Minutes
Thursday, 4 Feb, 2016
2:10pm – 4:00pm
rm. 6203

Mission: to empower and transform a global community of learners

Opening Procedures

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<tr>
<td>Call to order</td>
<td>President</td>
<td>1</td>
<td>The meeting was called to order at 2:10pm.</td>
<td>Procedure</td>
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| Roll/Introductions    | Secretary | 1    | Stephen Fredricks, Jessica Powell, Terrence Chang, Dan Ming, Kent Gomez, Jacqueline Escobar, Leigh Anne Shaw, Dennis Zheng (ASSC), Kate Williams Browne, Danielle Powell, Ronda Wimmer, Dennis Wolbers, Rob Williams (AFT), Janice Sapigao (AFT), Dick Claire, Miku Mendoza (ASSC), Nina Floro
                           |           |      | Guests: Sarah Perkins (VPI), Jonathan Paver (ASLT), Derrick Banks (SVIEP), Jonathan Bissell (Community/Corporate Ed), Diana Bennett (DAS), Will Minnich (A&R), Aaron McVean (PRIE), Karen Wong (PRIE), Jim Vangele (Public Safety), Angelica Garcia (VPSS) | Procedure          |
| Consent agenda        | President | 0    | Action                                                                  | Information        |
| Adoption of today’s agenda | President | 1    | M: Fredricks /S: Hurless / Motion Carried                               | Action             |
| Adoption previous minutes | President | 1    | M: Chang /S: Ming / Ab: Escobar, Shaw / Motion Carried                  | Action             |
| Timekeeper            | President | 1    | Chang                                                                   | Information        |
| Public Comment        | Public    | 5    | No public comment                                                       | Information        |
| TOTAL                 |           | 10   |                                                                        |                    |

Standing Agenda Items

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Dick Claire
Dan Ming
BEPP
Kent Gomez
Jacquie Escobar
Counseling
Jessica Hurless
Danielle Powell
Language Arts
Amber Steele
KAD
Zachary Bruno
SSCA
Terrence Chang
SMT
Dennis Wolbers
ASLT
### Officer, Chairs, and Division Reports

| Reps and officers | 30 |

**President’s/Vice President**

- **College**: *College Governing Council*: approved revised Mission/Vision/Values statement - required annual review (see materials); *Skyline Promise* - Regina suggests a Progress Update to AS [TBD].
- **District**: *Staff/Faculty ID Photos*: 50% have had photos taken. The remaining 50% will be contacted.
- **District Participatory Governing Council**: *Public Safety*: District concerns over public safety in light of tragedy at Umpqua Community College in Oregon.

### Museum of Tolerance

*Deadline for participants coming up next week. Our list has shortened – seeking interested participants for event March 13-16, 2016. Due to short turnaround before next Senate meeting, Browne asked if the Senate would permit her to contact the short list of applicants to proceed with approving them to go, should they choose. Motion: That Browne be empowered by the Senate to inform faculty on the existing list that they are eligible to go to MOT. S: Hurless/Motion Carried.*

### State: BA Pilot/Chancellor’s Office – Meeting in Sacramento last week attended by Browne, Hernandez, and Ahmed last week – Skyline College was well-received. ASCCC Local Relations committee meeting occurred Jan 30 attended by Shaw.

### Treasurer’s Report: Scholarship recommendation.

We have $1650.00 in dues Treasurer recommends using $200 for plaques and year-end party contribution, $1,000 for scholarships, and $450 for textbook rental. *Motion to accept Treasurer’s recommendation: Fredricks /Second: Chang / Motion Carried.*

### Standing Committee Reports

- **Curriculum** [Wolbers & Ulloa] Cosmetology redesigning their program; Wellness program also looking at redesign; New Certificate of Achievement – Business Information Worker.
- **Ed Policy** [Escobar & Kapp] - Will meet in March. Will be working on Faculty Handbook. Counseling division sending the retesting policy to this committee for review (currently 14 days to retest at Assessment Center).
- **Professional Personnel** [Steele] - Recommendation of Skyline Faculty for RSS Award – deadline Feb 8. Nina Floro is nominated. Browne suggested that this
process start in November instead of at the beginning of Spring semester when notice comes from the state. Shaw recommended that all ASCCC Awards be started much earlier. Motion: To write a letter of endorsement for Nina Floro: Escobar/ S: Hurless/Motion carried.

- **Research- Vacant**

**Division News**
- ASLT, BEPP, Counseling, Lang Arts, KAD, SSCA & SMT

**Other reports**

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<td><strong>ASSC</strong> [Zheng/Mendoza]</td>
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**AFT** [Williams/Sapigao] *Update on negotiations* Trying to get input from faculty on workload equity. Distributed cards requesting faculty involvement in continuing the conversation. CFT pushing the Building Power campaign – AFT continuing it locally. Survey results – 300 people throughout SMCCCD. #1 priority was salary. #2 benefits. Others: distance ed, property rights, FLC for labs, flex pay for part-timers, counseling hours, evaluation procedures, presidential selection process, retirement benefits, housing. Asks faculty to go through the contract and identify areas where clarification is needed – send to Janice and Rob.

**Classified Senate** [Haggar/Utsumi] Browne shared that the sales of baskets last year made enough to offer two $500 scholarship for the Faculty/Staff scholarship. Will approve at next meeting.

**SEEED- vacant; selection process in progress**

### New Senate Business

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<td>Community/Corporate Education</td>
<td>Bissell</td>
<td>10</td>
<td>Jonathan Bissell, Director of CCCED for SMCCD, introduced himself and Derrick Banks, director of Silicon Valley Intensive English Program based at Skyline. CCCED works typically with not-for-credit programs (fee-based), but now foraying into credit, aiming at a launch of this in Fall. Working with ESOL on the creation of the SVIEP. Working on coding and digital media advertising. Looking for faculty collaboration. Brought some course proposals to share; could be set up as a not-for-credit gateway into existing credit programs. Looking at developing corporate education and interested in</td>
<td>Information</td>
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collaborating with faculty on that.

Q: Do these courses have to go through curriculum oversight?  A: No. They are not-for-credit, so they are not courses reviewed by our curriculum process. If a licensing requirement exists, CCCED looks for that, but otherwise, it is not the same process as the hiring of faculty on the academic side.

Q: If there is no review of curriculum or faculty, how is quality control maintained, especially in the case where exist similar programs at the campus (low quality could reflect poorly on the credit program)?  A: Any certification is from the CCCED, not from Skyline College or any one college.

Q: Fees?  A: Range of fees, as each course is very different.

Q: Would that be in competition with existing credit programs? How does the student know that these courses are not-for-credit, not something that we offer through the college?  A: The CCCED aims to make the cost and the not-for-credit status transparent and offers it based on what the student is interested in.

Perkins shared that it isn't abundantly clear to anyone who sees the web site that these courses are not-for-credit, therefore it may be confusing to potential students who are not necessarily aware of the difference between credit/not-for-credit.

Banks shared information on the SVIEP. It is aimed at students who test below the required 480 TOEFL score for international students coming to Skyline College. Using adjunct faculty from Skyline ESOL to teach these courses.

Jonathan shared that the CCCED is very interested in collaborating with faculty and having faculty teach. Bennett shared that there is effort to make sure that the faculty teaching these not-for-credit courses do indeed have comparable qualifications to teach the courses. One collaboration example is occurring with a K-12 district.

### Professional Development Update

| Perkins | 15 | Questions and issues regarding Skyline professional development. Discussion of committees, oversight of various monies, and appropriate representative perspectives as well as clarity & efficiency of model.

Perkins shared the revised approach to the CTTL’s provision of Professional Development: 1) Prof. Devel support (workshops, orientations, training, pedagogy, etc.); 2) Instructional technology (teaching and learning space design, tech training, one-on-one assistance; 3) Distance Ed (oversight, compliance, quality enhancement, training).

Committees: Advisory Committee for Employee Development (ACED – used to be called PEDAC, state-mandated and exists as a result of Flex Days requirements) is the oversight body for four committees:
- Administration Short Term PD Committee
- Classified Staff Short Term PD Committee
- Faculty Short/Long Term PD Committee (Article 13)
- Distance Ed Steering Committee

Browne asked about the AcSen Professional Personnel committee
and how it relates to Prof. Dev/ACED. Floro, Perkins, and Shaw shared that 1) there was a need for oversight for more than just faculty PD, so it was opened to the other entities; 2) Prof Personnel used to govern the Trustees' Grant and PIF funding, but that has been removed, and AcSen has not revised its by-laws, so the original charge of Prof. Personnel still refers to those grants. Prof Personnel focuses now on highlighting and encouraging faculty's growth as professionals.

Q: Where does this intersect with the purview of AcSen over professional development as outlined in the 10+1? Concerns that this redesign of professional development has happened outside of the AcSen process.

A: Faculty are involved in the planning of Flex Days. DE Steering Committee is faculty-centric and has been and will continue to be instrumental in revision of PD.

| Student Services and Student Equity Update | Garcia Minnich Vangele | 15 | Overview of Student Services/Counseling and its changing role in Student Equity Plan. 

Student Services leadership team 50% new this year, have been adjusting. Minnich spoke to Enrollment Services: deadlines, financial aid, outreach, veteran's resource center. Responding to presidents push to Get in/through/out on time. Increasing efficiency for staff and students. Outreach: High schools easier target than the adult population. March 10 – Veteran's Event on campus. Census date coming up – if faculty don't do it, it results in hours of manual labor. Giving grades at end of term: Incomplete grades that are not accompanied by a default grade result in a failed certification for transfer.

Vangele is here to focus on safety and quality of life. Can be contacted directly in matters of safety. One-stop shop philosophy.

Garcia and Vangele offered to return at a later meeting to discuss Public Safety as well as the Equity Plan. |

| Institutional Effectiveness Update | Wong | 10 | This year, colleges are expected to set benchmarks for four more indicators; benchmarks for institutional effectiveness indicators are required as a condition to receive SSSP funds.

See Materials – Spring 16 IEC Recommendations.

Wong and McVean explained the metrics of success that are used by the state to evaluate students and used in student success data statewide. The body identified some inaccuracies in the state's perception of how to evaluate student success. Wong asked that the Senate review the document and forward any questions or concerns to the PRIE and the Institutional Effectiveness Committee. |

| Community College Survey of Student Engagement (CCSSE) Update | Wong | 5 | The CCSSE survey identifies behaviors that lead to student success. It is a nationwide 50-minute survey that can impact instruction, but is working with the Center for Community College Student Engagement and the Program in Higher Education Leadership at The University of Texas at Austin to better identify ideal respondents for the survey and to minimize impact via a 3 week window from April 11 – May 9. This survey yields three sets of data that better inform the college in ways that can impact curriculum, programs, and pedagogy.

Concerns were expressed that especially in March/April/May faculty... |
have scant time to devote to a survey at the expense of content for their coursework. Wong agreed that this is a dilemma that is unavoidable as it is necessary to wait until census to choose classes based on enrollment.

Final Announcements and Adjournment

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<td>Next meeting 18 February</td>
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<td>Quorum lost at 4:01pm. Meeting adjourned at 4:17pm</td>
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<td>Minutes submitted by: Leigh Anne Shaw</td>
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TOTAL 110

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.