## Skyline College Academic Senate

**Minutes**
Friday, November 16, 2012
Room 6203 1:10 p.m. - 3:00 p.m.

*Mission: To empower and transform a global community of learners.*

### Governing Council Officers 2012-2013
- Leigh Anne Shaw, President
- Fermin Irigoyen, Past President
- Kate Williams Browne, Vice President
- Melissa Michelitsch, Secretary
- Tiffany Schmierer, Treasurer

### Committee Chairs
- Nick Kapp, Curriculum Committee
- Steve Aurilio, Educational Policy
- Arthur Takayama, Professional Personnel
- Melissa Michelitsch, Research

### Division Representatives
- Helen Zhang, Business
- Nate Nevada, Counseling
- Liza Erpelo, Language Arts
- Chip Chandler, Kinesiology Athletics
- Zachary Bruno, Social Science Creative Arts
- Stephen Fredricks, Science Math Technology

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<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Procedure/Information</th>
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<tr>
<td>Call to Order</td>
<td>President</td>
<td>1</td>
<td>Time: 1:16 Timekeeper: none</td>
<td>Procedure</td>
</tr>
<tr>
<td>Introductions</td>
<td>Secretary</td>
<td>2</td>
<td>Members present: All of governing council except those listed below. Members absent: Fl, SF (Vanson Nguyen standing in for SF) Guests: Linda Allen, John Saenz, Jacquie Escobar</td>
<td>Procedure</td>
</tr>
<tr>
<td>Consent Agenda</td>
<td>President</td>
<td>2</td>
<td>The Senate is asked to review and act on approval of the following district policies. If there is no discussion, the policies will be adopted as part of the consent agenda. No motion or vote is needed. If any member wishes to vote on an item individually instead of adopting by consent, s/he must request to remove that item from the consent agenda, at which time it will be voted upon. 2.08 District Shared Governance Process 8.55 Conference Attendance and Travel (re-approval) The items on the agenda were adopted by consent.</td>
<td>Action</td>
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<tr>
<td>Adoption of the Agenda</td>
<td>President</td>
<td>1</td>
<td>M: / AT S: / NN U</td>
<td>Action</td>
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<tr>
<td>Approval of the October 26, 2012 Minutes</td>
<td>President</td>
<td>1</td>
<td>M: / KWB S: / TS U</td>
<td>Action</td>
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<tr>
<td>Public Comment</td>
<td>President</td>
<td>3</td>
<td>3 minutes will be allowed per speaker.</td>
<td>Information</td>
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### Agenda Item

#### Officers’ Reports and Standing Committees
Chair/reps 30

*Note: Due to time constraints the committee/officer reports highlighted in orange below were not presented in the meeting but were communicated via e-mail to Sect. Michelitsch before the meeting. They are included as informational items for viewers of the agenda, but were not presented in any form (including print) at the meeting.*
President/Vice President:  
**State Plenary in Irvine, CA Nov 8-10, 2012:** Please see Pres. Shaw's and Vice President Browne's reports posted to the Academic Senate web page located at [http://www.skylinecollege.edu/academicsenate/minutesagendas.php](http://www.skylinecollege.edu/academicsenate/minutesagendas.php)  

**Highlights:**

**Prerequisites.** As of March 2011, statistical validation for the establishment of pre-reqs has been removed; colleges are able to establish pre-req’s much more easily. The State AS has taken a position that “Prerequisites will increase student success if applied prudently.” Many colleges are eagerly establishing prereqs. This may have implications for our district, which has relatively few prereqs – a “vacuum effect” may occur from other colleges implementing them.

**Discussion:** The length of time it takes to graduate with an associates degree in nursing from SMCCD is around 4 years. Also, there is concern that diversity will be very effected by excessive prerequisites.

**Math resolutions defeated.** A group of Math faculty statewide collaborated on several resolutions supporting the acceptance of Statway (an alternative Math pathway for non-STEM majors). These resolutions faced much opposition and were ultimately tabled.

**Accreditation information.** There are now fewer colleges on sanction for faculty-led elements (Program Review) than were in 2009. Leading reasons for sanction are BOT and finance-related issues.

**Paper on Program Discontinuance.** A much-overdue revision of the 1998 AS paper on Program Discontinuance has been completed and adopted by the AS. A copy can be found on the Academic Senate web page at [http://www.skylinecollege.edu/academicsenate/minutesagendas.php](http://www.skylinecollege.edu/academicsenate/minutesagendas.php)

**Faculty Evaluation Policies and Processes.** A new paper is being written by AS addressing issues of evaluation. All colleges at this session reported similar issues including the social difficulties of peer evaluation, the role of professional plans and development, disagreement between unions and senate on role of SLOs, unions supporting the faculty valuee differently from the faculty evaluator, etc.

**Discussion:** CC states that it is not a difference of opinion
between AS and union and is concerned about an "us vs. them" atmosphere developing. The union has to legally defend contractual agreements, and those that did not put SLOs on syllabi would be legally defended because it’s not in the contract. LAS referred to the Advocate article of March 2012 and felt that its message was contrary to use of SLOs in syllabi, thus spurring a response by many faculty who disagreed – this indicated a difference of positions in need of resolution.

KWB wrote a report that is on the AS webpage and spoke of resolution discussion sessions including **disciplines list revision proposals**. Of the 8 proposals, there was little debate on several. Teacher Education caused the biggest stir, with ECE left out of the Minimum Qualifications list.

**Clarification on FTEF Allocation.** Per some questions at the last meeting regarding whether grant-funded faculty positions impact priority hiring of the FTEF process, here are some insights. FTEF Allocation process determines hiring priority only with Fund 1 money. Grants do not impact the allocation of FTEF resources at all. The positions created from grant money are not tenure track, but these faculty still enjoy the same rights and privileges of all faculty: union representation, the right to write curriculum, etc.

Discussion: AT states that soft money has considerable weight when a soft-money program depends on the existence of a FTE, it effectively gets priority for Fund 1 allocations. Example is ENVS. NK when things come up urgently that were not part of our Ed. Master Plan, we need to look at why. If the goals of the college are clear, we should be able to stand behind them. When we go for soft money and the responsibilities to those programs that come with it, we should know if that’s part of our Master Plan. KWB: We need to also look at the issue of evaluation of those hired on soft money.

**Shared Governance Reports:**

**College Governing Council (CGC)** Will meet next on Nov 28th.

**Institutional Planning Council (IPC)** met on 11/14/12.

Only 3 faculty in attendance. Missing SMT rep and Coun rep (not defined). Business and PE were absent, so only SocSci and LangArts were there. Faculty need to be a part of planning.

Discussion: Agendas need to be posted on web, not sharepoint, so whole campus can access them. Jacquie Escobar stated that she didn’t recall having a request for representation be shared at their division meeting. Perhaps a greater outreach is needed. AT: Perhaps links to agendas be put on Skyline Shines.

Planning focus:
Newly revised budget calendar was reviewed.

Marketing plan was presented. Posted on the AS web site – please give feedback at our Dec 7 meeting.

New tech plan draft by the Tech Advisory Committee addresses needs identified by many distance ed faculty. This plan is a requirement for accreditation and will be adopted at the next IPC meeting Dec 12. Constituents should contact their TAC rep to learn about the draft.

Shared Governance & Planning draft will be acted upon at the next IPC meeting Dec 12.

College Budget Committee (CBC) did not meet on 11/8/12. Will meet on 11/29/12.

District Academic Senate (DAS)

**Progress on grades submission:** The VP Council has agreed to keep the submission of grades to five (5) working days after the end of the semester for fall and spring terms. Summer sessions may have shorter turnaround; more to be decided on that.

**Professional development opportunity:** See Academic Senate web page for information on free leadership development workshops coming up in March 2013. Each college can send a team of up to 5 faculty.

District Shared Governance Council (DSGS) No report today.

**Treasurer:** No new report. Dues/donations can still be submitted to Tiffany.

**Research:** No new report. If/when College Council approves IRB formation, we will begin educating campus committee. We will try to hold a flex day activity.

**Curriculum Committee:** The main coursework being worked on is by programs that are concerned with repeatability. As of this spring students will no longer be able to repeat courses for skill building or ensemble activities. So departments like Kinesiology are changing their courses to reflect the difference in skill level as students take these courses. Also many courses will be placed into families and student will only be able to take up to 3 courses in a family. The majority of the CC work this next year will probably be taken up by this activity.

The committee discussed their goals and the goals will be posted on the CC website, once the wording is confirmed.

The CC website was also discussed and suggestions were made to modify and make the site better.

The CC is also focusing in on increasing the TMC being offered by
Skyline. Currently we over 6 transfer degrees, we would like to offer as many as possible because this will have a direct effect on our students.

**Educational Policy:** Meeting minutes were communicated in advance, but no AS-specific report was obtained before the meeting. See the Ed. Policy website for more info.

**Professional Personnel:** We are still awaiting distribution of “Request for Projects” announcement from the VPI office. We were given assurances the document will be finalized and distributed by next week. Again, we were previously informed that there will $15,000 to be distributed to approved projects. We hope the deadlines for expenditure of grant funds will be adjusted in view of this late requests for grant applications. Last year, the funds were distributed at the end of the Spring semester, and deadlines for expenditure was set for December of this year. In previous years, funds were distributed in the Fall semester with the expenditure date set for the end of the Spring semester. We remain optimistic.

### Other reports

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<th>Chairs/Reps</th>
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<td>ASSC:</td>
<td>10</td>
<td>No representative.</td>
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<td>AFT:</td>
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<td>No report submitted in advance.</td>
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<td>Classified Council:</td>
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<td>Linda Allen presented first so she could leave. Current activities of CC include review Shared Governance documents, changing from a council to a senate which will bring us more in line with the state organization, and the See’s Candy fundraiser.</td>
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<td>SEEED:</td>
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<td>Vanson Nguyen could not attend and communicated his report via e-mail to MM. On Wednesday 11/14, Nohel Corral and MM presented to the Board of Trustees a general overview of SEEED’s work. Each college in the district was to highlight innovation at their institutions and SEEED presented on behalf of Skyline. Next SEEED meeting Tuesday 11/27, 2-4pm in 6203. Discussing: future work of committee (tabled from last meeting) and outreach plan.</td>
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### New Senate Business

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<th>Information</th>
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<td>ePortfolios share-out</td>
<td>John Saenz</td>
<td>Prof. John Saenz of English and the Learning Center will share information from the ePortfolio workshop provided to the District. Concerns/discussion arose over confidentiality, plagiarism opportunities, and reputation management. Will we have the resources to help people to not create something that is damaging to them in the long run? This could harm students needing second chances. Q from JE: What is Cañada proposing? A: Unclear at this point. Software is free. AT: we don’t have infrastructure to really implement this.</td>
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<td>Set up sub-committee on By-laws and constitution</td>
<td>President</td>
<td>The Governing Council is asked to review the Senate By-Laws and Constitution and make recommendations for changes. A sub-committee can be formed to address this task. Deadline: February 2013. <strong>This topic was tabled until the next meeting.</strong></td>
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| VPI speaks on AA-T and AS-T degrees | Dr. Sarah Perkins | Dr. Perkins addressed the Senate to offer a vision of where Skyline needs to go in terms of degree creation. Introduction:  
- Started at Saint Louis CC, a top CC school in the country.  
- Then moved to Cañada as VPI.  
- Prior to that was 21 years as Faculty in marine biology, |
ecology, and conservation. Studied prairie and hickory forest restoration.

- Feels strongly about international education. Has led 15-20 study abroad programs from 3-10 weeks.
- History of working with student services to help them become successful in the classroom.
- Worked w/ 1st year experience for about 15 years.

**Business**

- Is Accreditation Liaison Officer. This is a change as this position is generally held by the Research office. 1st three months have largely involved getting the good things happening on campus written down in accessible locations.
- October 15 a report was written to ACCSC about assessment. Thank you to faculty and Karen Wong for entering info into TracDat and getting Skyline in a position to write that report.
- AA-T and AS-T degrees: The CSUs are using these as a way of prioritizing who they will admit, and UCs are looking into this. Skyline has 6 of 15 available transfer degrees. There is a push to increase this, get them through the board, and into our catalog.
- Deleting and banking of courses: Goals are to clean up catalog for student ease of use and to remove number of courses that we need to assess.
- General Education: Not yet ready for AS as it is still in Curriculum Committee. Skyline did not have a definition for Gen. Ed.
- We now have a comprehensive program review. Next change is to have an annual plan that will stack up to a 6 year comprehensive review. All are developed to be fill-in, hot-linked forms.
- Center for Transformative Teaching & Learning: Nina Floro & Bridget Fischer will part of creating a CCTL hub; a space and a working lab, then a place to develop, and a place to advertise and show your work. A “name.form.face” for Faculty to get support, and getting several technicians to staff it. 1-time funding will provide operating money.
- **Asked of the AS:** What would Academic Senate like to see happen? Wants to know how VP-I office can facilitate.
- **Question:** What about Performance Arts Center? [ZB]. There needs to build an academic & community need, with creative & performing arts together [art, music, theater, media] A “name.form.face” for the Community;
- Also: Modernizing Pacific Heights building to continue to us; Sparkpoint & Career Center in Bldg. 1, Vet Center now in Bldg 2, to make spaces better.
- **Question:** When will be the next bond? [TS] There's been a survey of community, more likely Measure G renewal of Parcel Tax would pass than a new Bond.
- **Question:** How can faculty be more directly involved in planning? [LAS] How we get involved in the directions the College is moving toward? Has implications for FTEF; Annual Plan will help the faculty voice in terms of the directions & needs [faculty, facilities, etc.]. Also how to keep the process open and understand the situation with data.
- Example: What is the college's strategic plan around 'distance education'? Bridget Fischer is leading a DE Task Force; SP needs to submit a DE Substantive Change document.
in the Spring.
- **Question:** Programs started on grant monies, then how is faculty dealt with in terms of tenure? [AT.]
- **Question/Concern:** Need for more transparency of processes so that we are not surprised; and faculty involvement on new programs to ensure they are really vetted.

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<tr>
<th>Announcements</th>
<th>All</th>
<th>5</th>
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| Adjourn       | President | 5 | The meeting adjourned at M: KWB /S: TS/
Minutes submitted by: MM, final portion of VPI report by KWB | Action |
|               | 110 |   |