**Skyline College Academic Senate**

**Minutes**
Friday, October 12, 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
- **Tiffany Schmierer**
  - Social Science Creative Arts

### Division Representatives

- **Hellen Zhang**
  - Business
- **Nate Nevado**
  - Counseling
- **Liza Erpelo**
  - Language Arts
- **Chip Chandler**
  - Kinesiology Athletics
- **Zachary Bruno**
  - Social Science Creative Arts
- **Stephen Fredricks**
  - Science Math
  - Technology

### Agenda Item

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Procedure/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>President</td>
<td>1</td>
<td>Time: 1:21 p.m.  Timekeeper: Nick Kapp</td>
<td>Procedure</td>
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<tr>
<td>Introductions</td>
<td>Secretary</td>
<td>1</td>
<td>Members present: All GC members except those listed below. Jose Luis from ASCC. Members absent: KWB, TS, SF Guests: Diana Bennett, Anjana Richards and Sabrina Lawrence-Gomez, Vanson Nguyen (alternate for Stephen Fredricks)</td>
<td>Procedure</td>
</tr>
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<td>Adoption of the Agenda</td>
<td>President</td>
<td>1</td>
<td>M: Chandler /S: Takayama/ U.</td>
<td>Action</td>
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<tr>
<td>Approval of the September 28, 2012 Minutes</td>
<td>President</td>
<td>1</td>
<td>M: / Steve S: / Chip 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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</table>

### Officers’ Reports and Standing Committees

- **President/Vice President**
  - Senate Area B meeting - Friday, October 19, 10-3pm, College of Alameda. AS President’s office hours cancelled that day. All faculty welcome to attend; no registration required. More information at [http://asccc.org/session/area-meetings](http://asccc.org/session/area-meetings)
  - Fall State Plenary - Nov 8-10, Irvine, CA. Pres/VP from Skyline will attend.
  - All faculty received an email from Pres. Stroud and Nina Floro, both members of the Performance Evaluation Task Force (PETF). Our feedback on the evaluation process is requested, and all faculty are asked to weigh in. This
includes: procedures in Appendix G, Evaluation Summary, Portfolio Information, and Classroom Observation form. Also comment on timelines as well as content we want included in the process. Reps are asked to engage their constituents, full-time and part-time, in giving this important feedback. Reminder: what is decided by the PETF will NOT be negotiated by the AFT – it will be accepted as final, so our input is most critical. Pres. Shaw asks the Senate to explore ways to engage faculty in participating.

Discussion: Suggestions were made to send a survey, have a website detailing current process and topics for the meetings, and to arrange to have someone on the committee such as Nina visit faculty office hours, have students give input into the evaluation forms they use to evaluate instructors, interview those undergoing tenure review and those who have recently undergone tenure review. The in-class observation portion guidelines need to be clear and clearly communicated with faculty.

d. Heightened focus on planning. Planning is not new at the college, but for many years, funding was stagnant and planning was less likely to result in big changes. Now that we are basic aid, leadership’s goal is to structure more integrated planning to sustain us in various funding scenarios. At present, the Education Master Plan is being reviewed (c.f. Cherie Napier’s email RE: the survey, open till Oct 15), and other processes that we already have in place are being strengthened. Faculty are asked to make their voices heard whenever feedback on these planning processes is solicited.

College Council will meet on October 24th.

College Budget Committee met on Thursday, October 11th.
e. Discussion: possible merging of IPC and CBC. Reasons cited: each committee often needs information from the other, and planning needs to drive budget instead of the other way around. Concerns: each is a large committee and struggles to maintain attendance, so merging could be difficult. College Council will ultimately make the decision.

Discussion: NK: There is need for more agenda in IPC. Recommends merging.

f. The Annual Planning and Budget calendar was presented. This calendar assists us in aligning our processes by closely tracking each planning step and showing when steps happen in relation to others. Focusing on planning improvement is a primary goal across the district.

g. Our basic aid status means:
   i. Our budget consists of property taxes ($90M) student fees ($8-9M), redevelopment fees ($2M) and categorical monies from the state. No FTES funding.
   ii. A projected 3.3% increase in property taxes for
next year; we hope to grow out of our deficit without additional cuts.

**District Academic Senate/District Shared Governance**

h. DAS met on Monday, October 8th.

i. PETF is being monitored by AFT and DAS. They had nothing to report at this meeting.

ii. Grades submission deadline: In May 2012, DAS passed a resolution that the district work collegially with DAS to avoid continued frustrations with grades submission deadline. It is unclear whether that resolution got delivered, but such collegial work never took place.

Confusion over deadlines:


2. Fall 2012: original date was 22nd, two days after finals. This has been extended to the 28th. The entire campus is closed from the 22nd to the 1st.

iii. DAS is talking to district about setting a fixed amount of days between end of classes and grades roll.

**Treasurer**

As of today, 70 faculty members have paid dues for a total of $1750.00! The automatic enrollment period for the faculty dues payment has ended, but faculty can still pay their $25 dues by making a check payable to the Academic Senate of Skyline College. Checks can be sent it to Tiffany Schmierer, AS Treasurer.

**Research**

No report

**Curriculum Committee**

The CC met and reviewed the Comprehensive Program Review Document. Mike Williamson is working on the final document and it will be ready for the CC to vote on during their 10/17/12 meeting. The CC will then send the document to the AS with their recommendations for the 10/26 meeting.

The CC is still working on the Annual review documents.

Our Articulation officer Jacquie Escobar will be holding a forum on Transfer Model Curriculum from 2 to 4 on October 24th. All faculty are invited to come and hear about AAt’s and ASt’s. Coffee will be provided.

The CC is working with programs and divisions that will need to modify certain classes that are frequently repeated by students. The ensemble and skills based courses need to be modified and their COR and SLO’s changed to reflect increments and goals for these classes.

The District CC met and is working on training materials for CurricuNet.
The DCC is also working on having District wide meetings of programs in order to share curricula and other activities.

**Educational Policy**  No meeting since last AS meeting. Transfer Model Curriculum curriculum for Admin. of Justice was submitted to Maria Norris. Education Policy website needs updating. Steve will meet with Liz Godet on Monday. Committees need to have updated websites.

**Professional Personnel**  We have been informed that this year's allocation of funds will be $15,000. A new "Request for Proposals" (RFP) is being prepared by the VPI's office. As most things these days, the process is being delayed with the VPI's engagement with the Accreditation project. So, hopefully, we will have some important project requests when the announcements are finally made. Until there's an official announcement for project requests, the Committee suggests the AS representatives to informally notify their divisions that the funds are being made available and projects should be developed for submission. Last year's projects were funded to a maximum of $3500 per project. The criteria for qualifying project is embodied in the name of the funds -- "Program Improvement Funds". Essentially, projects which expands upon current courses (a variation of an existing course) and/or new courses that augment a program are examples.

**New Senate Business**

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<tr>
<th>Sustainability</th>
<th>President</th>
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<tbody>
<tr>
<td>Presentation by Anjana Richards and Sabrina Lawrence-Gomez on Sustainability Initiative</td>
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<td>• Sabrina Lawrence-Gomez comes to us through the Americorp program. She is the new Skyline Sustainability Coordinator.</td>
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<td>• Kickoff of sustainability ambassador program yesterday.</td>
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<td>• Gave out a handout of curricula, projects, and assessments for the Sustainable Campus Initiative.</td>
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<td>• There is a district wide initiative to create a sustainability plan for Skyline College. A consultant (Newcomb Anderson McCormick) who worked with another CC was brought in to work with a task force to help develop this plan.</td>
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<td>• There is interest in integrating sustainability into curriculum and discussions will occur.</td>
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<td>• The Environmental Club has been very active.</td>
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<td>• Meetings will be held twice a month for 2-3 months.</td>
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<td>• Suggested next steps: Meeting on October 29, 2 p.m., Sustainability Forum on November 8 12:30-3:30.</td>
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<td>Discussion:</td>
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<td>• Discussion of pros and cons of instructional designers to help integrate sustainability into courses.</td>
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<td>• Improve green-friendly transportation.</td>
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<td>• Have composting.</td>
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<td>• Less packaging.</td>
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<td>• More efficient practices (close windows, turn off lights).</td>
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<td>• Sustainability focused “Skyline Speaks” with Jennifer Mayer.</td>
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| Shared Governance Evaluation report | President | 20 |
| Shared Governance Evaluation – feedback and comments on report. |
| Postponed to next meeting due to time constraints. |

| Feedback on | Melissa and | 10 |
| Discussion of feedback/results of sharing information in hiring concerns. |
**Next steps to be taken.**

**SMT:** MM met with Ray Hernandez individually and presented concerns at a division meeting. Main concerns were around the way PT faculty are hired based on direct contact with the dean as opposed to via the HR Applicant Pool. Debbie Carrington told MM that there were over 200 biology applications in the pool that has accumulated for two years. Ray acknowledged that there is not as much diversity in our PT faculty as he’d like, and that having the actual hiring channels be different from the advertised (on the HR website) channels could be a source of this inequity. Secret/coded policies and practices that favor those already “in the know” are the sort of thing we specifically try to avoid with our students. The SMT presentation was informational. No specific recommendation for what to do next was made.

**KDPE:** Chip met w/ his Dean since they don’t have division meetings. He has no issues with hiring and likes making emergency hires. But acknowledges that emergency hires are not necessarily assessed after being hired.

**LA:** Sense that hiring is largely done via direct contact with the Dean instead of the PT pool. No response via e-mail.

**SSCA:** MM met with Donna Bestock for other purposes and briefly relayed some of the discussion in SMT to her. Donna thought it would be good to have it on the HR website to have emergency hire process indicated on the HR website.

**Business:** No report.

**Counseling:** One of the biggest concerns is that there is no buy in for who is the counselor for a given program. Specific counselors become general counselors and aren’t always trained. Would like more faculty input in hiring process.

What is best way to proceed?

Diana recommends taking it to DAS and having it on a future AS agenda to invite President to discuss matter.

LAS will invite President for next meeting.

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<thead>
<tr>
<th>Senate by-laws and constitution</th>
<th>President</th>
<th>10</th>
<th>Discussion of by-laws and constitution. Suggestion for sub-group to focus on revisions by end of this semester.</th>
<th>Action</th>
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<tbody>
<tr>
<td>Visit by VPI</td>
<td>President</td>
<td>5</td>
<td>Preparation for visit by VPI Sarah Perkins – 10/26/12</td>
<td>Information</td>
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<tr>
<td>Adjourn</td>
<td>President</td>
<td>1</td>
<td>Motion to adjourn: NN /S: AT / U 3:04</td>
<td>Action</td>
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<td></td>
<td></td>
<td>108</td>
<td>Minutes submitted by: Melissa Michelitsch</td>
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