Minutes
September 13, 2013
rm. 6203

Mission: to empower and transform a global community of learners

Call To Order and Approvals

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<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
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<tr>
<td>Call to order</td>
<td>President</td>
<td>1</td>
<td>1:11 pm</td>
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<tr>
<td>Consent agenda</td>
<td>President</td>
<td>0</td>
<td>There are no items for consent today.</td>
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<tr>
<td>Adoption of the agenda</td>
<td>President</td>
<td>1</td>
<td>M: Jones /S:Ghanma U/C</td>
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<td>Approval of previous minutes</td>
<td>President</td>
<td>1</td>
<td>M: Browne /S: Jackson U/C</td>
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<tr>
<td>Public comment</td>
<td>Public</td>
<td>3</td>
<td>T Broxholm- Adjunct Interviews for FT Positions Automotive Department tries to interview as many adjuncts as they can; respectful procedure is to interview adjunct applicants; Shaw: District Senate is working on Fac. Selection Guidelines, has asked for Union and DAS feedback on how to get the conversation started and where; Ghanma: should we have a recommendation to departments or guidelines? S Broxholm: other colleges have automatic interviews, not doing so is costly to the college. Shaw: Asked for a request to agendize this item; include other key people to inform discussion. C Velez- Accreditation: Recommendation to create a ‘cheat sheet/primer’ of items to be known about Accreditation; Perkins has one in the works. Three minutes will be allotted per commenter. No action may be taken on comments made in this segment.</td>
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Standing Agenda Item

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<td>Officers’/ Standing Committees’ Reports</td>
<td>Chairs and Reps</td>
<td>20</td>
<td>President’s/Vice President’s reports - Pres. Shaw met on the 5th with the chair of the accreditation site visit, Dr. Melinda Nish. Site team concerned that Skyline had included very few</td>
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planning agendas in the report. The College’s perspective of the planning agenda was that meeting the standard means no need to list planning agendas since we are already actively engaged in a robust and well-documented planning process.

In preparation of the visit, faculty are advised to be familiar with the Planning and Participatory Governance Manual, (on PRIE web page) as well as the Self-Evaluation Report itself (on Accreditation web page). Interviews and observations will occur on the Tuesday and Wednesday of the visit (Oct 22 and 23) and the team will write their report on Thursday the 24th.

- **College Governance** – meets Sept 25.
- **College Budget** – met Sept 12 for orientation only; Skyline is still out in front w/ allocation model.
- **Institutional Planning** – met Sept 11. See agenda items below on Sustainability and HR Staffing plans.
- **District (DAS, DPGC, DSPC)** – DAS met Sept 9 [D. Benettt, president].

**Clarification of Plus-Minus grading.** AFT says that the wording of the policy means that the plus/minus is the default policy, and faculty have the freedom to decide whether or not to assign plus/minus or whole grade. DAS suggests that the choice to use the whole grade be stated in the syllabus.

**PETF report:** the evaluation tool is nearly complete. AFT and DAS both expressed concern that while PETF has done a lot of work on this tool, there is still much more work to be done on revising Appendix G of the contract and other areas that the team was initially charged with. To date, no timeline for the whole work has been presented despite several requests. DAS requested the timeline be furnished no later than September 20. At this point, a new MOU will have to be negotiated to allow the team to continue their work.

**Concern over STOT training selection process.** Currently, the process involves the VPs and Deans recommending faculty to receive STOT training. DAS asserted that, under the 10+1, Professional Development is a faculty purview and therefore faculty should be involved in that selection process. DAS will follow up.

Reps. should contact LA Shaw with any anecdotes or issues re: STOT training for her to forward to D Bennett.

**DPGC meets** Oct. 7.
**DSPC met Sept 9.** Discussed community needs surveys being conducted.

**Treasurer’s Report** – Automatic enrollment is over, but dues can be paid anytime; make check to Academic Senate & forward to T. Schmierer

**Research** – No report today.

**Curriculum** –

1) Skyline CC is interested in increasing the membership on CC. Interested in having 2 faculty
per discipline. Move to Action Item next meeting for a vote;
Reps. Should talk to their Divisions about this and bring feedback to next meeting.

2) Went over the Stand Alone Credit Course Approval training.

3) Working on new courses. Concerned about new requirements for course leveling, after all the work that done with Kinesiology, more needed. Will have a discussion and a training on other course repetitions.

4) Distance Education approval. Hopefully working with Bridget Fisher to make things easier to use. Looking to improve the help boxes and to better allow faculty to show “regular and meaningful contact”

5) Worked on calendar. Want to let all faculty know about deadlines. These are absolute requirements to allow time to perform the review in committee.

6) Talked about technical review. Even some classes may still need a second reading. Even though CurricUNET makes things easier, some classes will still need to have a second reading done.

7) Discussed and worked on the CC Website.

8) Jacqui discussed recent items from the State AS curriculum institute.

9) Continuing to discuss how faculty changes to SLO’s will be reviewed by the CC. Repeatability issue is still being discussed; District does not like “.1,.2 “ nor do they like “Beginning, Intermediate”. Must have distinct SLOs and course content. 

Request to agendize the issue and include other key players.

Ghanma: Updated trainings on CurricUNET? Talk to Reps & are working on a Guide/Handouts.
Kapp: Can ask questions re modifications to Norris.

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<td><strong>ASSC</strong> – just selected Senators for full group; Harvest Festival plans on board; Club Rush Wed 25 Sept 9-3</td>
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<td><strong>AFT</strong> – no rep, no report</td>
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<td><strong>SEEED</strong> – no report</td>
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<td>** Classified Senate** – Linda Allen. Working with Ricardo Flores, Discussed summer retreat. Plans to complete by-laws &amp; constitution revision [Shaw will join to inform process of updating such for Senate] and events to rebuild friendly atmosphere [bring classified people together socially]. Suggestion: Coyote Point retreat.</td>
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### New Senate Business

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| Visit by College President | Stroud | 10   | Pres. Stroud addressed the Senate to share some issues of importance.  
1. Middle College: move forward on “Skyline Promise,” use Long Beach model, the Ventura promise to waive fees for a semester.  
2. Global Learning Initiative: CITD working to consolidate all global learning together and increase international | information |
The HR Staffing Plan plan came out in Spring of 2013 right before the last meeting of Senate and could not be agendized. It went before IPC on Wednesday Sept 11. Nearly all Divisions were represented at that IPC meeting; plan was approved to go to College Council. Leigh Anne and one other faculty abstained in the vote because Senate had not had a chance to review it. Senate is asked to review and make recommendations.

Senate’s criteria for reviewing plans and documents: How does student enrollment – it has been boosted due to a CITD grant. Wants to further develop Travel/Study Abroad program which currently includes China, African Diaspora; wants to subsidize students to travel.

3. CITD responsible for development of many certificates and degrees at the college over the last 7 years. Many new initiatives such as Sustainability Plan began with CITD.

4. Staffing Plan will be implemented with Staffing for Student Success Task Force recommendations. 16 new Faculty this year.

5. Accreditation Chair visit. Heads up on areas of concern, such as Planning Agendas. The absence of planning agendas does not mean we don’t have planning at the college – we have robust planning.

6. Success Summit: President’s Council supported event. Topics to include “The Last Mile” (transportation issues to Skyline). [Sat 9/21/13] Contact Linda Bertolotti x7141 to attend.

Heather Smith of BACC and Williams Watson of SparkPoint at Skyline College. W. Watson [watsonw@smccd.edu; leivaa@smccd.edu] presented their program’s Logic Model*. Founded on the Annie E. Casey model, provides necessary services; no matter the economic disparity, want to give all an equitable educational opportunity. Provided over 10,000 services to 2015 students and community members. Of those 2015, 450 got one-on-one financial coaching with their own financial coach. More info here: http://www.skylinecollege.edu/sparkpoint/documents/WorkbookFinancialCoachingSparkPointSkylineAPRIL2013.pdf

H Smith: Presented Benefits Access for College Completion (BACC) program, with flyer & interest card. BACC is the result of a grant offered only to 6 US colleges to re-think how institution functions to deliver services. BACC identified cohort of lowest-income students; tracked groups who did use benefits and those who didn’t. Services available in SMC & SF counties [1. CalFresh, formerly Food Stamps, now a debit card for groceries; 2. Health benefits- connect to Health Insurance/Obama Care; 3. CASH program, can be used for anything] Asks Senate/faculty to refer students to SparkPoint. Presentations available [see Interest Card] or schedule an appointment, [smithh@smccd.edu] or do Questionnaire [https://www.mybenefitscalwin.org], bring over a class or have BACC present in class. BACC will also go to Division Meetings.

SparkPoint at Skyline College and BACC Presentation

Heather Smith & William Watson

10

Heather Smith of BACC and Williams Watson of SparkPoint at Skyline College. W. Watson [watsonw@smccd.edu; leivaa@smccd.edu] presented their program’s Logic Model*. Founded on the Annie E. Casey model, provides necessary services; no matter the economic disparity, want to give all an equitable educational opportunity. Provided over 10,000 services to 2015 students and community members. Of those 2015, 450 got one-on-one financial coaching with their own financial coach. More info here: http://www.skylinecollege.edu/sparkpoint/documents/WorkbookFinancialCoachingSparkPointSkylineAPRIL2013.pdf

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it impact faculty and the college? How well has it been vetted through the participatory governance process? How well is it connected to goals for Campus? How does it impact students? Understand that certain language is going to be imbued into these plans that we cannot change (i.e., Mission-Vision-Values).

HR Staffing Plan is based on the ALUR [Administrative Leadership Unit Review], a revised process of the former Unit Plan, which is informed by processes from Depts and Programs [Annual Program Report= APR; Program Review=PR]. APR/PR is designed to connect to College/District goals, and stacks up to the ALUR.

Link to plan: [http://www.skylinecollege.edu/prie/assets/june2013documents/Human%20Resources%20Plan%20T3S%20Draft%207%2013%20to%20IPC_revised.pdf](http://www.skylinecollege.edu/prie/assets/june2013documents/Human%20Resources%20Plan%20T3S%20Draft%207%2013%20to%20IPC_revised.pdf)

Discussion: Concern about “Rely vs. Consult” issue. Some language around the FTEF process seems to imply “consult collegially” rather than “rely primarily” which is a Board policy.

Concern about “Appendix” implications- is voting YES an implicit consent of appendix? Specific positions need careful look.

Concern about whether hiring also implies enough funding and infrastructure to allow the new hire to be successful (staffing, resources).

Concern about implications for Counseling, is that a part of Student Support? Is that included in “faculty”? Concern about determination of faculty replacement position, and why positions vacated after 2 years are singled out as not to be replaced. Current language may not reflect practice followed last year of replacing retirees.

Should the plan include some rule about a standard to uphold when determining how many/where to hire so that we are not unbalanced? Kathy Blackwood working on such a document.

General response is that Plan in general is good. Senate desires more time to review.

Q: If IPC already approved to recommend it to College Council, is there a deadline for Senate to act? A: it is a living document which means that it is updated as needed. It will likely be reviewed annually.

Motion: Senate will deliberate and create set of questions/clarifications, forward them to Shaw to give to Perkins/Blake, then ask Perkins/Blake to attend to discuss.

M: Bruno/ S: Fredricks/U

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<th>Sustainability Plan</th>
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<td>The Sustainability Plan came before the Senate in draft form in Spring 2013 and comments sent back for its improvement. Plan had broad membership, broad involvement, transparency, and strong action plans. Shaw feels confident about recommending its approval.</td>
<td>Link to plan:</td>
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**Dean of Counseling Search Committee**  
Shaw 3  Proposed faculty membership on this committee:  
Nate Nevado, Jessica Lopez, and Nathan Jones.  

M: Browne / S: Fredricks  
Yea: 11  
Nay: 0  
Ab:  1  Motion passed.

**Announcements**  
Shaw 3  none

**Adjourn**  
Shaw 1  Adjourned at 2:59 pm  
M: Steele / S: Jones  
Minutes submitted by KW Browne with additions by Shaw, Kapp, and Steele.

*Materials presented at this meeting are located on the Academic Senate web page.*

2. Click on Minutes and Agendas.
3. Scroll to the appropriate meeting date.
4. Open attachments in the Materials column.