**Skyline College Academic Senate**
**Agenda**
Friday, March 22, 2013
Room 6205 1:10 p.m. -3:00 p.m.

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

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**Governing Council Officers 2012-2013**
Leigh Anne Shaw  
*President*

Fermin Irigoyen  
*Past President*

Kate Williams Browne  
*Vice President*

Melissa Michelitsch  
*Secretary*

Tiffany Schmierer  
*Treasurer*

**Committee Chairs**

Nick Kapp  
*Curriculum Committee*

Steve Aurilio  
*Educational Policy*

Arthur Takayama  
*Professional Personnel*

Melissa Michelitsch  
*Research*

**Division Representatives**

Hellen Zhang  
*Business*

Nate Nevado  
*Counseling*

Nathan Jones  
*Language Arts*

Chip Chandler  
*Kinesiology Athletics Dance*

Zachary Bruno  
*Social Science Creative Arts*

Stephen Fredricks  
*Science Math Technology*

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<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>_details</th>
<th>Action/Procedure/Information</th>
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</table>
| Call to Order | President | 1 | Time: 1:13  
Timekeeper: Melissa Michelitsch | Procedure |
| Introductions | Secretary | 1 | Members present: Melissa Michelitsch, Kate Williams Browne, Hellen Zhang, Arthur Takayama, Steve Aurilio, Zachary Bruno, Nate Nevado, Leigh Anne Shaw, Vanson Nguyen for Stephen Fredericks, Nick Kapp, Chip Chandler  
Members absent: Fermin Irigoyen, Tiffany Schmierer  
Guests: | Procedure |
| Consent agenda | President | 1 | Chapter 7 Board Policies and Procedures (Student Services) has been reviewed by Nohel Corral and Leigh Anne Shaw as well as various entities in student services areas. Senate is asked to adopt Chapter 7. Chapter 7 was adopted by consent. | Procedure |
| Adoption of the Agenda | President | 1 | M: /Arthur Takayama  
S: / Nate Nevado  
U | Action |
| Approval of the February 22, 2013 Minutes | President | 1 | Revision suggestion: add that Draft 3 of the accreditation report will come to the AS for approval in April. Also delete second “good” from Christine’s report, and correct spelling of Nancy Kaplan-Biegel’s name.  
Discussion: Please don’t use initials in minutes.  
M: / Kate Williams Browne  
S: / Steve Aurilio  
U | Action |
| Public Comment | President | 3 | 3 minutes will be allowed per speaker. | Information |

**Standing Agenda Item**

| **Officers’ Reports and Standing Committees** | Chairs/representatives | 25 | President/Vice President  
College Council  
College Budget Committee  
District Academic Senate/District Shared Governance Council  
I. PETF: SLOs are going into faculty evaluations. The self-evaluation portion of the evaluating in the past was optional; this is where SLOs will go, and this portion will now become mandatory. PETF was strongly urged to work on the language to ensure that the results of the SLOs not be a factor in faculty evaluations. | Information |
Discussion: Kate Williams Browne expressed concern for the slippery slope of our hiring/assessment being a direct reflection of mandatory SLO assessment.
Leigh Anne Shaw: Share with divisions including the link to the AS webpage with materials.
Steve Aurilio: Is this district-wide? (Answer: Yes.)
Zachary Bruno: There was a large discussion in the SSCA division meeting on this issue. The seeming consensus from that division was that discussion of SLOs in self evaluation is inappropriate but statistical data is not.

II. Summer grade due date: Tuesday August 13, 12:00 noon. Most classes end on Thursday the 8th.

III. Equal Employment Opportunity and hiring: Campuses are asked whether they want EEO language in the Faculty Selections Guidelines document and if so, how. Pres. Shaw asked SEEED to take the lead on this and draft a statement that can be adopted by the Senate in support of EEO language.

IV. Plus-minus grading: being recommended to go forward.

V. IPC met on 3/13/13
   a. Tech plan in its final draft
      i. It costs approximately $600K yearly to maintain just the computers at the college
      ii. Labs are now on a replacement schedule
      iii. Dedicated line item for faculty and staff computers (new hires as well)
   b. ACCJC annual report is due at the end of this month.
   c. IPC Charge was reviewed and approved; no reference to merging with CBC as yet, but College Council will talk about it
   d. Education Master Plan draft is still accepting suggestions for revision, but is in its final draft.

2. Respiratory Therapy director position. This position is required for the external accreditation of the program. Since Ray moved into his position as dean, the college has attempted to fill this position full-time. Two replacement attempts have failed because the 10-month position does not pay a competitive salary. In looking at similar programs, a recommendation has been made to make the position a 12-month, academic supervisory (non-teaching) position instead of the 10-month faculty position it is now.

   From Ray: The minimum qualification is BS for this position. The person would supervise the program in all capacities, meeting accreditation standards. Accreditation requires that we have 2FT faculty.

   There is a nursing director program at CSM that is a non-teaching position.

   Nick asked about what will happen when we offer a BS degree if the Min Qual is BS.

   Most programs have a FT administrator.

   Melissa Michelitsch: As someone who took a 50% pay cut to teach, I’m concerned with the fairness of having a higher paid person oversee a program with only two faculty members.

   Everyone is encouraged to participate in the State Plenary on April 18-20.

Treasurer no report
Research no report
Curriculum Committee
Comprehensive Program review documents are Due March 27th. The Comprehensive Program Review presentations will be held April 17th and May 15th, at 2pm in building 4. The schedule will be posted after the documents are received. District Curriculum Committee is working with the Vice Chancellors office to have interdepartmental meeting at fall flex days to discuss things like transfer degrees, accreditation, and student movement between campuses, departments, etc.

There are many new leveled classes being proposed from Music and Kinesiology to help address repeatability issues.

Educational Policy

Ed Policy took up the issue of where the responsibility lies for staffing disciplinary hearing committees. They didn’t find that they (the Ed Policy Committee) inherently have this responsibility. Proposed solution is that the Deans name one person from their division, with possible participatory governance credit, to serve on those committees.

Professional Personnel

Arthur presented a handout detailing the committee’s recommendations to the VPL. She will have the final approval and is responsible for contacting the applicants.

Other reports

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<th>Chairs/rep s</th>
<th>ASSC</th>
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<td>AFT</td>
<td>Work load survey was a success and Skyline had the highest participation. There will be another survey on the academic calendar soon. On a personal note, Chip has been part of AFT council for 22 years and is ready to step down as the grievance officer as well as the AFT and PE rep to Academic Senate. He will be assisting Dan Kaplan to help with the transition.</td>
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<td>SEEED – Design team met in advance of the larger meeting. Harry Joel will attend the next full SEEED committee meeting to discuss diversity in hiring. The Diversity Framework is still in draft form. It will be discussed with the possibility of it becoming a Student Equity Plan.</td>
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Leigh Anne Shaw made special mention of wealth of equity-focused papers presented on the State AS website.

New Senate Business

Novisurvey

Dr. David Ulate

2:00 pm Dr. David Ulate will address the Senate regarding the college’s adoption of Novisurvey.

We are transitioning from using Survey Monkey. Our account with Survey Monkey will be expiring. There is an effort to move the existing info over to the new platform. The PRIE can help run these surveys.

Question: Could PRIE take down a survey for inappropriateness? Answer the function of PRIE is to help make the surveys better. The role of pulling surveys because of risk to participants would be with the Institutional Review Board.

This platform can be used for district elections.

The queue of Novisurvey projects will be listed on the PRIE website. This will be a good way for people on campus to see what types of research are happening on campus.

Sustainability Network

Carina Antilla-Suarez

2:10 pm Prof. Suarez will speak about the Sustainability Network.

Carina gave a hand-out that highlighted the Priorities of the Skyline College Sustainability plan.

Pres. Shaw stated that she was proud to be part of a school with such a well considered commitment to sustainability.

Comments are requested by April 13th. The document is fairly facilities heavy, but there is interest in making this a student-centered process.

ECE and Teacher

VP

2:20 pm VP Browne will share an issue that will be voted on at the upcoming Spring
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<th>Plenary. She shared a resolution that was passed by the Senate and will be forwarded to the State Plenary April 18-20. M: Bruno /S: Chandler /U</th>
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<td><strong>Delineation of Function map</strong></td>
<td>Ray Hernandez 10 2:30 pm Ray Hernandez will speak about the Delineation of Function map. Ray provided a handout and referred to other materials (i.e. a draft form of the full map) that will be put on the AS website. Accreditation occurs at the college level, but as we go through this process we need to look at how we interact with our district. Previously it was recommended by the accrediting body that we look at the process for evaluating the delineation of functions between the colleges and the district. Previously Ray represented Skyline as faculty on the Delineation of Function map group. He’s continuing to represent us as an administrator. The discussion begins at College Council and then brings it to the constituency groups (which is what is happening here today). AS will bring recommendations at our next meeting which Leigh Anne Shaw will relay to College Council. Leigh Anne Shaw: How would the committee like to review this document and determine whether or not we think it’s an accurate reflection of how we are functioning? A: Response was that senators will review the map and make recommendations for the next meeting. How are decisions to make choices different from the map (for example: when the decision to centralize security) made? Q: Are we trying to determine the appropriateness or the accuracy of this document? A: It could be either. Ray recommends that as the AS’s purview is the “10+1” that we pay especially close attention to Standard 2.</td>
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<td><strong>Re-approval of Math selection committees</strong></td>
<td>President 2 It has become apparent that the two Math positions being hired will vary enough in their focus to warrant two separate committees. Proposed membership: Math 1 – ASTEP: Jon Freedman, Tony Jackson, Evan Leach, Soodi Zamani, Ray Hernandez Math 2– Focus on Developmental Math: Rick Hough, Lucia Lachmayr, Evan Leach, Cindy Moss, Ray Hernandez M: Chip Chandler /S: Arthur Takayama Nick Kapp abstained. Rest in favor.</td>
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<td><strong>ESOL selection committee</strong></td>
<td>President 2 Re-approval of ESOL selection committee – membership: Garry Nicol, Leigh Anne Shaw, Luciana Castro, Jessica Lopez, and Mary Gutierrez. M: Chandler / S: Aurilio/U</td>
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<td><strong>Elections for Fall 2013</strong></td>
<td>President 3 Call needs to be sent out for elections for officers and representatives for Fall 2013. Proposed timeline: Monday, April 8 – send out call for elections for all Senate positions except President (2 year term) Friday April 12 – Finalize ballot and highlight the call for elections at AS meeting Wednesday, April 24 – ballot closes Friday, April 26 – Announce election results at AS meeting</td>
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<td><strong>Faculty Marshal for Commencement</strong></td>
<td>President 5 The Senate is asked to consider names for the role of faculty marshal in the 2013 commencement ceremony. A vote will take place next meeting.</td>
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<td><strong>Updates on Senate mini task groups</strong></td>
<td>President 5 Updates on the progress of revision of the Senate by-laws and constitution as well as the Senate Handbook. Chandler and Takayama are reviewing the district and state bylaws and constitution. Kapp and Browne are reviewing the Senate handbook.</td>
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<td><strong>Announcements</strong></td>
<td>All 3</td>
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<td>President</td>
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<td>M: /S: / Unanimous (Unfortunately, the motion and second were not saved when I closed the laptop. –MM)</td>
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