## Skyline College Academic Senate Minutes
Friday, January 25, 2013
Room 4301 1:10 p.m. - 3:00 p.m.

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

<table>
<thead>
<tr>
<th>Committee Chairs</th>
<th>Division Representatives</th>
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<tbody>
<tr>
<td>Nick Kapp Curriculum Committee</td>
<td>Hellen Zhang Business</td>
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<tr>
<td>Steve Aurilio Educational Policy</td>
<td>Nate Nevada Counseling</td>
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<tr>
<td>Arthur Takayama Professional Personnel</td>
<td>Nathan Jones Language Arts</td>
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<tr>
<td>Melissa Michelitsch Research</td>
<td>Zachary Bruno Social Science</td>
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<td>Tiffany Schmierer Research</td>
<td>Creative Arts</td>
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<td>Stephen Fredricks Science Math Technology</td>
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<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Procedure/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>President</td>
<td>1</td>
<td>Time: 1:13 Timekeeper: KWB</td>
<td>Procedure</td>
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<tr>
<td>Introductions</td>
<td>Secretary</td>
<td>1</td>
<td>Members present: LAS, KWB, MM, AT, NN, TS, HZ, NJ, SF, NK, CC Members absent: ZB, FI Guests: President Regina Stanback-Stroud</td>
<td>Procedure</td>
</tr>
<tr>
<td>Consent agenda</td>
<td>President</td>
<td>0</td>
<td>There were no items for consent approval.</td>
<td>Procedure</td>
</tr>
<tr>
<td>Adoption of the Agenda</td>
<td>President</td>
<td>1</td>
<td>NN: Motion to move New Senate Business w/ exception of President RSS’S report in front of officer’s reports. M: AT S: KWB U</td>
<td>Action</td>
</tr>
<tr>
<td>Approval of the December 12, 2012 Minutes</td>
<td>President</td>
<td>1</td>
<td>M: / TS S: / AT U</td>
<td>Action</td>
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<tr>
<td>Public Comment</td>
<td>President</td>
<td>3</td>
<td>3 minutes will be allowed per speaker.</td>
<td>Information</td>
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### Standing Agenda Items

#### Officers’ Reports and Standing Committees
Chairs/Rep President/Vice President

Legislative Analyst’s Office Report: Restructuring Adult Schools. The LAO has written a report (available here: [http://www.skylinecollege.edu/academicsenate/minutesagendas.php](http://www.skylinecollege.edu/academicsenate/minutesagendas.php)) that recommends restructuring adult schools and delineating roles for CCCs. The report has extreme implications for CCCs and adult education.
schools alike. Any faculty teaching pre-collegiate, vocational, career tech, health and safety, disabilities, or ESL needs to read this report to learn what is being recommended. (See page 21 of .pdf for recommendations.)

Some issues for delineating (separating roles) include issues with different credentialing requirement at each school.

There is discussion about removing any pre-collegiate, non-credit, or community education from CCC’s.

Pres. Leigh Anne Shaw has been asked by ASCCC to serve on the state Student Equity Work Group for Spring 2013.

Pres. Shaw will be seeking a permanent office space on campus for the AS.

College Council

College Council met on Jan 23. The Institutional Review Board, approved by IPC Fall 2012, was approved by the Council. The Council asked specifically to extend its thanks to the AS and to Melissa Michelitsch, whose dedication and commitment to this process has resulted in increased opportunities for Skyline College. Pres. Shaw personally thanked Melissa for her work.

College Budget Committee

College Budget Committee met last on December 13, 2012.

Budget goals for 2013-14:

Institutionalize three revenue-generating programs which have run on grant funding their entire existence: CITD, Sparkpoint, and Center for Workforce Development.

NK: How is the institutionalization of these these programs reviewed?

LAS: Under whose jurisdiction will they fall? We will discuss this with RSS when she visits today.

AT: Will they need to be part of the SLOAC cycle?

Explore more grant-seeking, which can bring revenue to the campus while serving the community. We are looking at trying to institute a more formal office or person in charge of grant-seeking and management.

CBC made a motion rejecting any notion of outcomes-based funding as an option for restructuring the district funding.
Budget picture: Skyline 5-year average is up by 135, Cañada’s is down by 13, and CSM’s is down by 328. Expect growth allocation for Skyline and Cañada and negative growth for CSM. Also growth for international students. After calculating FTES goal of 8815 (load 590), estimating need of $6.3 million in instruction next year. We are short by about $500,000, but have already achieved more than half of our total FTES goal, so we believe we can make it up with reserves/cushion funding.

Hiring scenarios. Three budget scenarios were presented to allow for hiring in 2013. The CBC approved the maximum scenario which allows for the hiring of 4 faculty, 4 classified, and 1 administrator.

NK: What is going to happen to our resources if CCSF goes under?

CC: Informally, he has heard that worst case scenario, if the students have more than 70% of their credits for transfer, CCSF will keep a small unit intact to help those students complete their transfer goals. (The wonderful Nick Kapp started taking minutes temporarily at this point.)

LA: Interesting that we are not getting more students in our classes. Next budget meeting may not have too much more information. If you have questions for the next CBC meeting, please email them to Leigh Anne so she can be sure they are addressed.

District Academic Senate/District Shared Governance Council


Treasurer

See scholarship information in new business below.

Research

The IRB proposal was approved by the IPC in December and the College Council this month. MM and DU will begin to inform campus community about the change. The proposal review function of the SCRC will be transitioning to the IRB once it is formed.

MM is looking for a replacement for the SCRC and IRB chair position for next year.

A proposal was submitted by German Castellanos from NDNU and will be sent out to the SCRC today as the IRB has not yet formed.

Curriculum Committee
The CC is continuing to work with the Kinesiology, Art and Music faculty to develop and approve course families. Also working in concert with sister colleges to develop the courses to populate the course families. Because of changes to California Law regarding repeatability, many skills building/ensemble courses may only have 3 entries. Faculty are encouraged to develop courses that are significantly different in content and SLO that would record the students’ progress in the required fields.

We are continuing to develop AA and AS transfer degrees in coordination with the CID.

The CC is also working on a faculty Curriculum Development Handbook. We also look forward to working with the AS in reviewing the rules and regulations pertaining to the CC. The program Reviews will be April 17 and May 1 of this year.

Educational Policy
SA shared the Ed. Policy minutes with MM:
http://www.skylinecollege.edu/educationalpolicy/agendasminutes.php

First meeting was held last Tues. LAS attended to respond to voiced concerns regarding SLO’s in the Faculty Handbook. Some have been revised with the help of Karen Wong.

One mention (p. 73) of SLO’s says “FT and Adjunct Faculty have been requested to” [work on SLO’s]. But no specific requirement was detailed although it is specifically required by accreditation.

A recommendation was also made that language stating that the outcomes of SLO evaluation should not be used in faculty evaluation.

RSS: The Performance Evaluation Task Force is recommending that SLO’s/SLO assessment is being included in the self-assessment aspect of faculty evaluation. Deans will comment on SLO’s in the non-instructional assessment.

CC: This is currently optional because it is not yet in the agreed upon faculty contract.

Professional Personnel

The 2012-2013 Request for Proposals (RFP) has been finally prepared and is now being announced to the Skyline community. We requested the announcement be released weekly until the submission deadline, which is January 31st. The Committee request AS members to remind their respective Division faculty/staff of the funds available for their special projects. The Committee arranged that the funds be spent by August 16th, which was an extension from the original June 30th. The specifications for the projects are listed in the RFP, which are rather open, and the projects can be funded to a $4000 limit. The
Committee has a total fund of $25,000 it can allocate. At this time, we have no information as to how many proposals have been submitted.

Other reports

ASSC No rep. present.

AFT

AFT will release a surveymonkey survey next week that will look at work load that will be used in the next round of negotiations. It is important that faculty participate in this survey.

Classified Council No report today.

SEEED

This past Tuesday, January 22, the committee met and provided feedback in the first draft of the comprehensive diversity framework, a document stemming from the fall retreat back in August. The purpose of this is to provide 3-5 year visions and strategies for the committee's work moving forward.

Second, sub committees began their inquiry process, discussing new research agendas. The next meeting will consist of report backs on sub committee work and perhaps an update on the diversity framework.

New Senate Business

Update on FTEF allocation approval

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<th>Priority Rank</th>
<th>Position</th>
<th>Action</th>
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<td>ESOL</td>
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<td>2</td>
<td>Automotive</td>
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<td>3</td>
<td>Counseling – Career</td>
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<td>4</td>
<td>Physics/Astronomy</td>
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<td>5</td>
<td>Environmental Science &amp; Technology</td>
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<td>6</td>
<td>English #1</td>
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<td>7</td>
<td>Mathematics</td>
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<td>8</td>
<td>Art</td>
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<td>9</td>
<td>Music</td>
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<td>10</td>
<td>History</td>
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<td>11</td>
<td>English #2</td>
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<td>12</td>
<td>Counseling – Puente</td>
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<tr>
<td>13</td>
<td>Accounting</td>
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LAS, NK, and ZB met with the FTEF allocation committee in December to finalize this list. Since that time changes have been made. The need for #3 position for Counseling was determined to be able to be met by making the position classified. It is Pres. LAS’s understanding that this was discussed with Virginia Padron and was a mutually agreeable choice.

How we address replacements for retirements is something that we will discuss when President Stanback-Stroud addresses the AS. The replacements will not go through the same process although the need for continuing the positions will be visited.

LAS: #6 and #7 are retirement replacements.

SF: It is SF’s understanding that #6 was independent of Pat Deamer’s retirement.

SF: When our only Engineering Prof. retired, it was not replaced. We have
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<tr>
<th>Topic</th>
<th>Approver</th>
<th>Details</th>
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<tr>
<td>Approval of scholarship donation funds</td>
<td>Treasurer</td>
<td>Approval of scholarship donation funds is requested of the senate. TS: The deadline for cutting a check was moved up to February 1. $1750 in dues were collected this year. Traditionally we divide these funds between textbooks and scholarships. There is a recommendation that we donate $500 to textbooks and $1250 for scholarships. LAS: Check with Crystal Shetaya to see whether or not we are able to determine the size of the scholarships (i.e. one or two). Arguments were made in favor of one high impact sum as well as spreading the funds around in smaller increments.</td>
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<tr>
<td>Senate handbook</td>
<td>President</td>
<td>Leigh Anne Shaw presented the Senate Handbook for feedback from constituents. A draft is available on the AS webpage: <a href="http://www.skylinecollege.edu/academicsenate/minutesagendas.php">http://www.skylinecollege.edu/academicsenate/minutesagendas.php</a> The draft was compiled by LAS and is modeled on Cañada’s handbook. LAS requests that one or two AS members reviews the document. NK: CC will be doing a handbook too and he is volunteering to review the AS handbook. KWB will review it too. AT: Would like role of the Chair of the Professional Personnel committee as “Party Planner” to be removed. Timeline: End of April for a draft.</td>
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<tr>
<td>By-laws and constitution</td>
<td>President</td>
<td>By-laws and constitution. The senate by-laws and constitution are forty years old – they no longer represent current technology and practices that the AS has adopted. The District AS has asked that its own by-laws and constitution be revised. The Skyline Senate is asked to form a sub-committee for the purpose of reviewing AS by-laws and constitution. Timeline: end of March 2013. Request for 2 people to revise the by-laws, ideally including a “seasoned” AS member who is familiar with how Senate works. AT and CC volunteer.</td>
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Address by President Stroud

RSS congratulated Senate and MM for passage of IRB at College Council.

Congratulations on the development of the AS-T and AA-T degrees.

President Stanback Stroud thanked the Senate for asking about the FTE Allocation and indicated that she would like to provide a few additional comments about various issues.

- Rebuilding the Institutions: President Stanback Stroud that the leadership is interested in rebuilding the institution after suffering the extended period of cuts. She indicated that the Presidents and Chancellor want to rebuild (i.e. increase staffing and resources: our students have doubled but faculty have stayed the same and classified and administrators has decreased) our institution. This will be a focus at the Board Retreat.

- The Administrative Leadership Review and Program – Each of the Administrative Units are completing program reviews and planning. It has been incorporated in the annual college planning process.

- As we rebuild the college we are using the planning process to consider the staffing and organization needs. Discussion as to whether or not our institution is appropriately organized are occurring, (i.e. Are resources grouped and accessed ideally?)

- Web site continues to be updated and improved. One of the positive improvements is the updating of the website to ensure that minutes for all of the committees are available. All of the governance sites are up to date. We used the Senate’s site as a model. Thank you.

- RSS is looking at the hiring processes and is identifying some things that can be improved without necessarily changing procedure. (For example, professional development.) Western Regional Council of Black American Affairs does mock interviews and helps prepare people for interacting with hiring committees. We could consider this type of training as well.

- Strategic Priorities will be reviewed with the Board of Trustees as well.

- A priority for RSS is to advance SC as a cultural center for the community and to that end is pursuing the creation of a new Visual Information

NK: It would need to be completed quickly for it to be voted upon this year.

LAS: Goal is to have a draft of recommended revisions by April, but we won’t vote on it this year.

M: / MM S: / SF U
and Performing Arts Center overlooking the ocean. She indicated that she wants to make sure she does not get out ahead of the Board so we will pursue it if it is the will of the Board of Trustees.

- A memo detailing the FTEF process this year was handed out. RSS has accepted the recommendation (reviewed above). The recommendations from the FTEF and Senate varied in that the Career Counselor which was prioritized in the top three from the committee was as the process progressed to the Vice Presidents. Regina indicated that she agreed with the removal and had the priorities not been changed she would have had to do so herself. The rationale is that she is required to keep the board’s value statements in consideration. Counseling was removed from the list because there were three new counselors hired last year with the justification that they were essential for student success. Regina was not comfortable going forward with an additional position. The Vice Presidents thought the needs articulated by the career services request could be satisfied with classified personnel. Regina accepted the recommendation after discussing the Career Services needs with Virginia Padron. It was determined that the current needs of the Career Center might be met with Classified Staff. The English and Math positions (5 and 6 respectively) were indicated as retirement replacements. They will be considered differently. The four faculty recommended by the CBC would be the first four on the list (ESOL, Automotive, Physics/Astronomy, and ESTM). The retirements would also be included. RSS is going to push to go further down the list into Arts and Music, numbers seven and eight on the list respectively if we have the resources, to enhance our position if we try for a bond for an arts center.

MM: Re-raised issue raised earlier by SF about bringing Engineering to Skyline and brought up the difficulty of making programs when there is no one here to advocate for that particular area.

RSS: Indicated that she agreed and would love to see Engineering at Skyline College. RSS suggested that it be brought up in the Educational Master Plan which is communicated via David Ulate. A draft will go out in Skyline Shines (probably) next Friday. It needs to go to the Board Meeting in March.

KWB: Respectfully requests that as the retirement policy is discussed that it include transfer as well. (RSS: It will.)

MM: Last year when the Paralegal position was promoted to the top of the list there was discussion about how our school determines whether or not accreditation is part of our strategic priorities.

LAS: The process for promoting positions in the FTEF list due to accreditations should be determined at Curriculum Committee per our discussions last semester. (RSS: Cautions against CC making choices in a resource-driven way.) In lean years, promoting externally accredited positions can pit departments against each other; perhaps a different way of looking at sustaining those positions can be considered.
SA asked for more info regarding the College’s goals in grant seeking?

RSS discussed the role of CITD, Sparkpoint, and CWD in establishing new academic programs at Skyline and serving our students and wants to see those resources (and similar) continue to grow. While they are not as visibly part of instruction and student services, they are wholly connected.

RSS would like to see a grant writing infrastructure not just to bring more money to Skyline, but also to help with the oversight and management of the grants once they’ve been received.

We need to plan to institutionalize grant-funded programs if we want to keep them long term at our campus as grant funding may not always be available.

Review processes indicate a need for staffing.

### Announcements

| All | 1 | MM: Skyline College Science and Research Club is holding the First Annual Skyline College Science and Research Symposium on April 26th (pending room reservations) and will include student research presentations (posters) from students at all three campuses. Please, encourage your students to get involved by contacting Melissa Michelitsch or the Science and Research Club. [http://skylineresearch.weebly.com/index.html](http://skylineresearch.weebly.com/index.html) |

| LAS: Should we invite David Ulate to discuss how we get things on the Ed. Master Plan? (Group: YES!) |

### Adjourn

| President | 3 | M: SA / S / SF U 3:30 |

Minutes respectfully submitted by Melissa Michelitsch.