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| Academic Senate CommitteeMinutes |
| February 18, 2014 | 11:00-11:50 a.m. | L 246 |
| note taker | respectfully submitted by Caree Lesh & angie Arietti |
| Attendees | Andrade-Robledo, Margarita | Jones, Linda | ~~Rempt, Andrew~~  |
| Beach, Randy | ~~Lesh, Caree~~ | Salgado-Avalos, Francisco |
| ~~Bloch, Maya~~  | ~~Lewis, John~~ | Salahuddin, Sheri |
| Brenner, Susan  | Lucas, Yvonne | Speyrer, Michael  |
| Carberry, Ed | ~~Maag, Eric~~  | Stuart, Angelina  |
| Caschetta, Todd | Martinez-Sanabria, Maria E. | Tyahla, Sandy  |
| Davis, J.D. | McAneney, Danielle | Whitsett, Jessica  |
| Detsch, Steven  | Mossadeghi, Yasmin  | Wolniewicz, Rebecca |
| Edwards-LiPera, Diane  | ~~Orozco, Alejandro~~  | ~~Yonker, Susan~~ |
| Flores-Charter, Patti | ~~Pollock, Lynn~~ | ~~Zinola, Lauren~~ |
| Hayashi, Chris | ~~Preciado, David/Tom Rogo~~ |  |
| Hopkins, Kesa | Puen, Kimberly |  |
| ~~Horlor, Barry~~  | Quan, Nghiep |  |
| GUEST/s | Superintendent/President Melinda Nish | Mia McClellan |  |
| Names in red indicate AS Executive committee members. |  |
| **Call to order; Approval of Agenda (Action Item)** | randy beach |
| Discussion | The meeting was called to order at 11:05 a.m. by the Academic Senate President, Randy Beach. Randy explained what a consent calendar was. It is when you have several items that are potentially non-controversial and you can approve them as a one lump sum to expedite the agenda. He used the policies and procedures that were discussed at the last Academic Senate meeting as an example. If there were any question or concerns about any of the policies and procedures, then now would be the time to take them off the agenda. A senator asked to pull of AP 5035 and address it once we get to the consent calendar.  |
| Action items |
| Approval of agenda with removal of AP 5035. M/S/C.  |
| **Public Comment (Information Item)** | randy beach |
| Discussion | Patti Flores-Charter announced that the Faculty Association of California will be having their Advocacy and Policy conference coming up. This coincides with the March on March with students. Patti will be attending this conference and will be reporting on it. |
| **Approval of Minutes from 01/28/14 & 02/11/14 (Action Item)** | randy beach |
| Action items |
| Approval of bundled Minutes. M/S/C. |
|  Discussion | There was a motion to bundle both sets of minutes. The motion passed and the minutes were approved. There was a recommendation to remove the information about Barry Horlor breaking his femur. It was later discovered that this was misreported.  |
| **President’s Report (Report)** | randy beach |
|  Discussion | The President’s report is available on SharePoint.Highlights include:SB 850 Bill: This was mentioned last week. This bill will create a pilot program to allow community colleges to create one bachelor’s degree at their institution for each college that they have in their district. We have one college in our district, so we are allowed to create one. The Governing Board has taken interest in this and asked if faculty were interested in giving any input to make sure to go to the Governing Board meeting tomorrow night. 4100 Honorary Degree Policy: The Governing Board approved this policy last week. The Senate has a role to play in that and we will have several members serve on the committee. ATC Survey: There is a very short and sweet survey coming out tomorrow by the ATC to see what the expectations are from students and faculty about having technology in the classrooms. Parking Lot Closure: Starting next Monday, Lots J & O will be closed for construction. There will be no parking for students and staff. The entire H Street exit will be closed off to prepare for the installation of solar panels for this summer. This closure will last for 8 weeks. |
| **SCEA Report (Report)** | eric maag |
| Discussion | Eric was not present to give a report. |
| **Consent Calendar (2nd Read/Action)**  | randy beach |
| Discussion | A motion was made to approve the consent calendar. The motion was seconded and passed. BP 5010 Admissions and Concurrent Enrollment; AP 5010 Admissions; AP 5011 Admission and Concurrent Enrollment of High School Students; BP/AP 5050 Student Success and Support Program were approved on the consent calendar. A motion was made to approve AP 5035: Withholding of Student Records. The motion was seconded and passed.A question was asked about students who plagiarize. This procedure deals with students who owe money, equipment, or books. Mia explained that this would take effect only if this particular procedure had faculty file a formal misconduct through Mia’s office. Another question came up about teaching online and having plagiarism issues. The faculty tries to follow up with the student and the student ignores the faculty and their reprimanded email versus face to face teaching where the instructor can speak directly to the student. It was suggested to treat online the same way that you would treat your students face to face. You would need to forward your concerns to the school dean. The school dean would then contact the student to let him/her know that he/she is in violation. It was mentioned that we have an Integrity Policy that deals with student misconduct. It is currently being updated. If there is a violation of the Integrity Policy, then the Standards of Conduct would kick in, which could lead to withholding of student records. There was a motion to extend for two minutes. The motioned was seconded and passed.There was a motion on the table to approve the Administrative Procedure 5035: Withholding of Student Records. The motion passed unanimously.  |
| **Institution Set Standards (Discussion/Action)** | rebecca wolniewicz |
| Discussion | There are five areas that we are looking at:1. Course Completion Rate: The rate is equal to the number of students who receive a successful grade (A, B, C, CR, P) over the number of official students who enrolled in the course (A, B, C, D, F, W, CR, NC, P, NP, and I).
2. Fall to Fall Retention Rate: The ratio of all students who complete a course with any grade in the initial Fall term and is registered for a course at census in the subsequent Fall term.
3. Degree Completion Count: Degrees awarded are defined as a count of all associate degrees (AA, AAT, AS, AST) awarded during a specified academic year.
4. Transfer Volume: The number of students who transferred to a CSU or UC, In-State Private, or Out-of-State institution for a specified academic year.
5. Certificate of Completion Count: Certificates awarded are defined as a count of all certificates (18 or more units) awarded during a specific academic year.

If you have been following the scorecard from the Chancellor’s office, you will notice that some of these areas overlap and some don’t. Rebecca previously discussed different ways that people are going about setting each of these standards. Rebecca took that information back to the Accreditation Oversight Committee (AOC) where they had more discussion. The AOC took everybody’s comments from across campus and narrowed it down to one recommendation. Of all the different ways that we can measure where we should set our standards, the recommendation was to take 95% of the 5-yr average. If we hit the 95% or above, then we would meet the standard. There was a motion that the Academic Senate support the recommendation from the AOC to use 95% of the 5-yr average to compute our Institution Set Standards, was seconded for further discussion.It was mentioned that we need to have this in place by March because this information will be mentioned in our annual report to the ACCJC. Someone mentioned that 95% seemed kind of high. It was discussed that we are giving ourselves a 5% buffer. In the future if we do not meet our goal, it could possibly lead to a sanction of some sort that could be a warning. It is not known if the District would be sanctioned if it doesn’t meet the self-set standards. The ACCJC wants us to set these standards and hopefully meet or exceed them. We want continued quality improvement. They want us to be looking at how well we are doing, are we hitting the mark, and if we aren’t hitting the mark we need to figure out why and try to move forward. The motion passed unanimously.  |
| **SB 850-Sample Resolution (Discussion)** | randy beach |
| Discussion | There was a motion to reverse items 9 & 10 because of an action item in item 10. The motion was second and passed unanimously. The SDICCA is weighing in on the SB 850 Bill. This will establish the ability of community colleges to offer a bachelor’s degree. The Governing Board is going to have a workshop tomorrow night to discuss this and get input and feedback from anyone who would like to make any comments. There was a concern that we only have to narrow it down to just one bachelor’s degree during the pilot process. It was stated that ACCJC is only eligible to grant accreditation for one bachelor’s degree program per institute per college. It was discussed that this is basically for CTE types of programs. A suggestion was made to work with other colleges in the area and pull our resources together to not overlap each other.  |
| **Senate By-Laws Change to Exec Structure (Discussion/Action)** |  |
| Discussion | At the last meeting Randy presented a document that showed the Academic Senate By-Laws Structure in terms of the reassigned time, and a proposal for increased reassign time.

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| POSITION | CURRENT | CURRENT LHE FA 13  | CURRENT LHE SP 14 | PROPOSED FA 14 | PROPOSED FA 14 LHE | PROPOSED SP 15 | PROPOSED SP 15 LHE | **OVERALL LHE CHANGE** |
| President | 60% | 9 | 9 | 100% | 15 | 100% | 15% |   |
| Vice President | 20% | 3 | 3 | 40% | 6 | 20% | 3 |   |
| President-elect | 40% | 6 | 6 | 20% | 3 | 20% | 3 |   |
| Presiding Chair, | 20% | 3 | 3 | 20% | 3 | 20% | 3 |   |
| Council of Chairs |   |
| Communication & | 0% | 0 | 0 | 20% | 3 | 20% | 3 |   |
| Research Officer |   |
| Curriculum Committee Chair | 0% | 0 | 0 | 60% | 9 | 40% | 6 |   |
| Academic Technology Chair | 0% | 0 | 0 | 20% | 3 | 40% | 6 |   |
| Honors Coordinator | 0% | 0 | 0 | 10% | 1.5 | 10% | 1.5 |   |
| AOC Chair | 40% | 0 | 6 | 40% | 6 | 60% | 9 |   |
| **Total LHE Per Semester** |   | **21** | **21** |   | **50** |   | **49.5** |   |
| **Total Annual LHE** |   |   | **42** |   |   |   | **99** | **57** |

There was a motion to approve the proposal which requires a by-laws change and negotiation by SCEA. The motion was seconded. There was a question asked as to when the change would take place. Randy said that it would have to be negotiated. Once the Senate approved the by-laws change, then it would be forwarded to SCEA for the negotiations process. A question was asked regarding the Flex-Coordinator position. It was asked to include the position on this list, and the amendment was accepted. The motion passed unanimously.  |
| **Adjournment** | Randy beach |
| Discussion | The meeting was adjourned at 11:50 a.m. |
| The next Academic Senate meeting: Tuesday, February 25, 2014  |