## Skyline College Academic Senate

### Minutes
Friday, February 22, 2013
Room 6203 1:10 p.m. -3:00 p.m.

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

### Call to Order

**President**

**Time:** 1:12

**Timekeeper:** TS

**Procedure**

### Introductions

**Secretary**

**Members present:** LAS, TS, SA, KWB, ZB, NJ, MM, NK, HZ

**Members absent:** AT, CC, FI, NN

**Guests:** Donna Bestock, Christine Roumbanis, Bridget Fischer

**Procedure**

### Consent agenda

**President**

**Members present:** Consent agenda contains the following policies for approval:

- 2.19 Nondiscrimination
- 2.60 Resignations
- 6.33 Copyrighted materials
- 6.35 Academic Freedom
- 8.14 Bond Oversight Committee

The Senate president will ask if any items are requested to be removed from the consent agenda. Any Senate member may ask to have items pulled from the consent agenda for discussion and voting. Any item remaining on the consent agenda becomes adopted by consent.

**Action**

All policies were approved by consent.

**Procedure**

### Adoption of the Agenda

**President**

**M:** / SA  **S:** / TA  **U**

**Action**

### Approval of the February 8, 2013 Minutes

**President**

**M:** / KWB  **S:** / NJ  **U**

**Action**

### Re-approval of January 25, 2013 minutes

**President**

**Due to a need to clarify the intent of what was stated in the January 25th meeting, an adjustment to the minutes has been requested. The Senate will review the request and vote.**

**MM:** Suggests that moving forward guest be made aware of the presence of the draft minutes on the AS website and be provided with the opportunity to submit their main points to the Secretary in advance of the meeting.

**M:** / ZN  **S:** / KWB  **Motion passes with one abstention**

**Action**

### Public Comment

**President**

**3 minutes will be allowed per speaker.**

**Information**

### Standing Agenda Item

**Officers’ Reports and Standing Committees**

**Chairs/reps**

**President/Vice President**

**College Council meets Feb 27**

**College Budget Committee**

**College Budget Committee meeting of Feb 7 was cancelled due to**

**Information**
no further budget information available at this time.
Communicated via L. Whitten from District Budget Committee:
The board has started negotiations for a pilot contract with Udacity.
The project would include our individual faculty’s content with
Udacity presentation/tools, not just a canned course from Udacity.

District Academic Senate/District Shared Governance Council

DAS met 2/11/13 and discussed MOOCs, FSAs, and minimum qual’s.

IPC met on Feb 13.

2 faculty reps attended (10 possible slots, several remain unfilled).

Discussed:
- Changes in language from “Shared” Governance to “Participatory.”
  This change has no impact on what we do; the semantics are aligned
  with Accreditation expectations.
- Goal to have final draft of Ed Master Plan April 5th. Forum for
discussion on Monday, Feb 25, 1:00pm, room 6-202.
  Discussion in AS:
  - This is at the same time as SparkPoint’s big open house.
  - It’s important that faculty be present and have a voice.
- Distance Education Substantive Changes from all 3 campuses will
  be reviewed by BOT this week. (This is a report that is required
  when more than half of your classes become potentially available
  online.)
- Campus sustainability plan draft is online – available on Materials
  section of AS Minutes/Agendas web page. IPC will discuss it at the
  next session. Constituents are asked for feedback.
- IPC Charge is being revised – constituents are asked to give
  feedback on draft located on Materials section of AS
  Minutes/Agendas web page.

ECE faculty have put out a motion opposing the draft of a new discipline
called Teacher Preparation. KWB would like to put forth a motion opposing
it at the plenary session next month because she feels the min. qualifications
are inadequate and would like to have it added to the March 22nd meeting
agenda.

Treasurer  No report

Research

Research Committee met on 2/14 and discussed a proposal by Tony
Jackson, the implementation of the IRB, the future of the SCRC
when the IRB is implemented, and the First Annual Skyline College
Research Symposium on April 26th was announced. The Office of
PRIE will host the IRB materials on their site. We are hoping to
have this information available and to have visited division meetings
to inform faculty of upcoming changes by the end of the semester so
that the IRB can be populated when people sign up for committees
on Opening Day for Fall 2013.
Curriculum Committee

The Curriculum Committee Met on Feb 6 and Feb 20th.

The Curriculum Committee continues to review and approve of New courses, analyze changes to previous courses. We are using the Curricunet Program to perform this review and accomplish these changes. Though we have been using Curricunet for some time, we are continually finding bugs and fixing them. The beginning instructions for using Curricunet are located at http://www.skylinecollege.edu/curriculumcommittee/forms.php.

The CC in conjunction with the District CC is continuing to monitor and modify curricunet.

The CC approved of their Goals and they are posted at http://www.skylinecollege.edu/curriculumcommittee/goalsprojects.php.

The CC is also working on a cc handbook. Preliminary information can be found at http://www.skylinecollege.edu/curriculumcommittee/curriculumdevelopmenthandbook.php.

The first step in evaluating curriculum is the Technical Review. Because of specialties, the CC has asked a number of positions to also be involved during the technical review process. Honors classes will be reviewed by CC as well as the chair of the Honors committee, same with DE and SLO’s.

Educational Policy

No report. Next meeting is on March 5.

Professional Personnel

Hope to have a decision on the PIF grants by next week.

<table>
<thead>
<tr>
<th>Other reports</th>
<th>Chairs/ reps</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ASSC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFT Please encourage your colleagues to take the Monkey Survey on Workload Issues as it will be the primary driver in monetary outcomes in the next round of negotiations. The EC is confident this can make the difference between salary increases or status quo.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classified Council</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEEED The committee will meet next week to report back on progress of research!</td>
<td></td>
</tr>
</tbody>
</table>

New Senate Business

<table>
<thead>
<tr>
<th>Faculty Selection Committee - ESTM</th>
<th>President</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aaron Wilcher (ESTM – Temporary Faculty); Carina Antilla-Suarez (Biology - also teaches ENVS courses); Christine Roumbanis (CTE representative); Community Representative from PG&amp;E; Ray Hernandez (SMT Dean)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NK noted that although CAS is a first year member, she is an experienced educator with hiring committee experience who had tenure at her previous</td>
<td></td>
</tr>
</tbody>
</table>

Information
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Committee Members</th>
<th>Action Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Selection Committee – Physics/Astronomy</td>
<td>Ilkka Koskelo (Physics); Stephen Fredricks (Math-Mesa); Tadashi Tsuchida (Math); Carmen Velez (Chemistry); Ray Hernandez (SMT Dean)</td>
<td></td>
</tr>
<tr>
<td>Faculty Selection Committee – Automotive</td>
<td>Rick Escalambre (chair), Dan Ming, Tom Broxholm, Don Carlson</td>
<td></td>
</tr>
<tr>
<td>Faculty Selection Committee – Cosmetology (2 replacement positions)</td>
<td>Regina Pelayo, Laurie Biagi, Christine Roumbanis (chair), Nancy Lam, Don Carlson</td>
<td></td>
</tr>
<tr>
<td>Faculty Selection Committee – Art</td>
<td>Bridget Fischer (Art faculty), Tiffany Schmierer (Art faculty), Arthur Takayama (Art faculty), Jim Petromilli (Technology coordinator), Donna Bestock, Dean SS/CA</td>
<td></td>
</tr>
<tr>
<td>Faculty Selection Committee – ESOL</td>
<td>Garry Nicol (ESOL), Leigh Anne Shaw (ESOL), Kristi Ridgway (CSM ESL faculty), Luciana Castro (Foreign Language), Mary Gutierrez (Dean LA)</td>
<td></td>
</tr>
<tr>
<td>Faculty Selection Committee – English</td>
<td>Kathleen Feinblum, Rachel Bell, Nathan Jones, Liza Erpelo, Chris Gibson, Mary Gutierrez.</td>
<td></td>
</tr>
<tr>
<td>Faculty Selection Committee – Music</td>
<td>Members will be announced at the meeting.</td>
<td></td>
</tr>
<tr>
<td>Accreditation update</td>
<td>Christine Roumbanis and Donna Bestock</td>
<td>Accreditation co-chairs will give an update (2:10pm)</td>
</tr>
</tbody>
</table>
ed. info, etc, is being integrated into this third draft. The editors are CR, DB, Dennis Wolbers, Nancy Kaplan. The deadline for the completion of this draft to have it linked to the website is before spring break.

DB: The other colleges’ drafts are up so you can check them out online.

Skyline’s Standards 2 and 3 need to be updated in substantial ways. Many of the difficulties involve making sure the intent of the prompts were fully addressed.

KWB: Is there going to be a post-accreditation celebration?
DB: Yes, there should be a couple: One when we’ve concluded our work and sent it to the Board for their first look (at least chocolate!)

ZB: Are we looking to the pitfalls of CCSF to avoid them ourselves?

DB: CCSF has been moved off of the Show Cause list, and are not in imminent danger. However, other colleges have moved onto the Show Cause list (e.g. College of the Sequoias). When this has occurred the colleges have promptly sought help from other institutions to rectify the problems, and there has been a high degree of participation in listserv discussions aiming to help out these struggling schools.

SA: There seems to be a gap between the guidelines and review where it would be helpful to have an ombudsman to preview the materials before final review.

DB: An outside consultant will be used to review our materials before they go to the accreditation board.

DB: Progress reports for addressing difficulties are required. For example, we did a progress report 2 years after our last accreditation review difficulties. Then, the next year a more comprehensive midterm report was due.

**Instructional Design**

| Bridget Fischer | 25 |

Prof. Fischer will explain the role of an instructional designer and Skyline’s needs in this area (2:30pm).

Bridget began by reminding faculty how we tend to teach as we were taught. She asked if we have ever questioned that methodology. Faculty overwhelmingly agreed that the way we teach is often opposite of how we were taught. Although we’re all subject experts, few of us went to school to learn to teach. This is where instructional design can help. By having an instructional designer, we can have someone who’s up to date on the educational theory and technology that can help others enhance their own teaching. Ricardo Flores comes to us from Cañada to assist with instructional technology. He will be available for drop in or appointments.

SF: It is good to have someone who can help keep us in touch with the latest technology.

LAS: Is the role of this individual to help faculty use tools like WebAccess or to help with the way people teach, since instructional technologist can lean in either direction. Which is our school’s approach?

BF: We are opening a Center for Transformative Teaching and Learning that will address both technological aspects as well as pedagogical issues. There will be a lounge area in 1319 with eight or nine spaces of soft seating. There will be a learning lab/learning resource room where the whole wall is a white board equipped with a projection system along with another monitor to allow remote learning. The goal is to provide a comfortable, smaller space for interdisciplinary interaction.

Nina Floro is the Prof. Development Coordinator and will be spending part of her time in the CTTL too.

ZB: Student access to technology is always a concern for using it.
KWB: We should have a conversation about how many systems we need to learn and assess and how much time that takes away from developing course content.

MM: My older students seem to be more likely to have access issues with technology. It would be nice to see seminars targeting that group.

LAS: Are these positions classified, faculty or admin?
BF: They are currently Classified.

<table>
<thead>
<tr>
<th>Announcements</th>
<th>All</th>
<th>1</th>
<th>Band Concert on March 12th commemorating the Battle of Gettysburg. ECE Orientation to Teaching Conference is tomorrow. A discussion for future meetings is whether or not we want to continue to meet on Friday.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn</td>
<td>President</td>
<td>1</td>
<td>M: / SA S: / NJ U</td>
</tr>
</tbody>
</table>

Respectfully submitted by Melissa Michelitsch 2/22/13.