Minutes
Thursday, 19 Nov, 2015
2:10pm – 4:00pm
rm. 6203

Mission: to empower and transform a global community of learners

Academic Senate

Minutes

Thursday, 19 Nov, 2015
2:10pm – 4:00pm
rm. 6203

Mission: to empower and transform a global community of learners

Governing Council Officers
2015-2016
Kate Williams Browne
President
Stephen Fredricks
Vice President
Leigh Anne Shaw
Secretary
Tiffany Schmierer
Treasurer
Leigh Anne Shaw
Past President

Committee Chairs & Ex-Officio Representatives
Dennis Wolbers
John Ulloa
Curriculum
Jacquie Escobar
Nick Kapp
Educational Policy
Shawna Whitney
Professional Personnel
vacant
Research
Rob Williams/Janice Sapigao
AFT Rep (non-voting)
Michelle Hagar/Alanna Utsumi
Classified Senate (non-voting)
Dennis Zheng/Miku Mendoza
ASSC Rep (non-voting)
vacant
SEEED [non-voting]

Division Representatives
Dick Claire
Dan Ming
BEPP
Kent Gomez
Jacquie Escobar
Counseling
Jessica Hurless
Danielle Powell
Language Arts
Amber Steele
KAD
Zachary Bruno
SSCA
Terrence Chang
SMT
Dennis Wolbers
ASLT

Opening Procedures

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to order</td>
<td>President</td>
<td>1</td>
<td>2:12pm</td>
<td>Procedure</td>
</tr>
<tr>
<td>Roll/Introductions</td>
<td>Secretary</td>
<td>1</td>
<td>Dennis Zheng (ASSC), Alana Utsumi, Zachary Bruno, Leigh Anne Shaw, Terrence Chang, Dan Ming, Kent Gomez, Shawna Whitney, Kathryn Williams Browne, Stephen Fredricks, Janice Sapigao (AFT), Rob Williams, Brianna Clay, Jacquie Escobar Guests: Jonathan Paver, Ray Hernandez, Allison Callow, Carla Grandy.</td>
<td>Procedure</td>
</tr>
<tr>
<td>Consent agenda</td>
<td>President</td>
<td>0</td>
<td>No consent agenda</td>
<td>Action</td>
</tr>
<tr>
<td>Adoption of today’s agenda</td>
<td>President</td>
<td>1</td>
<td>Browne requested a flexible order to the agenda to accommodate various speakers. M:Fredricks /S: Ming/ Motion Carried</td>
<td>Action</td>
</tr>
<tr>
<td>Adoption previous minutes</td>
<td>President</td>
<td>1</td>
<td>M: Fredricks /S: Whitney/Motion carried</td>
<td>Action</td>
</tr>
<tr>
<td>Timekeeper</td>
<td>President</td>
<td>1</td>
<td>Terrence Chang</td>
<td></td>
</tr>
<tr>
<td>Public Comment</td>
<td>Public</td>
<td>5</td>
<td>No public comment</td>
<td>Information</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Standing Agenda Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Information</th>
</tr>
</thead>
</table>
| Officer, Chairs, and Division Reports | Reps and officers | 30   | President’s/Vice President  
  - College: No report  
  - District:- Canvas Formally adopted; Canvas Migration                                                                                      | Information materials |
Draft [See materials]
SMCCCD Canvas Migration draft document was shared. SMCCCD is applying to be in Cohort II (Fall 2015 – Fall 2017). Proposed timeline on the draft is longer than what OEI proposes. Paver shared that Skyline has the advantage over the other two campuses of having a CTTL which is able to disseminate info and conduct trainings in addition to what the district provides.

Comments: The draft looks very similar to STOT, and it is hoped that the ideas in this draft will be reviewed and revised based on feedback from faculty who are already engaged in STOT in order to make it the best migration possible.

There are three things referenced (OEI, Canvas, STOT) and it's unclear as to how they will be integrated for the benefit of faculty who take the training.

Browne asked that this item be agendized soon for more discussion.

-Next District Academic Senate meeting 11/23
Planning for ASCCC Relations visit/Senate Retreat
Discussion with ASCCC Relations with Local Senates committee to help Skyline and SMCCCD senates update and revise our practices. Leigh Anne Shaw has recently been appointed to this committee.

CAP Acceleration Project [See materials] This event occurred at CSM last week. Browne asked if anyone from Skyline attended – no attendees reported.

- State: Plenary 11/5-7
-Resolutions [See materials]
Resolutions and discussions of note:
1. Faculty leadership in CTE consortium – led to CTE Liaison request [See materials]. Browne has reached out to Deans Roumbanis and Hernandez to find a candidate for this liaison position.
2. Support for Credit ESL – Affirmed the value of credit ESL and the purview of converting ESL to credit or noncredit as an academic and professional matter.
3. Chancellor's Office presentation on faculty diversity
4. Resistance to CSU trend of adopting books based on stipends from publishers.

Treasurer’s Report – next action will be in January when we issue the scholarship check.

Standing Committee Reports
degree and cert. Digital Media and Design program is still in progress and will move from SMT to SSCA. Discussed a better mechanism to avoid the Curric Committee being flooded by curriculum at the end of the year, increasing the workload of all members of the committee.

- **Ed Policy** –[Escobar] Revising the Faculty Handbook. Identified many things missing from it (Title 5 reported, Psych Services, Event Planning, Evaluations, etc.) Looking at the document from the user's perspective; want to provide enough information for all faculty. Separated action plans; a very large workload. Talk of making the document more interactive, different methods of info sharing (video, podcast), and to put portions on a schedule that could be updated in a calendar process.

- **Professional Personnel** –[Whitney] PEDAC working with CTTL to create a new logo for CTTL; PEDAC is also part of flex day activities. Professional Development committee (approves ProfDev funds) met; 2 admins, 2 faculty, 1 ascen member. Next mtg is Dec 2. There were 30+ documents that needed to be approved, as there has been a change in chairship. Whitney shared that she will be going on medical leave – Browne shared that she is working on getting a replacement for her positon as Prof. Pers. chair.

- **Research** —vacant

Division News

- ASLT, BEPP, Counseling, Lang Arts, KAD, SSCA & SMT

Other reports

<table>
<thead>
<tr>
<th>Reps</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSC [Zheng/Mendoza] Drive for Fire Victims</td>
<td>Drive for Fire Victims netted ~$500. ASSC going to Museum of Tolerance. Celebrated Breast Cancer Awareness Month. Guardian Scholars Dinner next week; Senate asked to participate in a thankfulness project. ASSC focusing on the following issues: food, wifi, transportation, also looking at the creation of a meditational room.</td>
</tr>
<tr>
<td>AFT [Williams/Sapigao] Starting new campaign, &quot;building power program.&quot; Talking to faculty members to get their opinions and experiences on working at Skyline. Contract is up June 2016 and everything is up for negotiation (negotiations to begin in June). Survey being sent out in January to all faculty. Hoping for a good turnout in response to survey. Comment: many faculty don't check email over the break, so request to set the survey for the date faculty return, and to leave the window open for sufficient time to respond.</td>
<td></td>
</tr>
</tbody>
</table>
Classified Senate [Haggar/Utsumi] Working on code of ethics – have completed and approved, so has Cañada, CSM still working on it. Completed annual fundraiser for Classified Scholarship – did very well, may have more scholarships. Michele Haggar on maternity leave until March, and Alana Utsumi will stand in for her.

## SEEED - vacant

### TOTAL 50

### New Senate Business

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/ Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Equity: Plan Revisions</td>
<td>Garcia</td>
<td>15</td>
<td>State requirement for Student Equity Plans revisions with local data; VP Student Services will present revisions for Skyline College plan. No report today.</td>
<td>Information</td>
</tr>
<tr>
<td>Faculty Screening Committee: Instructional Designer</td>
<td>Paver</td>
<td>5</td>
<td>Jonathan Paver (chair) Nina Floro (faculty) Bridget Fischer (faculty) Jesse Raskin (faculty) Comment: Faculty hiring committees are supposed to be faculty chaired unless the committee decides to appoint a dean (and alerts the AS President of that decision). Paver shared that this would be taken back to the committee and discussed.</td>
<td>Action</td>
</tr>
<tr>
<td>Faculty Screening Committee: Business</td>
<td>Browne [for Roumbanis]</td>
<td>5</td>
<td>Christine Roumbanis (chair) Michael Habeeb (faculty, Business) Sarita Santos (faculty, ECE/EDU) Peyeta Stroud (project director, BAEC) Guillermo Ortiz (faculty, Business/Accounting) Browne shared that this particular committee alerted the AS president of their desire to have the dean chair this committee due to inexperience and heavy workload of the faculty.</td>
<td>Action</td>
</tr>
<tr>
<td>Online Course Standards</td>
<td>Paver</td>
<td>5</td>
<td>Formal Academic Senate approval is requested for the Online Course Standards [See materials] Senate is asked to approve th online course standards, which are based on the Online Education Initiative (OEI) standards. Summary: All faculty teaching online must meet specific criteria. Criteria and guidelines are created to ensure regular and effective contact, not only required of generally accepted online standards but a specific item called out in accreditation.</td>
<td>Action materials</td>
</tr>
</tbody>
</table>
Discussion: if these standards are to be mandatory, faculty will need

to depend on well-designed and well-taught instruction in online
teaching and course design.

M: Escobar / S: Fredricks / Motion carried

Additional comment: there was a request to bring the distance ed
faculty together to discuss student success. That meeting will be put
together next week. It is a listening session for online instructors to
share things that could impact student success online. Steering
Committee has Jessica Hurless as senate rep.

Sustainability Ambassadors
Network (SAN)

Grandy, Callow, Hernandez

5

Informational item around the SAN and encouragement of faculty
participation

Shared highlights of the Sustainability Blitz last year; faculty
members Bridenbaugh and Efsahani did an artistic project to
illustrate sustainability issues. Wanting to bring in more faculty and
staff into the SAN. Sustainability is about more than scientific
solutions; it involves economics, ecology, health and safety,
transportation, equity, etc. Looking at Climate Action Plan, based
on the Sustainability Plan from last year. Hydrations stations in
Buildings 2, 4, 6. Looking at carpooling and transportation issues
(shuttles). Would like to see faculty in all disciplines get involved
in the Sustainability Blitz (Climate Corps Bay Area). In the Spring,
fellows come to Skyline to help faculty develop sustainability-
related curriculum.

Final Announcements and Adjournment

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjournment</td>
<td></td>
<td></td>
<td>Next meeting 12/3 and it will be our final of 2015.</td>
</tr>
<tr>
<td>Next meeting 12/3 [final]</td>
<td></td>
<td></td>
<td>Meeting was adjourned at 3:59 pm.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M: Schmierer / S: Ming / Motion carried</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Minutes submitted by: Leigh Anne Shaw</td>
</tr>
</tbody>
</table>

TOTAL 92

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.