Governing Council Officers 2013-2014
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Kate Williams Browne  
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Stephen Fredricks  
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Mousa Ghanma  
Research
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AFT Rep (ex-officio)

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Nate Nevado  
Counseling
Nathan Jones  
Language Arts
Amber Steele  
KAD
Tony Jackson  
SSCA
Carmen Velez  
SMT

Call To Order and Approvals

| Call to order | President  | 1 | 4:05pm |
| Roll and assignments | Secretary | 0 | Present: Leigh Anne Shaw, Kate Williams Browne, Tiffany Schmierer, Nicole Harris, Nick Kapp, Stephen Fredricks, Mousa Ghanma, Nate Nevado, Nathan Jones, Amber Steele, Carmen Velez. Absent: Tony Jackson. Timekeeper: Tiffany Schmierer. Recorder: Stephen Fredricks |
| Consent agenda | President | 0 | There are no items up for consent today. |
| Adoption of the agenda* | President | 1 | Request to reorder the agenda to accommodate Dr. Perkins in curriculum discussion. M: Moussa Ghanma /S: Nate Nevada. U/C |
| Approval of previous minutes* | President | 1 | M: Browne /S: Kapp. U/C |
| Public comment | Public | 3 | Three minutes will be allotted per commenter. |

Standing Agenda Item

| Officers’/ Standing Committees’ Reports | Chairs/ reps | 25 | President’s report - Pres. Shaw thanks all faculty who attended forums held on 9/23 and 9/24 focusing on the HR Staffing Plan. Purpose of forums: to openly share plan for adjusting to our continued growth as a college. Forums well-attended; brought forth many questions and good dialogue. VP’s report: Browne: State Plenary in Southern California for Fall (Spring is in Northern California in April) |
| Action/ Information | Information |

  o Reviewed Budget Calendar – decided to make it a cycle to reflect its continuation, not a calendar with a year on it that expires.
  o Reviewed HR Staffing Plan – Shaw commended college president on the forums and encouraged further such communication as the plan moves
Questions lack of reference in the plan to faculty being hired; Shaw reminded that the plan does go into the FTEF Allocation Process. Kapp: Need to clarify the review process for Administrative Positions and ensure that it is open. Shaw: Excellent topic for further discussion.

- SSTF legislation – response. SSTF of 2012 outlined four areas that colleges need to respond to in a plan due in a year: A task force was recommended to be created to build the plan and ensure that it has broad representation.

- 400 hard copies of the “primer” to upcoming Accreditation visit will be coming out soon and will arrive in faculty boxes. Faculty need to review it; faculty leadership need to know it cover to cover.

- **College Budget** – meets 9/26/13 2:10-4:00 room 6203. Kathy Blackwood will present on the Final District Budget.
- **Institutional Planning** – will meet October 9th.
- **District Committees:** (DAS meets Oct 14., DPGC met Sept 16 and sent out several policies that will be up for approval today. Next meeting Oct 7.
- **DSPC** met Sept 9. District is in the midst of a broad Community Needs survey of several industry fields. Will likely have implications for how we serve the community via curriculum and programs.)

- **Research** – Ghanma: Research is redefining its charge. Discussion of the role of the committee in directing funding for Student Research Projects; specifics about research training for Faculty desiring to work with students in scientific research; Research outreach from our own CTTL or from Ulate’s office; Financial Aid for Student Research; faculty reimbursement for Research; defining course work (syllabus, SLO’s, etc), Safety issues with Independent Research. Shaw: The president is aware of these ideas and desires to explore it.

- **Curriculum** – No Report
- **Ed Policy** – No Report
- **Professional Personnel** – No Report

**Other Reports**

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<td>10</td>
<td>ASSC – October 1: ASTEP Family Night, Oct. 31 Sky-lo-ween, Coming Out Day, 1 Billion Rising, Open Mic (Busy October for ASSC)</td>
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**New Senate Business**

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Curriculum discussion: repeatability and other state changes

Perkins, Kapp, Escobar

25

Changes to repeatability regulations; ensuring awareness of the changes. Perkins:

- Long history of curriculum committee work; ex-officio on our Curriculum committee.
- Attended Curriculum Institute with J. Escobar; Introduced Program and Course Approval Handbook (PCAH*) which is posted on web site;
- Gave overview of Curriculum Committee Website;
- CurricuNET link contains information on using CurricuNET, General Education link has well-defined resources, Resource Link is a changing document “if you have anything you would like to add..”;
- Stress on changes on Prerequisites (etc),
- Curriculum Committee web site is a GO-TO site, and if you don’t see a needed resource, it can be easily added;
- Updating Curriculum Handbook (to 2013);
- Curriculum is the heart of the work at Skyline College; it is incumbent upon us to be engaged in this work.
- Course Repeatability and Repeatable Courses: State is restricting the number of times a student can apply to repeat a course. What is different for faculty? If a student has placed into a wrong course, faculty should know and stress that a W counts as a “mark” against the student; errors in reg have to be taken care of immediately.

If a student receives a mark in a class, there are very specific conditions that must be met in order for a student to be approved for course repeat.

Concern over costs of the implementation of repetition/repeatability rules. Many questions about 690 courses (syllabus, repeatability, etc) In the works: creating 695 courses that modify 690s to allow for the repeatability. Overall, the legislature is trying to stop students from repeating courses.

Same approach will be used for LSKL 803 courses. Also, fees to audit a course are likely to change.

Course “families” are no longer being created, as this resulted in a proliferation of courses, which was not the point. The focus is to have a curriculum that is focused on completion. This creates a distinction between Community Education and college curriculum for completion. So far, state is not trying to stem any curriculum for completion.

Implications for placement testing: In the Long Beach Model, students are placed based on how they achieved in High School rather than a placement test. Skyline Promise has language to deal with many of these issues.

ASSC mentioned that student awareness is of utmost importance in order to be successful, particularly in courses such as adaptive
P.E. Counseling is working diligently to ensure that we understand the difference between course repeatability and repeatable courses. Getting this information to students is absolutely critical.

Idea: Could WEBSMART be utilized to alert a student about the consequences of a W?

Q: TMCs – when is this rolling out? A: CID Process is faculty vetting the coursework; we have uploaded 9 courses; waiting to hear back from the state.

Q: course repetition – students who take a course to immerse in the material, with the intention of taking the course again, why is the W date so late in the semester? Students use this late date to their advantage, which is very costly? This should be referred to Ed Policy and Dr. Mosby.

Short discussion on lab fees for losses incurred in labs. Advise to contact dean for setting up funding stream.

Quick-guide (40 pgs) to Accreditation will be coming out within a week (projected); Senate must read carefully, all faculty advised to review it.

| Membership to Curriculum Committee | Kapp, Escobar | 5 | The Curriculum Committee proposes that its division faculty membership be increased from 1 member per division to 2. M: Fredricks / S: Browne /U |
| Planning Processes | Ulate | 20 | Dr. Ulate will review the college planning processes. |
| Screening Committee – Director of Center for Workforce Development | Shaw | 5 | Replacement for Anjana Richards. Reporting to the Vice President of Instruction, the Director will provide leadership and day-to-day management of the Skyline College Center for Workforce Development (CWD). Proposed faculty to serve: Rick Escalambre – Faculty Coordinator Automotive Aaron Wilcher – Faculty Coordinator Center for Workforce Development Alina Varona – Faculty Coordinator Career Advancement Academy Don Carlson – Dean Business Ray Hernandez – Dean SMT | action |
| Approval of Compendium of Committees* | Shaw | 5 | M: Ghanma / S: Nevado /U |
| Policies and Procedures* | Shaw | 5 | 1.30 Compensation of Board Members Ghanma: Points 3 and 5 are of concern. What is the cap for reimbursement for food at conferences, for instance?
2.23 Leaves of Absence/Catastrophic Leave Ghanma: Clarify number 3 | action |
| Announcements | All | 1 | Shaw: Proposals/Thoughts about changing meeting times Accreditation Week Meeting – will discuss on 10/11 at next meeting. |
| Adjourn | Shaw | 1 | M: Ghanma / S: Fredricks /U Minutes submitted by: Stephen Fredricks |

*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.