## Academic Senate Minutes

**Thursday, 18 Feb, 2016**

2:10pm – 4:00pm

rm. 6203

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

### Opening Procedures

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Information</th>
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</thead>
<tbody>
<tr>
<td>Call to order</td>
<td>President</td>
<td>1</td>
<td>Discussion began at 2:21pm; quorum not reached. Senate proceeded with non-voting discussion until quorum achieved at 2:27pm</td>
<td>Procedure</td>
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<tr>
<td>Roll/Introductions</td>
<td>Secretary</td>
<td>1</td>
<td>Leigh Anne Shaw, Terrence Chang, Jessica Hurless, Dan Ming, Kate Williams Browne, Jacqueline Escobar, Amber Steele, Danielle Powell, Zachary Bruno, Nick Kapp, Tiffany Schmierer Guests: Melissa Matthews, Sarah Perkins, Jonathan Paver, Diana Bennett, Bruce Griffin</td>
<td>Procedure</td>
</tr>
<tr>
<td>Consent agenda</td>
<td>President</td>
<td>0</td>
<td>No items on consent</td>
<td>Action</td>
</tr>
<tr>
<td>Adoption of today’s agenda</td>
<td>President</td>
<td>1</td>
<td>M: Steele /S: Ming/ Motion carried</td>
<td>Action</td>
</tr>
<tr>
<td>Adoption previous minutes</td>
<td>President</td>
<td>1</td>
<td>M: Hurless /S: Chang /Ab: Bruno, Escobar/ Motion carried</td>
<td>Action</td>
</tr>
<tr>
<td>Timekeeper</td>
<td>President</td>
<td>1</td>
<td>Terrence Chang</td>
<td></td>
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<tr>
<td>Public Comment</td>
<td>Public</td>
<td>5</td>
<td>No comment</td>
<td>Information</td>
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**TOTAL** 10

### Standing Agenda Items

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<tr>
<td>Officer, Chairs, and Division Reports</td>
<td>Reps and officers</td>
<td>30</td>
<td>President’s/Vice President • District: DAS: Policy discussions on Minimum Qualifications [3.16], Curriculum Dept [6.13]; ASCCC Relations with Local Senates visit still to be scheduled to discuss by-laws and constitution revision, likely an April Friday after Spring break; Classified staff nomination sent to District; selection made at 2/17/16 @ Board meeting;</td>
<td>Information Materials</td>
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Jocelyn Vila of Skyline College Financial Aid department was selected to go to the state. MOT: Nathan Jones was chosen to attend the MOT.

Campus safety: District will be retaining the services of a school law enforcement and campus safety specialist to conduct a study on whether SMCCCD should move towards armed officers on campus; Check SMCCD Public Safety web site www.smccd.edu/publicsafety/

State: *February Rostrum* is out – link to current edition is posted (See Materials): Article titles: *Reviewing, Evaluating and Improving the Curriculum Process – A Local Academic Senate Responsibility*, *The Part Time Academic: Changing the Unacceptable Mindset*, *Establishing Liaison Positions; ASCCC Academic Academy 18,19Mar: Equity [due 2/20]*

- Browne brought up that the ASCCC is asking all local senates to create liaison positions in CTE, Noncredit, and Legislation. CTE Liaison is already filled (Ronda Wimmer/Barbara Corzonkoff). Legislative and Noncredit might be in the area of Educational Policy – Jacqui will ask members if they are interested. Leigh Anne Shaw is interested in serving as Noncredit Liaison if it goes unfilled.
- Browne also shared call for CCC Assessment Initiative participants.
- Academic Academy March 18-19. Interested attendees should apply for Professional Development.

Treasurer’s Report: Scholarship has been moved forward - thanks from Foundation

Standing Committee Reports

- **Curriculum** [Wolbers & Ulloa] – no representation
- **Ed Policy** [Escobar & Kapp] C-ID Update Next meeting in March. C-ID Update is out (See Materials for the degrees that are up for development and vetting. Model Curriculum (don't guarantee admission to CSU/UC like TMCs do, but align across the state): Engineering has been submitted, as has pre-Nursing. More available for vetting as well as development, check the list (See Materials). New TMC in Graphic Design being vetted; faculty asked to look at template to provide feedback. If course is approved with a C-ID descriptor, it is deemed equivalent to all courses approved at other colleges. New C-IDs for noncredit courses; being added to ASSIST, will be designated with suffix –X. C-ID for Math 110 – Intro to Statistics being reviewed, we are encouraged to submit for GE-approval.
- **Professional Personnel** [Steele] – Nina Floro nomination sent to State Academic Senate We have others we would like to nominate in future; will begin the process for this award as well as others in October instead of February.
Division News

- ASLT, BEPP, Counseling, Lang Arts, KAD, SSCA & SMT
  - KAD’s Spirit Squad competed in Anaheim and won
  - SSCA discussed new proposed curriculum changes at district level – sees many concerns

Other reports

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| Recording Agreement, DRC update. | Perkins Mathews | 15 | Recording of Class Sessions, appropriate implementation of DRC accommodations, and other upcoming issues for faculty input. Perkins and Matthews shared ways that DRC is working to help faculty know what they can do to assist students needing accommodations. Strategies include simplifying forms, Recording issue: This came from a DRC situation in which a student needed audio recording of a class, faculty objected, no information existing in policy, handbooks, or elsewhere. Matthews shared info about recording:

  1) Smartpen records audio from the lecture and matches it to the pen strokes; this enables the student to touch the pen to the same spot and hear that same portion of lecture.

  2) DRC will have students sign an agreement form for students who have recording listed as an approved accommodation; lays out rights and obligations. Faculty will receive a letter alerting them to accommodations the student is eligible for.

  3) Faculty have the right to ask a non-DRC-approved student to not record. For information that will not be on the test (not course content the student will be responsible for), the faculty is allowed to request of any student (DRC or non-DRC) to stop recording. Faculty aren't currently alerted to their right to request this – Matthews asked for feedback on how to clarify and inform faculty.

  4) At the end of the semester, the faculty can request that the recording be destroyed. Ed Policy was suggested as the body to work with DRC to hash out a policy that will inform and protect faculty and students. Matthews also shared that DRC is looking at streamlining and improving many processes, and input is welcome. |
### OEI/Canvas Update

**Paver**

Canvas implementation by Campus, not District-run, will be discussed. Skyline's team is Ricardo Flores (Instructional Technologist – primary point of contact), Bridget Fischer (Faculty DE Coordinator) & Jonathan Paver (Dean)

Paver shared that ASSC approved to give the library $10,000 to increase the number of reserve textbooks for students.

Griffin shared that Canvas Migration is a campus-led initiative – district will support, but each campus chooses its own processes. Starting in March: 1) Banner/Canvas connection, 2) Branding the product for the district, 3) Training, 4) have a stable environment that can add courses on a term-by-term basis. Will start with 20 courses; will add 180; will add 300; goal to have all on Canvas by June 2017.

Q: Will WebAccess parallel until that deadline? A: Yes.

Paver stated our Canvas team (Bridget Fisher, Ricardo Flores, Lisa Madrona [accessibility], Marisa Thigpen, Alison Hughes [student workshop support]) will be determining which courses to fall into the on-boarding pattern outlined above. Training programs available over the summer for those who want to use it in Fall 2016; training in Fall for those who want to use it in Spring 2017. OEI quality rubric to be used. Some projects may get priority, i.e. the new B.A. program may be streamlined directly onto Canvas rather than begin on Web Access first.

Q: The demo that is available through Canvas has been cumbersome to sign into; can more be done to help faculty have access to the demo? A: Some of it is out of our control because it's not our product, but perhaps the migration team could assist in supporting faculty.

Perkins shared that the campus is on board with making this transition; FTEF Allocation Committee prioritized the Instructional Designer, showing priorities of campus.

Griffin advised that 3rd party publisher tools may take more time to become available during this transition.

### District Academic Senate update

**Bennett**

Overview of current DAS work and issues; Textbook and DE Reg Effective Contact new policies; Min Quals & Curr ongoing

Diana shared that she attended the Canvas Train the Trainers session along with the migration teams; her observation is that the transition will not be overly disruptive.

STOT program going through assessment/program review. Not focused on the content management system, but looking at the pedagogy: Are faculty getting the training they need? Task force on this to move forward by the end of this semester.

Policies and Procedures: Chapter 6 is all faculty purview, although we advise on others.

- 3.16 Equivalency to Min Quals procedure, what constitutes Professional Achievement. This involves Emergency Hire language; still unclear on that process.
6.13 and 6.13.1 – Curriculum Development, Program Review and Program Viability. Intent is not to take control over anyone's Curriculum Committee, but to facilitate communication between departments/campuses in the case of like programs in creation. Does not require agreement.

- District Curriculum Committee needs to not be hindered with some issues that have fallen to them due to lack of a clear charge.
- It would be good for local senate presidents to attend their local curriculum committees to stay connected; also to read the BOT agenda, which lists curriculum slated to be approved.
- Retreat in April for District Senate to look at by-laws and constitution and Senate as a Whole status.

Dean of Counseling Screening Committee

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<tr>
<td>Approval of Screening Committee</td>
<td>Will Minnich, Chair Joe Morello, Amory Cariadus, Golda Margate, Grace Beltran, Melissa Matthews &amp; Kwame Thomas [both faculty]</td>
<td>Motion to approve faculty members: Shaw/ S: Bruno/ Motion carried</td>
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TOTAL 50

Final Announcements and Adjournment

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<tr>
<td>Adjournment</td>
<td></td>
<td>1</td>
<td>No meeting 3/3 = Flex Day Motion to adjourn at 4:06pm :Ming /S: Escobar/Motion carried</td>
<td>action</td>
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<tr>
<td>Next meeting 17 March</td>
<td></td>
<td></td>
<td>Minutes respectfully submitted by: Leigh Anne Shaw</td>
<td></td>
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TOTAL 101

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](http://www.skylinecollege.edu/academicsenate/index.php).