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

#### Skyline College Academic Senate

**Minutes**
Friday, August 16, 2013
Theater  11:00 p.m. - 11:45 p.m.

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#### Governing Council Officers 2012-2013
- **Leigh Anne Shaw**
  - President
- **Kate Williams Browne**
  - Vice President
- **Tiffany Schmierer**
  - Treasurer
- **Zachary Bruno**
  - Professional Personnel
- **Mousa Ghanma**
  - Research
- **Nick Kapp & Jacqueline Escobar**
  - Curriculum Committee
- **Zachary Bruno**
  - Educational Policy

#### Committee Chairs
- **Leigh Anne Shaw**
  - President
- **Kate Williams Browne**
  - Vice President
- **Tiffany Schmierer**
  - Treasurer

#### Division Representatives (from Spring 2013)
- **Hellen Zhang**
  - Business
- **Nate Nevada**
  - Counseling
- **Nathan Jones**
  - Language Arts
- **Chip Chandler**
  - Kinesiology Athletics Dance
- **Zachary Bruno**
  - Social Science Creative Arts
- **Stephen Fredricks**
  - Science Math Technology

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<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Procedure/Information</th>
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<tbody>
<tr>
<td><strong>Call to Order</strong></td>
<td>President</td>
<td>1</td>
<td>Time: 11:05 Timekeeper: Williams Brown</td>
<td>Procedure</td>
</tr>
<tr>
<td><strong>Introductions</strong></td>
<td>Secretary</td>
<td>1</td>
<td>Members present: Ref: sign in. Members absent: Guests:</td>
<td>Procedure</td>
</tr>
<tr>
<td><strong>Consent agenda</strong></td>
<td>President</td>
<td>0</td>
<td>There are no items up for consent.</td>
<td>Procedure</td>
</tr>
<tr>
<td><strong>Adoption of the Agenda</strong></td>
<td>President</td>
<td>1</td>
<td>M: Korsikov /S: / Fredricks U</td>
<td>Action</td>
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<tr>
<td><strong>Approval of the May 10, 2013 Minutes</strong></td>
<td>President</td>
<td>1</td>
<td>M: Michelitsch S: / Fredricks U</td>
<td>Action</td>
</tr>
<tr>
<td><strong>Public Comment</strong></td>
<td>President</td>
<td>3</td>
<td>3 minutes will be allowed per speaker. None.</td>
<td>Information</td>
</tr>
<tr>
<td><strong>Officers' Reports and Standing Committees</strong></td>
<td>Chairs/ reps</td>
<td>1</td>
<td>Due to time and lack of recent meetings, this segment will be abbreviated. Where nothing follows the position, no report was given.</td>
<td>Information</td>
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</tbody>
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|                                     |           |      | President/Vice President
|                                     |           |      | College Council
|                                     |           |      | College Budget Committee
|                                     |           |      | District Academic Senate/District Shared Governance Council
|                                     |           |      | Treasurer
|                                     |           |      | Tiffany reminded everyone about faculty Academic Senate dues. Dues are $25/year and can be withdrawn directly from pay checks. The forms for automatic deductions were distributed. Leigh Anne reminded faculty that the dues are voluntary, but greatly appreciated as they go towards scholarships for students.
|                                     |           |      | Research
|                                     |           |      | Curriculum Committee
|                                     |           |      | Nick wanted to know if people found the district-wide faculty meetings useful for curriculum development/coordination. Zach shared that it was very useful in his division. Some stated that there was very little attendance in their areas. Many thought that if agendas, locations, etc. were set in advance so that people can arrive prepared and with an understanding of what is to occur, the meetings might have better attendance and be more effective. In generally the consensus was that it was valuable to have these sorts of meetings, and that will “tweaking” in the future they will be even better.
|                                     |           |      | Educational Policy
|                                     |           |      | Professional Personnel
|                                     |           |      | Classified Council
|                                     |           |      | SEEED
| **Other reports**                   | Chairs/ reps | 1    | Due to time and lack of recent meetings, this segment will be abbreviated. | Information |
|                                     |           |      | ASSC
|                                     |           |      | AFT
|                                     |           |      | We still don’t know if there is someone who will be an AFT rep that attend our meetings. LAS will contact AFT to see if they have a rep in mind.
|                                     |           |      | Classified Council
|                                     |           |      | SEEED |
Senate Handbook

President 2
Introduce new Senate Handbook draft for approval at next meeting.

Topics include:
- Responsibilities of local senate.
- Relation of local senate to state senate.
- Job descriptions.

Leigh Anne asked the Senate to look at the document, review job descriptions and make sure that they are correct, suggest changes as needed, and be prepared to vote on its acceptance at the next Academic Senate meeting.

Training

President 2
Next meeting’s focus: Training

All members and all faculty are asked to visit the academic senate web site regularly to check minutes, meeting dates and times, agenda items, and matters of interest to faculty.

http://www.skylinecollege.edu/academicsenate/

Leigh Anne stressed that these trainings are not just for officers, but are good for anyone who would like to learn more about academic senate.

Elections for vacant positions

President 10
Elections for vacant Senate positions – Secretary and Educational Policy

Secretary: Need to be able to take notes that capture the intent of discussions and deliver the minutes in a timely fashion. A laptop and good typing speed are helpful.

Ed. Policy: Deals with policies that affect students. J. Escobar stated that a challenge is that there are so many committees that make policies (i.e. The enrollment __ committee, curriculum committee, etc.) Communication between those committees can be challenging/lacking. There is no district-wide Ed. Policy committee. Increasing this communication is especially important in areas like counseling who really need to know about policy changes when they occur. VP Perkins asked Jacquie to raise the issue with Academic Senate. Gary noted that as a standing committee of the Academic Senate, Ed. Policy is limited to the “10+1”, so some issues like enrollment are not in our purview.

Stephen Fredricks expressed interest in being the Ed. Policy chair. Meetings are on Tuesdays.

Motion to nominate of Stephen Fredricks as Ed Policy chair: Shaw/ Schmierer: U Stephen will be the new Ed. Policy representative.

Nick Kapp will serve as Past President.

Leigh Anne believes that Hellen Zhang plans to continue, but will find out at division meeting.

Nate Nevado will continue to represent Counseling.

There was no Language Arts representative present, so we don’t know if Nathan will continue.

Carmen Velez will likely be the SMT rep.

Senate meeting day

President 10
Discussion: changing the Senate meeting day

Because of high unavailability on Fridays and the fact that people don’t see their colleagues again until the following week, alternative meeting times were discussed:

A suggestion was made to move the meeting to Wed. 4-6 during the alternating weeks (1st and 3rd) when Curriculum Committee is not meeting after making sure that there were not other conflicts at that time. This idea had a lot of support.

Leigh Anne asked for people to consider alternate dates and times for further discussion.

Goals

President 10
Senate will set goals for 2013-2014.

Mousa stated that the Research Committee duties must have changed since the IRB was started. They will need to be redefined. Mousa would be interested in seeing a culture of inquiry be fostered with the committee and connecting with other entities like the PREE, CTTL, etc. to enhance research-oriented activities on campus.
Nick would like to see more of the new people on campus invited to introduce themselves/their background/function on campus. It would be nice if these presentations could be video recorded and shared with the rest of campus. Stephen Fredricks suggested that this would be a good topic for the training discussion at the next meeting.

Jacquie Escobar would like the Ed. Policy discussion (referenced above) to continue.

Zach Bruno was interested in continuing the discussion of the use of SLOs in faculty evaluations. Leigh Anne stated that was in the purview of the PETF, and the new evaluation procedures would be considered by everyone including academic senate this year.

Jacquie suggested that a recruitment campaign might be useful.

Nick thought that it would be useful to get involved in orienting new faculty. Leigh Anne said that there will be a full year of training for new hires this year.

Leigh Anne has been contacted in her Senate office hours by adjuncts who voiced their concern at not being granted interviews in the last go-round of hiring. It appeared to these adjuncts that there were different standards being applied in hiring full time and part time. Leigh Anne is working through District Academic Senate with Harry Joel and Debbie Carrington on revising the Faculty Selection Guidelines document to make it a more effective and balanced policy. Many of the policies have been cleaned up at the district level and more needs to be done to eliminate any disconnect between policy and practice.

Melissa raised the issue that our FT hire process varies in how much we can interact with candidates: some committees demand little to no interaction with the interviewees, including those unfamiliar with Skyline College; this can appear to be hostile and can both hinder candidates from doing their best and turn off people who would be assets to our campus. Candidates have communicated that it is different from hiring experiences elsewhere. Having faculty-wide training on the hiring process, including educating adjuncts what to expect at interviews and what they can do to be more successful, should be addressed by the AS. Stephen noted that the process was much less transparent than many of our other processes.

An AS donation to the Beiderman PTK scholarship will be pursued to honor the contributions of Don Beiderman, 44 year Skyline College faculty member, who passed away on August 2, 2013.

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<tr>
<th>Announcements</th>
<th>All</th>
<th>1</th>
<th>Information</th>
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<tbody>
<tr>
<td>Adjourn</td>
<td>President</td>
<td>1</td>
<td>Next meeting will be in room 6203 on August 30. Motion to adjourn at 11:45. M: / Fredricks S: / Schmierer/ U Minutes submitted by Melissa Michelitsch and revised by Leigh Anne Shaw.</td>
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