Minutes  
December 13, 2013  
rm 6203  

Mission: to empower and transform a global community of learners

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### Governing Council Officers 2013-2014

- **President**
  - Leigh Anne Shaw
- **Vice President**
  - Kate Williams Browne
- **Secretary**
  - (vacant)
- **Treasurer**
  - Tiffany Schmierer
- **ASSC Rep (ex-officio)**
  - Nicole Harris

### Committee Chairs

- **Curriculum Co-chairs**
  - Nick Kapp & Jacqueline Escobar
- **Educational Policy**
  - Stephen Fredricks
- **Professional Personnel**
  - Zachary Bruno
- **Research**
  - Mousa Ghanma
- **AFT Rep (ex-officio)**
  - (vacant)

### Division Representatives

- **Business**
  - Ed Yee/Richard Claire
- **Counseling**
  - Nate Nevado
- **Language Arts**
  - Nathan Jones
- **KAD**
  - Amber Steele
- **SSCA**
  - Tony Jackson
- **SMT**
  - Carmen Velez

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### Call To Order and Approvals

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<tr>
<th>Call to order</th>
<th>Presenter</th>
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### Roll

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|      |           |      | Absent: Jackson.  
|      |           |      | Guest: David Latt (ASSC) |

### Consent agenda

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### Adoption of the agenda

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### Approval of previous minutes

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### Public comment

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|                | Public    | 3    | N. Harris/D.Latt, question about approving student by-laws; ask B. Christiansen at District Office. Also, read documents at Board of Trustees Chapter 1 [Board Policies].  
|                |           |      | Kapp: Research Symposium Poster Session will be held April 25 [last Friday in April]; will send Senate the pdf announcement. |

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### Standing Agenda Item

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<th>Standing Agenda Item</th>
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<tr>
<td>FTEF Allocation Committee Prioritization</td>
<td>Perkins</td>
<td>20</td>
<td>FTEFAC ranking of positions were presented and discussed. Process was delayed b/c of Accreditation site visit; Timeline &amp; Tasks-Process has been published after review by Shaw &amp; Perkins in Summer- clarifying mission, membership, roles &amp; responsibilities of membership &amp; other items; for instance, [1] the process is via an open meeting allowing for more involvement and transparency; [2] categorical &amp; grant-funded positions will not go thru FTEF process; and [3] replacements requests are made thru Dean to VP using the same Faculty Request form; VP reviews &amp; makes recommendations to President, who makes decision. If the request is denied, the position can then go into regular FTEF process.</td>
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Presentations were presented publicly. Committee discussed priorities, made recommendations. List of 13 was presented & rationale for each was described.

Q: How far down the list might we be able to go? College Budget will meet in January to decide scenarios; Skyline doing well on Allocation Model [still based on FTES & Load; Fall 2013= 594; still the largest of the 3 Colleges]; Perkins hopes for 2 replacements and 3 new ones; she watches retirements & transfers.

Q: with CCSF loss of enrollment, has there been or is there planning for increased enrollment? Not significant bump this Fall, may see it in Spring. Public transportation makes it easier to go to East Bay/Laney.

ILT and Senate will meet on Monday Dec. 16 at 1:30pm in room 4343; SP will write a summary & make recommendation to President.
M: Ghanma /S: Jones, Unanimous.

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<th>Officers’/ Standing Committees’ Reports</th>
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<th>President’s/Vice President’s reports -</th>
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<tr>
<td><strong>College Governance</strong> –not meeting in December</td>
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<td><strong>College Budget</strong> – Dec. 5; $256K worth of request for 1-time funding; ALL requests were approved. Discussion on ways to improve budget process. Distinction about 1-time and ongoing budget needs; transparency about budget process &amp; alternatives of funding sources.</td>
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<td><strong>Institutional Planning</strong> – Dec 11. Agreed to merge with CBC; plan will begin in January to prep for the merger; for start-up in February. CBC-focused meetings will be chaired by the VP of Administrative Affairs and the President of the Academic Senate. IPC-focused meetings will be chaired by the Dean of PRIE. Dual focus meetings will have segments chaired by the respective leaders.</td>
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<td>District ([DAS, DPGC, DSPC]) – [1]Web 2.0 upcoming (complete rollover 1/7/14); [2]PETF report is due the end of this month [cannot be changed after ratification; will be coming to Acad. Senate &amp; AFT for review]. PETF Sharepoint is open at [<a href="https://sharepoint.smccd.edu/SiteDirectory/petf2012/Resource%20Documents/Forms/AllItems.aspx?RootFolder=%2FSiteDirectory%2Fpetf2012%2FResource%20Documents&amp;View=%7BAD49E0E8-3589-4DAD-AA0A-F9C799D2D40C%7D">https://sharepoint.smccd.edu/SiteDirectory/petf2012/Resource%20Documents/Forms/AllItems.aspx?RootFolder=%2FSiteDirectory%2Fpetf2012%2FResource%20Documents&amp;View={AD49E0E8-3589-4DAD-AA0A-F9C799D2D40C}</a>] ; [3]Financial Aid requirements have risen to check the kind of ‘failure-grade’ to differentiate how students did not pass the course; [4]Academic Calendar- need for input from VPs &amp; Senates; discussion of issues regarding how Calendars get created; 2-year calendar as an idea.</td>
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**Treasurer’s Report** – Request for Jan. Agenda for Scholarships & Textbook

**Research** –nothing today; suggestion of meeting early next term and create proposal for revised structure to present to President.

**Curriculum** –50 pieces of Curriculum dealt with last week; Increase # of 2 members/division still in progress; Transfer Degrees imply many changes including influence on local degrees; GE is handed down to us, hasn’t changed. Idea: Time
for Senate & Curriculum to co-sponsor a Forum on GE.  
**Ed Policy** – no report, meeting January re: academic renewal and plagiarism policies and procedures.  
**Professional Personnel** – See later point on agenda.

**Other Reports**

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| 10   | **ASSC** – AIDS event had 150 participants!; Leadership Retreat Yosemite Institute [1st Friday January]; MLK event being planned now.  
**AFT** – no report  
**SEEED** – no report  
**Classified Senate** – no report |

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<th>New Senate Business</th>
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| Senate Resolution   | Shaw      | 5    | The following resolution was adopted: 
**Skyline College Academic Senate Resolution Commending Dr. Sarah Perkins**

Whereas, Sarah Perkins immediately and enthusiastically adopted Skyline College as her home upon her arrival in 2012 when she assumed the position of Vice President of Instruction, instantly demonstrating commitment and dedication to her new college community; and

Whereas, Sarah Perkins has facilitated the creation of several new initiatives directly resulting in rich and beneficial opportunities for faculty development such as the Center for Transformative Teaching and Learning, Faculty Boot-up Camps, Center for Innovative Practices through Hip-Hop Education & Research, and Study Abroad; and

Whereas, Faculty's access to Sarah Perkins’ extensive expertise and creative vision has resulted in the continued improvement of many campus processes such as Full Time Equivalent Faculty allocation, curriculum approval, professional development, accreditation, international education, and the development and assessment of distance education; and

Whereas, Skyline College faculty have grown to rely on Sarah Perkins’ support and advice and have come to see her as an invaluable resource for facilitating the work of the College; and

Whereas, The success of Skyline College's accreditation site visit of 2013 was greatly enhanced by Sarah Perkins’ efforts, leadership, and cheerleading chants of "Does Skyline meet the Standards?"; and

Whereas, Sarah Perkins’ admirable qualities of collegiality, responsiveness, accessibility, and respect are outpaced only by her tireless and fastidious work ethic, making her “the administrator for the faculty that she never had”;  

Resolved, That the Skyline College Academic Senate
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<td>Acknowledge Sarah Perkins as an indispensable member of our college community and a model for all who are privileged to work with her; and Resolved, That the Skyline College Academic Senate express its deepest appreciation to Sarah Perkins for all the work that she has done and will continue to do in the interest of making Skyline College shine.</td>
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Adopted by Acclamation December 13, 2013 Skyline College Academic Senate

| Screening Committee Faculty Selection | Shaw | 5 | SMT is requesting approval of faculty on a selection committee for a temporary full time faculty position for Career Advancement Academy Health Sciences. The position is grant funded through Career Advancement Academy grant. Judith Crawford (EMT) was in the position but has stepped out to pursue education. Goal is to hire this position as soon as possible. The position will remain active as long as the grant is available. Faculty to be approved:  
- Brian Daniel (Allied Health Faculty)  
- Alice Erskine (Allied Health Faculty)  
- Soledad McCarthy (Program Services Coordinator / BUS Adjunct Faculty)  
- Alina Varona (CAA Faculty Coordinator)  
- Ray Hernandez (SMT Dean) |

M/ Steele, S/Yee, Unanimous

| Discussion on By-laws, specifically, PPC charge | Shaw / Bruno | 25 | The by-laws were not able to be reviewed for comments on highlighted areas. This will be agendized for Spring. Recommended charge for Professional Personnel Committee:  
- Reviews materials and makes recommendations concerning Faculty Awards and other commendations. [YES]  
- Considers questions of Professional Ethics [YES]  
- Coordinates social activities [YES]  
- Promotes staff development and professional growth. [YES] |

ZBruno: Committee hasn’t met, but ZB met with Perkins. PEDAC Committee has now been restructured ACED under CTTL. Discussion: Tasks for this committee could include choosing Faculty Marshall, recommending special awards to employees, nominating faculty for state awards, coordinating end-of-year celebration. More discussion on the role of professional ethics to be had. ZB will take it to Prof Personnel Committee for approval & return to Senate. |

| Spring and Summer Senate calendar and | Shaw | 15 | Spring and Summer Institutes for faculty in leadership positions to consider: |

Information
preparations

- Accreditation Feb 7-8 San Diego
- Academic Academy Feb 21-22 Napa- limit to 5
- Faculty Leadership Institute June 12-14 San Diego
- Curriculum Institute July 10-12 San Jose

Spring calendar of events:
- two test dates for alternate time/day meeting:
  - Fri. Feb. 7 exchanged for Tue. Feb 4, 2-4pm
  - Fri. Mar. 28 exchanged for Tue. Mar. 25, 2-4pm
- Spring Plenary: 2nd week in April, SF
- Classified/Faculty sponsored event: idea- StuServ vs Instruction Baseball Game, Kickball game?
- Elections for Fall: State level idea to set up for succession; for example, President, President-Elect, & Past President positions.

Spring Plenary – Senate is asked to consider issues at the campus that would be benefitted by a resolution brought forward to the ASCCC; in form of Resolution or Question/Issue for Area B.

Information about time commitment for those considering senate positions- look at Pre-Election: Planning & Arranging Course Load powerpoint on senate minutes and agendas page for a short description of time commitments of faculty leadership.

Awards: Stroud Diversity Award = accepting nominations, deadline = February 10.

<table>
<thead>
<tr>
<th>Announcements and Future Agenda items</th>
<th>Shaw</th>
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<th>Some agenda items for spring:</th>
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<td>• visit by FACCC</td>
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<td>• final review of by-laws and send out for ratification</td>
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<td>• further review of charges of standing committees</td>
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Adjourn

Shaw | 1 | 1:10pm |
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<td>Minutes submitted by: KWB &amp; SF</td>
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