## Skyline College
### Academic Senate
#### Minutes
Friday, September 14, 2012
**rm 6203** 1:10 p.m. -3:00 p.m.

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

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

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

## Item | Presenter | Time | Details | Action/Information
---|---|---|---|---
**Call to Order** | President | 1 | 1:13 P.M. Set Quorum Introductions Select Timekeeper | Info
**Adoption of the Agenda** | President | 1 | M: KWB /S: / AT U | Action
**Approval of the August 17, 2012 Minutes** | President | 1 | M: SF /S: / CC U | Action
**Public Comment** | President | 3 | 3 minutes will be allowed per speaker. | Info

### Agenda Item
#### Officers’ Reports and Standing Committees
| Chairs/Reps | 20 |  
|---|---|---|
**President/Vice President**

I. President/Vice President
   a. Academic Senate web site – visit regularly.
   b. Office hours: every Friday 8:30-11am or by appointment in Leigh Anne’s office in 8215.
   c. Draft minutes are posted on the website to facilitate the process of conveying information to constituents as quickly as possible.
   d. ACCJC has asked for feedback on the accreditation standards and process. Karen Wong and LA responded and were assured that it would be presented to the commission anonymously. You can view it in LA’s office, but it won’t be distributed to protect our anonymity.
   e. There will be a SLOAC forum on Monday, September 24th from 2:00-4:00 in room 6203. All faculty members are invited to come and talk about our shifted approach to SLOs and to discuss needs for training. This forum is co-sponsored by SLOAC and Academic Senate.

II. College Council will have its first meeting of the year on Wednesday, Sept 26th. CC is Pres, VPI, VPSS, Pres and VP of Senate, Pres. and VP of Classified Council, and two student reps.

III. College Budget Committee met on 9/13/12.
   a. For the first time in history, Skyline College leads the college in budget allocation in accordance with our FTES average over the last five years. 12/13 budget: Sky $28,019,676 Can: $16,286,242 CSM: $27,927,242
b. Our budget model is still built on FTES. The Board of Trustees (BOT) will be doing a study in October to look at the adjustments needed to better plan within Basic Aid status. Linda Whitten is Skyline’s representative to the District Budget Committee.

IV. District Academic Senate/District Shared Governance
a. DAS and AFT will meet 9/14/12 with the Performance Evaluation Task Force (PETF), formerly known as the Performance Evaluation Review Committee (PERC), or the Trust Committee (pre-2005). Members: Tania Beliz (CSM); Lezlee Ware (Cañada); Nina Floro (Skyline); Elizabeth Terzakis (Cañada) and administrators Harry Joel and Regina Stanback Stroud. Task: reviewing and revising the faculty evaluation process over the next two-three semesters. Part of DAS/AFT expectations include accurate minutes and frequent and transparent reporting. The union agreed that this body would make the decision for the union. Their decisions will not go through further review/approval by the union. The evaluation form will be revised and a Distance Ed. Evaluation procedure will be defined. Timeline to completion: 2-3 semesters.

b. DAS met on 9/10/12. Topics:
   i. The district is moving forward with attracting more international students. International headcount has risen from 127 in 2009 to 201 in 2012, netting $1.2 million per year. At Skyline alone, international students are up 28 from 7 in the last year. We offer ISs a conditional letter of admission to our college AND to the UCs via the TAG (Transfer Agreement Guarantee) process. Issued raised:
      1. LAS are our support services adequate and in place: Home stays, social support, and activities, visa oversight
      2. MM: Do students have to take the TOEFL and show other evidence of readiness for college success before charging them these rates. Also, are we still looking at partnering with for-profit schools to house them?
      3. SF: Raised concern for falsely low placement due to English non-proficiency and how long the expected two year stay might need to be for completion.
      4. NN: are their other local CCC models for international programs.

   ii. Grade submission deadline. AS would like to insist on the allowance of at least 5 business days between end of instruction and the grade submission deadline. SF: The extra time is essential to have time to post grades for students and receive feedback before submission.
iii. Plus or Minus grading was voted down at Skyline and voted up at CSM and Cañada. It was voted up at DAS. Diana will write a recommendation for the BOT to approve effective Spring 2013.

c. District Shared Governance Council will meet on September 17th.

**Treasurer** 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:** Two proposals were deemed to not require a full review and were approved. The first was a request by Kathleen Feinblum to send an eight question survey to all faculty at Skyline College on behalf of the Reading Apprenticeship Community of Practice, a statewide initiative led by the non-profit Community College Success Network. Although the committee didn’t understand why survey participants needed to self-identify with their name and e-mail address, it was felt that faculty could reasonably make the choice to share this information or not for themselves. The second proposal was a revision to Michael Moynihan’s proposal to use the National Geographic Genographic kits with just one course this semester, Sociology 143. Since there were no substantial changes to the content or nature of the experiment being performed, the committee approved the proposal without extended review.

**Curriculum Committee** The First Curriculum Committee Meeting was held Wed Sep 5th. We met from 2:10 pm till 5pm. The bulk of the meeting was taken up talking about 10 new Courses that were accepted, 4 course modifications and 5 current courses that are being approved for Distance Education.

Recommendation to check out Course Outlines of record on Curricunet.

Mike Williamson has submitted an update on the Program Review Document. A subcommittee of Phyllis Taylor, Nick Kapp, Dennis Wolbers and Jacquie Escobar are will review the documents before bringing them to the CC then to the AS.

The Administrative assistants at all 3 campuses are working on an update of the review documentation for DE classes.

The bulk of the rest of the meeting was taken up talking about the necessity of the Transfer Model Curriculum (AA-T/ AS-T). Currently Skyline has 6 approved. Nick and Jacquie will talk about TMC and the necessity to move on this issue with the Skyline AS. In areas where a transfer can be given, CC will work with faculty to try to set up the degree lest our institution and students be at a disadvantage relative to those that have the transfer degrees available.

**Educational Policy** Skyline’s policy on wireless and handheld communications was reviewed, an inquiry into Skyline’s involvement in and commitment to the Student Success Initiative was made, and interest in creating a stronger collaboration with the Curriculum Committee due to shared roles was voiced. The new updated 2012-2013 Faculty
Handbook has been completed and is posted on the Skyline College website. An EPC sub-committee was part of the handbook review task force during the past year, under the direction of VPI Mike Williamson (Ret.).

Professional Personnel  The Committee membership has been verified and all members from last year have consented to serve again this year. The Committee’s evaluations and deliberations are conducted through emails and on our SharePoint website; so we have not had any formal, physical meetings to date. We are awaiting information from the VPI’s office about how much money will be made available and the specifications of the proposal applications (application dates, submission dates, submission documentations required, etc.). We have reminded the VPI’s Administrative Assistant, Sherri, than an early release date for the Call for Project Proposal would be beneficial to the evaluation process of those proposals.

Other reports

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<th>Chairs/reps</th>
<th>None present</th>
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<tr>
<td>ASSC</td>
<td>No report</td>
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<td>AFT</td>
<td>Classified Council none present</td>
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<td>SEEED/PEDAC</td>
<td>None present</td>
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MM will solicit written reports from committees with no members who attend AS to share at future meetings.

New Senate Business

Compendium of Committees

The Compendium of Committees will be presented and reviewed. It is available on the web under the shared governance tab at http://www.skylinecollege.edu/collegecouncil/compendiumofcommittees.php. Academic Senate is asked to acknowledge and approve the faculty appointees as listed in the compendium.

CC: Would like to see AFT included. LAS: AFT is not technically a shared governance group, and this list is a shared governance list. M: TS/S: SF Chip opposed based on concern above. Rest in favor. Passes.

Discussion of hiring committees

Nick Kapp
Melissa Michelitsch

Questions about and suggestions for improving the hiring committee process will be discussed.

Title V language is: Section 87360 (B) Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by the representatives of the governing board and the academic senates.

A resolution to revise this was passed in 2001 (http://asccc.org/resolutions/education-code-revision-faculty-hiring) but has apparently not occurred.

Debbie Carrington sent Melissa Michelitsch a copy of the SMCCD Faculty Selection Procedures policy that was drafted in 2004 and requested that faculty review it to ensure that it is still appropriate. (A copy was sent to AS members prior to the meeting.)

MM recommends that such a review occur and that the policy be appended to the Faculty Handbook.

CC recommends AFT involvement to protect us against legal issues.

Issues of presented:
Full Time

1. It is possible for non-tenured faculty to participate.
2. Who is certified as an EEO Rep? Anyone? The Deans? At least one person is supposed to be.
NK: It used to be that someone on the committee had to be trained. We don’t do that anymore. Debbie Carrington goes over this now, and DK does not participate after the training.
3. Faculty is to chair, unless the committee selects the Dean.
4. "If it has been determined that confidentiality has been breached or if it has been determined that prejudicial statements are repeated after a warning, the College President may disband the Committee." What are prejudicial statements?
CC: You can’t discuss even among yourselves what happened during the process.
5. "The person who is eventually selected for hire will always be from among the finalists who were recommended by the Screening Committee." The understanding of MM is this statement implies that it is the purview of the Screening Committee to select the candidates. Is it a breech of confidentiality for VPI/Pres. to have information about non-selected candidates, and if not, is it permissible to use this information to affect the recommendation of the Committee?
6. Committees must justify their selections as well as their reasoning in the event that only one (or no) candidate is selected, and, “the President shall meet with the Screening Committee to explain the non-selection.” Should there be a mechanism for grieving non-selection by either entity?
NK: A written statement explaining non-selection would be appropriate.
NK: Determining equivalence of preparation is also part of this document.

Part-Time

Screening committees are mandated for PT faculty as well allowing the following exception:

If the position needs to be filled w/in 45 days, the Dean can make the decision, but to retain the job the candidate should be reviewed by a committee against the rest of the applicant pool.

LAS: What action should we take?
KWB, SF, MM: Is it a question of amendment or enforcement of the policy?
LAS: Recommend making a MM/NK making list of concerns. Should this go to DAS? CC: Generally it starts locally then goes to DAS.
NK: It should be sunshined: i.e. a link to a policy page.
MM: Recommend compiling more info and revisiting it for discussion at the next meeting.
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<tr>
<th>Institution</th>
<th>Meeting</th>
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<tr>
<td>Institutional Review Board</td>
<td>Melissa Michelitsch</td>
<td>10</td>
<td>Melissa will update the Senate on the IRB and ask the Senate for a vote to send the proposal to College Council. No changes to the proposals presented previously have been made. We are just requesting approval for Leigh Ann and Dean of IRB to present the proposal to the College Council.</td>
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<td>SLOAC calendar and follow-up to email by Pres. Stroud</td>
<td>President</td>
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<td>Leigh Anne will review the Sept 6th email sent from Pres. Stroud to all Skyline employees. The following were abridged in the meeting due to time constraints and overlap with the presentation by Donna Bestock. I. Review of President Stroud’s 9/6/12 email to all Skyline Employees a. President Stroud sent an email advising all Skyline Employees of recent changes in interpretation of the ACCJC’s expectations of our district with respect to Student Learning Outcomes: we are expected to show proficiency according to the ACCJC rubric (<a href="http://tinyurl.com/cfnwuav">http://tinyurl.com/cfnwuav</a>). b. This new interpretation has prompted new focus in the division meetings, where time will be dedicated to allow faculty to work on SLOs. Full time faculty members are required, per the contract (Appendix D: Duties and Responsibilities, section B, Additional Responsibilities) to attend division meetings and meetings called by the college administration. Part-time faculty will now be compensated for attending division meetings. c. The president has asked for “all hands on deck,” and faculty members are asked to do everything in their power to ensure that Skyline College is not sanctioned for lack of course assessment. CSM and Cañada are both poised to show 100% of courses assessed. The administration pledges its full support in terms of data entry support into TrakDat and adjunct compensation, and would like to hear from faculty what more is needed in order to meet this deadline of Fall 2013. Questions/Comments: Part-timers will be compensated for participation in division meetings and the SLOAC process. Assessment is core to the job of teaching and should not be considered as a separate duty. ZB: Recommends on behalf of his dept. that we take two instructional days in the Spring and reassign them for SLO work.</td>
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| Accreditation update | Accreditation co-chairs | 15 | Donna Bestock and Christine Roumbanis will give an update on Accreditation. (Donna began and was joined by CR later.) The draft is due today. Everyone on the steering committee as an assignment to read part of the report and some will read all of it. They have 10 days to evaluate it and determine whether or not the questions are actually/adequately/accurately answered as well as noting areas where
people have responded with information that does not respond to the standard in question. Non-relevant info will be moved to areas where they are more appropriate. Thursday, October 4th at 12:00 there will be a luncheon to present issues that were raised by the self-study. They will present the Ed. Master Plan. The consultant is here and available for appointments, and all faculty were invited via e-mail to do so. There will be a feedback form at the forum. A link to the Accreditation webpage containing many helpful documents (including previous cycle standards and timelines) appears on Skyline’s A-Z of pages on the campus website. There will be a suggestion box added. The first draft will not be publically posted on the website. Feedback will go to writing teams who will have until the end of November to revise their standards. There will be three drafts. The final draft will come to AS formally in the spring with a request that it be certified. The report needs to be to the commission by August 1, 2013 for distribution to the visiting team. Christine will be holding accreditation office hours Monday through Thursday, 12:30-2:30 in 5133.

DB: The standards for the extent and frequency of SLO assessment are vague. Because institutions were getting “dinged” for SLO issues, we stated looking at the actual letters to these institutions and discovered that
  1. They didn’t like six year cycles
  2. That they expected us to be into a second assessment cycle
Thus, the choice to shorten the course assessment cycle to 3 year was made last week. Program assessment will not be accelerated.

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<th>State-level information from ASCCC</th>
<th>President</th>
<th>7</th>
<th>Leigh Anne will share information of vital interest to faculty.</th>
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<td>II. State legislative information</td>
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<td>b. ASCCC is hosting a discussion board on their Curriculum website asking for input on issues surrounding repeatability. Located at <a href="http://tinyurl.com/9p8ccpu">http://tinyurl.com/9p8ccpu</a></td>
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<td>c. State Prop 30 and 38 – Prop 30 and Prop 38 both ask for tax increases and are generating a lot of confusion among voters. Information can be found at <a href="http://www.ccleague.net/updates/Prop30andProp38.pdf">www.ccleague.net/updates/Prop30andProp38.pdf</a></td>
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<td>d. The Community College League of California has taken a support position on Prop 30 and a neutral position on Prop 38. If Prop 30 does not pass, it automatically triggers $5.4 billion in cuts to education. Our district’s Basic Aid status protects us from this, but our categoricals may be cut, so we are watching this closely.</td>
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<td>e. Discussion of outcomes-based funding at the state level - Campaign for College Opportunity sponsored a briefing discussing highlights from their report, “California’s Economic Payoff” on August 23, 2012 in San Jose. Highlights:</td>
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<td>• research shows that for every $1 invested in education, a student achieving a B.A./B.S generates of return $4.80 for the state.</td>
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<td>• campaign recognizes and decries the systematic defunding of California public education since 1968</td>
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The Senate is asked to contribute questions to ask of our new Vice President, Dr. Sarah Perkins, who will address our council on October 26th. Questions can be forwarded to Leigh Anne Shaw.

Respectfully submitted by Melissa Michelitsch 9/14/12