# Minutes

**Thursday, 15 Oct, 2015**
**2:10pm – 4:00pm rm. 6203**

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

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### Opening Procedures

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<th>Item</th>
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<tr>
<td>Call to order</td>
<td>President</td>
<td>1</td>
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<td>Procedure</td>
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| Roll/Introductions          | Secretary     | 1    | Miku Mendoza (ASSC), Albert Ramos (ASSC), Kate Browne, Stephen Fredricks, Leigh Anne Shaw, Dick Claire, Dennis Wolbers, Shawna Whitney, Terrence Chang, Jessica Hurless, Janice Sapigao (AFT), Jacquie Escobar, Daniellle Powell, Zachary Bruno, Amber Steele, Tiffany Schmierer  
Guest: Jamilla Moore, Sarah Perkins, Angelica Garcia, Jonathan Paver | Procedure           |
| Consent agenda              | President     | 0    | No items on agenda.                                                                                                                             | Action              |
| Adoption of today’s agenda  | President     | 1    | M:Fredricks /S: Wolbers  
Request to reorder to accommodate Vice Chancellor Moore's schedule. Mover/Seconder agree. Motion carries.                                                                                       | Action              |
| Adoption previous minutes   | President     | 1    | Adoption of minutes from 9/17/15 minutes: Clarification of language – language was inserted.  
M: Chang /S: Wolbers/Motion carries.  
Adoption of minutes for 10/01/15 – see public comment.  
M:Hurless /S: Fredricks/Motion carries (Ab: Bruno, Shaw, Browne)                                                                                                                                     | Action              |
| Timekeeper                  | President     | 1    | Terry Chang volunteered.                                                                                                                         | Information         |
| Public Comment              | Public        | 4    | Discussion of addendum to minutes for 9/17/15. Addendum recorded in 10/1 minutes was made.  
Discussion of addendum to minutes for 10/1/15: In the same  | Information         |
section of the minutes, he [Wolbers] suggested the following revision (new text in red):
“The Senate agreed that this was a learning opportunity for how we can be a more engaged and effective senate, and that future requests for policy changes, or modifications to existing documents generated through shared governance that pertain to faculty procedures, should come first to Senate to be delegated after appropriate deliberation.”

As the addendum did not reflect the actual conversation, but was a vital point to be shared, the council agreed that it be removed from the 10/1/15 minutes and instead be included in this meeting’s minutes as part of public comment. The council agreed to revisit this issue at a time when it could be placed on the agenda.

There was a comment regarding the need for discussion on more transparency in regard to Professional Development.

Standing Agenda Items

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| Officer, Chairs, and Division Reports | Reps and officers | 30 | President’s/Vice President  
- College: Continuing to work this year’s Senate goals into the agenda.  
- District: District Academic Senate [Browne, Wolbers] Two board policies discussed at 10/1 meeting will be revised and come back. District Curriculum will address the curriculum issue.  
- State:  
  - Brown asked to know attendees to CTE Regional Meeting (Bay). ASCCC is creating a CTE liaison position at each local senate, and Browne is seeking someone to fill that position (see materials).  
  - Area B Regional Meeting [10/23]- Stephen F. will attend  
  - State Plenary [11/5-7] @ Irvine-Kate, Stephen to attend  
Treasurer’s Report – deposited dues check to the foundation - $1650. It’s never too late to pay dues, as we do not do the scholarship check until January. If anyone is unclear whether they are signed up, simply email Tiffany or look at the September paycheck for the deduction.  
Standing Committee Reports -  
- Curriculum [Wolbers & Ulloa] – Met 9/31. Provisionally approved 7 upper division Respiratory Therapy courses contingent upon some corrections. Course prefix has a "B" in front to indicate Baccalaureate. Upper division GE courses are still being developed – hoped for November.  
- Ed Policy –[Escobar] Met on Oct 6, very productive | Information materials |
reviewed scope and goals. Discussed policy and practice and purpose of committee; want to look at many policies to fully understand impact and purview; example is Registration Limitation (19 units allowed for students per semester before a registration block). Asking for data to inform a potential change to that policy. Making plans for Handbook revision.

- **Professional Personnel** – [Whitney] ASCCC Exemplary Program Award [nomination due 11/10]; Whitney shared that the committee is working on a nomination and in light of the upcoming deadline asked if the council would approve the Prof Personnel committee to nominate on the senate's behalf. Council agreed.

- **Research** – vacant

Division News

- **Lang Arts**: Powell shared the Global Learning program's summer trip to Guatemala – 8 women of color participated – very transformative experience. Teach-out showcase from that event happened last week.

### Other reports

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<td>Student Equity: Plan</td>
<td>Garcia</td>
<td>10</td>
<td>State requirement for Student Equity Plans revisions with local data; VP Student Services attended to outline and discuss implications for Skyline College and process for confirmation of revisions. With recent legislation, the Equity Plan has become a more central element for CCCs to continually update. Success indicators: <strong>Access</strong> (matches county population with demographics of college – Skyline addressing African Americans, Latinos, and veterans); <strong>Course Completion</strong> (Skyline looking at African Americans, Pacific Islanders, and students on probation); <strong>ESL/Basic Skills</strong> (Skyline looking at ENGL's service to Hispanics, Probational students, Veteran, and Foster Youth; Math's service to Hispanics, African Americans, Pacific Islanders, probational students; ESOL Level 4</td>
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**TOTAL** 40
(looking at Hispanics and students on probation); **Degree/Certificate Completion** (Skyline looking at African Americans, probational students, Foster Youth students); **Transfer** (Looking at Foster Youth, probational students, Filipinos).

Feedback from last year's plan:
- Too many initiatives for every category (most colleges did this). State asking colleges to scale down focus.

Steps being taken:
- Making sure that entire catalog is available in Spanish
- Add Spanish access to the web site
- College is now looking at the top-3 groups showing disproportionate impact.
- "Mapping" via student education plans
- GE committee is looking at making pathways through GE
- Planning on creating training for students on DegreeWorks

BSI funding supports courses that are coded as basic skills. Equity funding will cover courses that are coded as transfer or degree applicable.

Equity plan is intricately tied in to DegreeWorks to make sure students are able to use updated information to stay on track with goals.

Revised plan due in December – will go to BOT in December. SEEED is the advisory committee to the plan; SEEED will send to SPARC and CGC, then BOT. $329,000 is the expected amount to be able to put towards these initiatives.

| District Strategic Plan update & Introduction | Moore | 10 | District Vice-Chancellor Jamillah Moore introduced herself and her role at District. Since August, she has taken over the Strategic Plan; an abbreviated copy was distributed. She stated that it focuses on alignment, pathways, and is integrated with existing programs, master plans, and initiatives at campuses including the Student Success Plan, Equity Plan, etc. She stated that she and the district are committed to collegial consultation; she brings experience from other multi-college districts. She shared that BOT approved Strategic Plan at September meeting, and they are continuing to working on metrics for evaluating district initiatives and projects. |
| State CC Online Education Initiative and Canvas/etc. | Paver | 10 | Polished resolution in support of moving to Canvas was presented (see materials). M: Fredricks/ S: Claire/Motion carries |

Paver and Perkins presented the Skyline College Online Course
Standards (See materials). They distributed data on Skyline’s DE courses, success, and effectiveness and disaggregated by ethnicity using the 80% index methodological tool. There exists a large gap in success between face-to-face and online, like many colleges, but Skyline is looking to close the gap the way some colleges have done; college is looking at the Equity plan as a guide to provide more professional development, supports, greater access, more robust feedback. This work also aligns with the OEI.

The CTTL has been central in this process as has the DE committee.

Q: While the data is informative, how much has been done to connect directly with faculty to see what their perspective is on why student success isn’t as high as desired? Shouldn’t faculty be asked to share their observations on what could be impacting their student success rather than solely relying on the data as separated from that observation? A: That is happening to an extent, and it would be good to do more of it.

Q: Are we looking at the success rates of socioeconomically impacted students? A: We’ve got a really successful Chromebook program that is designed to help address that; students rent through the bookstore. A faculty shared that contrary information had been given upon inquiry to the bookstore.

Q: What about the software that students need for the modern class? Many students are using the free versions of word/ppt online but don’t have all access to all the elements. A: Office 365 is available to students; a faculty shared that it did not appear to be available, although it was in the past.

Q: For someone who has never taken an online course, what exists to help students get up to speed for success? A: OEI student readiness tools are available and the library is working on rolling out that training.

Paver has been visiting divisions throughout October and there will be a District Forum on 10/16 - all faculty are encouraged to attend.

### Distance Education Committee implications

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| FTEF status and plans | 20 | Implication of Canvas Cohort participation for Skyline & Distance Ed. Committee
Projected budget shifts and FTEF Committee/status/plans |

This discussion was rolled into the previous discussion but did not elaborate on the implication of Canvas cohort participation. Earlier discussion illuminated that we are aiming to get into Cohort II, which would enable us to get Canvas and OEI tools for free, so that is why there is pressure to move forward.

### Final Announcements and Adjournment

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| Adjournment | M:Schmirer /S:Claire | 4:15pm | Motion carries

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.