### Academic Senate

**Minutes**

**Meeting Date:** Thursday, Sep 18, 2014

**Time:** 2:10pm – 4:00am

**Location:** rm. 6203

**Mission:** To empower and transform a global community of learners

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### Opening Procedures

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<tr>
<td>Call to order</td>
<td>President</td>
<td>0</td>
<td>Meeting called to order by chair Fredricks at 2:11pm</td>
<td>Procedure</td>
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<tr>
<td>Roll/Introductions</td>
<td>Secretary</td>
<td>1</td>
<td>Present: Marlon Gaitan (ASSC), Leigh Anne Shaw, Rob Williams, Jessica Hurless, Amber Steele, Dennis Wolbers, Alana Utsumi, Mousa Ghanma, Jacqueline Escobar, Dick Claire, Zack Bruno, Tiffany Schmierer, Tatiana Irwin</td>
<td>Procedure</td>
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<tr>
<td>Consent agenda</td>
<td>President</td>
<td>0</td>
<td>Guest: Jennifer Merrill</td>
<td>Action</td>
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<tr>
<td>Adoption of today’s agenda</td>
<td>President</td>
<td>1</td>
<td>Guest speaker Merrill will require flexibility in her presentation today. The senate is asked to accommodate her presentation upon arrival. M: Ghanma/ Hurless / Ab. Claire / motion passes</td>
<td>Action</td>
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<tr>
<td>Adoption of the minutes of previous meeting</td>
<td>President</td>
<td>1</td>
<td>M: Wolbers/S.Steele/Ab. Claire /motion passes</td>
<td>Action</td>
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<tr>
<td>Public Comment</td>
<td>Public</td>
<td>3</td>
<td></td>
<td>Information</td>
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### Standing Agenda Items

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| Committee reports             | Reps and officers | 30   | President’s/Vice President  
  - College Governance Council 1st mtg 9/24/14  
  - Budget and Planning Council met 9/11/14  
  Committee is melding former Institutional Planning Council and College Budget Committee, required by Accreditation and allowing for more effective and documented work. New name: Strategic Planning & Allocation of Resources Committee [SPARC], with 3 | Information         |
Co-Chairs [Eloisa Briones, VP-Budget; Aaron McVean, Dean of PRIE, & Kate Browne, Acad Senate President]. Dean of PRIE will focus on planning, Senate President on budget, and VP of Budget on both. Meets 2 Thursdays/month, alternates with Senate meeting. 2014-15 focus: application of District revised Resources Allocation Model and creation of consultant-driven Strategic Plan for District. College Forums will be held Sept & October. Our participation is vital to advocate for Skyline students, community needs as well as faculty resources.

- Professional Development update
Professional Personnel Committee (PPC) web page now reflects updated charge: http://www.skylinecollege.edu/academicsenate/professionalpersonnel.php
As Bruno presented on 9/4/14, PPC does not review Professional Development Project (PDF) projects. Discussion continues over role that Senate should play in guiding the activities under Professional Development Article 13 money because professional development is a 10+1 issue. Browne has requested that the District Academic Senate agendize the issue, as the 3 Colleges have varying structures.

- District
  - DAS- met 9/8: discussed Flex Day, Faculty Professional Development, Minimum Qualifications, Brown Act (see materials).
    - Ratification vote on Appendix G. Voter turnout was low. Concern by SCAS Pres/VP that the vote was rushed and anonymity, regardless of its assurance, was not guaranteed in the minds of many faculty.
    - Discussed Roberts Rules of Order (see materials), Policies set for District Senate approval (see materials). Their goal for the year includes reviewing workload and reassigned time. Should we add to our local Senate goals?
  - DPGC 1st mtg M 10/6
  - DSPC) 1st mtg will be M 10/13
  - Board Meeting: $388 million bond will be on November ballot, Survey results were 66% approval [needs 55%]; Yes to Classrooms & Labs, No to Health Center upgrades.

- State Issues and Information –
  - ASCCC membership cards, finally!
  - State Bill 850 (“the 2+2,” or offering 4-year degrees at the CCC) in process of being signed; 15 colleges will be identified, the disciplines have
not been identified, nor min quals., etc. Talk of Nursing, Rad. Tech & Respiratory Therapy at SMCCD.
- CB 21 Course Descriptors meeting in Oakland on 9/19/14 for basic skills faculty input. Attending: Chris Gibson (English), Leigh Anne Shaw (ESOL), possible rep for Math.

Treasurer’s Report – Dues can still be accepted.
Standing Committee Reports

- **Research** – no report
- **Curriculum** – Wolbers reported on Curriculum's 2nd meeting of the year. Discussed inserting language into the Curriculum handbook that clarifies the process of creating curriculum for new programs where a discipline expert does not exist on the faculty. Only faculty are allowed to write curriculum, and this clarification is designed to ensure that this remains so. In cases where there is no content expert on the faculty, two additional pieces of info need to be included: 1. the name of the content expert being consulted in the creation of the curriculum; 2. the name of the curriculum originator, who is the currently faculty member whose responsibility it is to create, develop, and present new curriculum certificates, degrees, and programs. Q: How is content expert defined? A: The content expert would meet the minimum quals as set by state and the district.
- **Ed Policy** – meets 1st Tuesdays of the month. Lots of agenda items on the horizon.
- **Professional Personnel** – discussing more interaction and compatibility between PPC and the Professional Development (Article 13) committees.

| Other reports | Reps and officers | 10 | ASSC – information in Skyline View talked about the baccalaureate program. Holding Hallowe’en on Oct 30, 12:30-3:30. AFT – no report SEEED – no report. Classified Senate – Talked a lot about 2+2 program. Program Services Coordinators are concerned about increase in work. Letter to governor to back the bill was supported by CS. Discussed professional development funds; discussions about how much staff members can use. Encouraging involvement in upcoming activities such as brown bag workshops, a walking club, etc. | Information |
## New Senate Business

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<td>Minimum qual issue: Psychology</td>
<td>Jennifer Merrill, Skyline Psychology department</td>
<td>10</td>
<td>The Senate will hear concern and proposal from Psychology Department concerning Minimum Qualifications. Merrill discussed a petition from Skyline Psychology dept, who wishes to change the district minimum qualifications to match those of the state (see materials). Currently, the requirement is a master's degree in psychology. State allows bachelor's in psych and MA in counseling, sociology, statistics, neuroscience, or social work, or equivalent. (Note: error in petition – reference to Anthropology should not be there). The reason is that the narrow scope limits hiring. Cañada and CSM have not yet been consulted on this petition.</td>
<td>Info</td>
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<td>Approval of Skyline Faculty to District Min. Qual. Task Force</td>
<td>President/VP</td>
<td>5</td>
<td>The Senate will review and vote on the Skyline Faculty member of the SMCCD Min Qual Psychology Task Force. Review of BP 3.15 and 3.15.1 Motion by Bruno: to appoint Jennifer Merrill to the task /S: Hurless/U</td>
<td>Action</td>
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<td>Request for representation on SMCCCD Min Qual Reading Task Force</td>
<td>President/VP</td>
<td>5</td>
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<td>Discussion of Ratified Appendix G of the Faculty contract</td>
<td>President/VP</td>
<td>10</td>
<td>Faculty concerns over the proposed changes to Appendix G are invited to be sent to Teeka James, AFT; Browne will write up &amp; send. Evaluation Guidance Committees are to be established at all 3 Colleges [currently at CSM]. Committee's charge is to clarify and address questions about the evaluation process, and to determine when to refer a matter to another body; Membership is to be VP-I, AFT [1], Senate [1]. Goal is to ensure that evaluation is a faculty-driven process and adequate training is provided. Comment: It would be helpful for the appointee to be experienced in online teaching.</td>
<td>Information</td>
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<td>Flex Day activities</td>
<td>President/VP</td>
<td>10</td>
<td>District Senate would like Acad Senate to discuss and consolidate their comments about Flex Day o Building calendars for 2 years out o Unclear of the process of selecting flex days (i.e., Flex Day scheduled day before Thanksgiving seems doomed to failure). o Flex days are often Monday or Wednesday, which disproportionately affects some classes. o It's possible that, since the content of flex activities has been narrowed to only academic issues, that fewer faculty attend the planned activities, but are in fact satisfying flex in other ways. o The flex document is required to submit, but it's unclear whether it is ever reviewed to identify the content of what is</td>
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on the forms that are submitted.

- Comment: it would be valuable to look at other campuses and seeing what they do to track and verify flex day participation. Shaw offered to ask the question on the ASCCC Google list serve.

- Issue: If flex is only held on M/W, and adjuncts who teach T/Th don't get paid for it or get credit for it, what is their incentive to participate?

- Question: Is there a call-out for proposals for flex days? What efforts are being put towards getting more faculty input and therefore buy-in?

### By-Laws: Term limits and date of start; outline of what policies are left to review.

| President/VP | 10 | Two questions for revision of the by-laws:  
1. Should there be term limits for any elected officers?  
   - term limits can  
   - idea: put in that there's no term limits  
2. What is the start date of newly elected officers? 

M: Leave term limits out of the by-laws – Claire/S: Schmierer/U |

### Final Announcements and Adjournment

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| Announcements and Next meeting | President | 1 | Town Hall on Citizenship ISLO Result – Monday Sept 22nd 2-3:30 pm in room 6203. Please RSVP to Karen Wong by Friday Sept 19th to receive the data via email prior to the meeting.  
Shaw shared the language included at the bottom of the agenda that helps to clarify the voting process of the senate in light of changes to the Brown Act.  
The senate had questions about the BP 6.39. Senate feels the revision is too strict in terms of students with child care issues. Would like to agendize for next meeting. | Information |
| Adjournment | | 1 | Meeting adjourned at 3:57pm  
M: Schmierer/ S: Wolbers /U  
Minutes submitted by Leigh Anne Shaw. | Action |

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In accordance with the Ralph M. Brown Act and SB 751, minutes of the Skyline College Academic Senate will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

Where the minutes reflect "see materials," refer to the Materials section of the posted minutes and agendas page on the Academic Senate web page, located at [http://www.skylinecollege.edu/academicsenate/index.php](http://www.skylinecollege.edu/academicsenate/index.php).