Arredondo | ~~Gardea, Jaquelyn~~ | Quintana, Pablo |
| Beach, Randy | Garibay, Adrianna | Rempt, Andrew |
| Bowlin, Stephen | Hecht, David | Shaffer, Rob |
| Brenner, April | ~~Hopkins, Kesa~~ | ~~Soto, Corina~~ |
| Buehler, Lukas | ~~Hubert, Elizabeth~~ | Speyrer, Michael |
| Caschetta, Todd | Lesh, Caree | Stuart, Angelina |
| Cliffe, Karen | Lynch-Morissette, Emily | Taffolla-Schreiber, Candice |
| ~~Cuddy, Luke~~ | Martinez-Sanabria, Maria E. | Tolli, John |
| Davis, J.D. | ~~McAneney, Danielle~~ | ~~Tyahla, Sandy~~ |
| Detsch, Steven | McDaniel, Cynthia | Van Stone, Mark |
| Durkin, Melanie | McGee, Tony | Vicario, Marie |
| Edwards, Diane | McGregor, Cynthia | ~~Whitsett, Jessica~~ |
| ~~Fielding, Richard~~ | Mossadeghi, Yasmin | ~~Williams, Janelle~~ |
| Figueroa, Surian | ~~Platt, Brad~~ | ~~Yoder, Leslie~~ |
| Flores-Charter, Patti | ~~Posey, Jessica~~ | Yonker, Susan |
| GUEST/s | Mink Stavenga | Rebecca Wolniewicz |  |
| 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 10-11-16 (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 | The Chancellor’s office is asking for input on CTE minimum qualifications. Please get back to Marie Vicario know by October 25th.  A Disability Awareness event is planned for the 27th during college hour in the amphitheater. The guest speaker is a Para-Olympics participant. Bring you class, everyone is welcome.  A Japanese woman who had been in a Japanese internment camp is coming the 27th at 1:20 p.m. She is the author of The Hidden Passport and will be speaking.  Science classes that are needed to get complete degrees are being cancelled due to low enrollment. Those students are going to other campuses and this needs to be addressed. | | |
| **President’s Report (Information Item)** | | | andrew rempt |
| Discussion | Friday 10/28 from 10-1 is the enrollment management meeting. We will work to make sure this is primarily faculty driven. We will be able to ask questions of Kathy Tyner and Tim Flood. Please RSVP we are just about out of space.  College preview day is 11/3 during college hour, and is a popular event where local high school students come and check out our campus. Please be sure you get a table set up to highlight your major.  SLO’s need to be solved this semester. It was the main topic at Exec last week. It is clear that departments are all doing their own thing. Some people are doing 23 SLO’s and some are doing none. Please send Andrew Rempt ideas on what you would like to see happen. We are going to try to get a grasp in what is going on across campus.  We do need to do SLO’s but we need to be on the same page as to what needs to be done and when. | | |
| **SCEA Report (Report)** | | | Rob s. shaffer |
| discusson | If you have thoughts on how to do SLO’s, SCEA would also like to know, so please e-mail Rob along with Andrew with your ideas. We will also be talking to point people about ideas. Rob congratulated Patti Flores-Charter on her new job and thanked her for all she has done. He also thanked campus leaders for great teamwork, even when we do not agree. | | |
| **Distance Education Update (Information Item)** | | | tracy schaelen |
| discusson | DEFT Certification and DE Mentors:  DEFT Certification – Distance Education Faculty Training (DEFT) is a 5-week long training currently running the 4th and 5th sessions of 20 faculty. Completers get a certificate of completion and 40 hours of flex or hurdle credit. It is taught in Canvas and you work to complete the beginning of your new Canvas course. Tracy is running one session right now with Tony Pfister and Tom Luibel will also be running one in November. There will also be one training during our intersession. These will continue to run as long as there is an interest. Priority now is for those who are currently teaching or will be teaching in spring. DE@SWC has more information. Deans will direct hybrid class faculty as to whether or not they need to do the training.  We need to know what percentage of faculty teaching online have been trained.  DE Mentors: There are 50 DE mentors who are the first people to go through DEFT and they also meet to dicsuss how to be a good mentor. Mentoring will begin this week. The mentors are getting flex or hurdle credit and can mentor up to 20 hours a semester. They can peer review a course, help get a new one going, support those in DEFT, and help new instructors. Mentoring can be done online or face to face. We can offer 5 hours per faculty of mentoring per academic year. There are specific mentors for getting started, designing hybrid or online courses, Canvas, multimedia, accessibility, online interactions, and assessment.  To lift the DE moratorium, the handbook must be updated, which will hopefully be approved this Thursday. We need the DE addendum put into Curricunet. This could be time consuming, but implementation is being worked on. The new addendum will be much more comprehensive. Once the addendum is approved, we can lift the ban, probably in February or March 2017. Cabinet has approved a 508 Specialist to help faculty make sure their classes are 508 compliant.  Canvas Migration: There is an 18-month timeline to migrate to Canvas and we are on track. A pilot is happening for Fall and we will take more classes in Canvas in Spring. Canvas support for Spring will be there. By Spring 2018, all classes will be in Canvas.  A motion was made to extend for 3 minutes, was seconded and passed.  You will be able to access Canvas easily from the SWC website in Spring.  @ONE is teaching 4-week sections for teaching in Canvas. You can take it for free with the code OEIfree4U. This could be great for a spring launch. SWC’s Initial Canvas training is also being taught here, Face to face and online. | | |
| **AP 3715 Intellectual Property (1st Read)** | | | Rebecca wolniewicz/mink stavenga |
| discusson | This is not a 10+1 AP, but it is required by law that we have it and we need it to be approved for accreditation. The Policy is a boiler plate from CCLC. Mink read the BP. The procedures are very simple as they are in the union contract and restated here in the AP.  Administration and Classified professionals are not covered by the contract so are addressed in the AP. This language was taken from a CC in Northern California.  This covers faculty if they are working under a grant. It was asked it there could there be a clause for some inventions that the college could help patent market and share in the profits. It was suggested we need to put more effort into the copyright issue.  Please send any corrections or changes to Mink or Rebecca. | | |
| **BP & AP 4300 Field Trips (2nd Read/Action)** | | | andrew rempt |
| Discussion | A motion was made to approve BP/AP 4300 and was seconded. The motion passed unanimously. | | |
| **BP/AP 4260 Requisites and Advisories (1st Read)** | | | andrew rempt |
|  | Please take a read over on AP/BP 4260. This is an update to allow for content review and statistical review. This is required for accreditation. Content review is when you review the entry level skills for one class and align them with the exit skills of another class, including those of UC’s and CSU’s. Mark Samuels and Randy Beach have been working on this for years.  A motion was made to extend for 2 minute and passed.  We need to check with Mark Samuels on what a statistical validation would look like. We should invite Mark next time.  This could impact our scheduling significantly, and this is why there is an implementation plan. | | |
| **AP 4610 Instructional Service Agreement (1st Read)** | | | Andrew rempt |
| Discussion | This is only Academic Procedure. Read through it and share with your groups and come back ready to vote. This is a new procedure required for accreditation. | | |
| **Resolution Recognizing Patricia Flores-Charter (First Read)** | | | andrew rempt |
| Discussion | Patricia Flores-Charter has been hired as the Director of DSS. Patti has done an enormous amount of work for the Senate and faculty as a whole including lobbying at the state and federal levels. We would like to commend her and thank her for her service, so Andrew has put together a resolution for her. This is a first read, so if you have something to add please send it to Andrew. | | |
| **Adjournment** | | | andrew rempt |
| Discussion | The meeting was adjourned at 1:00 | | |
| The next Academic Senate meeting: Tuesday, October 25, 2016 from 11:45 a.m. – 1:00 p.m. in L 246. | | | |

[10-18-16 Voting Record](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/10-18-16%20Voting%20Record.pdf)