Minutes
Thursday, 21 Jan, 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>2:16 p.m.</td>
<td>Procedure</td>
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<tr>
<td>Roll/Introductions</td>
<td>Secretary</td>
<td>1</td>
<td>Kathryn Williams Browne, Stephen Fredricks, Dennis Wolbers, Jessica Hurless, Tiffany Schmierer, Terrance Chang, Dick Claire, Dan Ming, Nick Kapp, Amber Steele, Miku Mendoza (ASCC), Dennis Zheng (ASCC). Guests: Jamillah Moore, Sarah Perkins, Ray Hernandez &amp; Ijaz Ahmed</td>
<td>Procedure</td>
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<td>Consent agenda</td>
<td>President</td>
<td>0</td>
<td>No consent agenda</td>
<td>Action</td>
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<tr>
<td>Adoption of today’s agenda</td>
<td>President</td>
<td>1</td>
<td>Browne requested a flexible order to the agenda to accommodate various speakers M: Claire /S: Steele /Motion Carried</td>
<td>Action</td>
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<td>Adoption previous minutes</td>
<td>President</td>
<td>1</td>
<td>M: Steele /S: Chang /Motion Carried Abstentions: Dick Claire, Nick Kapp</td>
<td>Action</td>
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<td>Timekeeper</td>
<td>President</td>
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<td>Terrance Chang</td>
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<td>Public Comment</td>
<td>Public</td>
<td>5</td>
<td>Steven wanted to verbally recognize and thank Sarah for her work with bringing the Engineering program back to Skyline’s campus.</td>
<td>Information</td>
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<td>TOTAL</td>
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<td>10</td>
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Standing Agenda Items

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<th>Action/ Information</th>
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<tbody>
<tr>
<td>Officer, Chairs, and Division Reports</td>
<td>Reps and officers</td>
<td>30</td>
<td>President’s/Vice President</td>
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<td>College: Welcome, discussion of Opening Day [see new business]</td>
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<td>Lots of information provided at Opening Day, but will need time to wade through all of the different parts.</td>
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<td>- Budget &amp; Scenarios for next SPARC meeting [1/28], Resource Allocation Update in February</td>
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<td>Browne shared the FTEF recommended rankings from Fall 2015. She informed the senate that the SPARC committee would be the next stop for the recommendations. They will examine the financials and decide how many positions they recommend to be hired.</td>
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<td>Sarah clarified that the FTEF recommendations are forwarded to her and that she uses them to make her recommendation to the President. She is currently working on her recommendation. Her recommendation, in conjunction with the SPARC committee’s recommendations, will inform the President’s decision on new faculty hires. Dr. Perkins stated that she will be showing her support to the FTEF committee’s recommendations. She also wanted to clarify that the faculty hires that are currently happening are the carry over positions or replacement positions. They are not the new positions recommended by the FTEF committee.</td>
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<td><strong>Update:</strong> The business hiring committee will be holding finalist interviews within the next couple of weeks. The Instructional Designer hiring committee just met and is getting the process started. The Math hiring committee is coming up. The English replacement position has received approval from the President, so it will be getting started soon.</td>
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<td>- Community/Corporate Education discussion with Jonathan Bissell in February</td>
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<td>Jonathan Bissell with Corporate Community Ed will be visiting in February. It is more of an informational session, but could have some future implications. Browne asked that we take a look at website: <a href="http://communityed.smccd.edu">http://communityed.smccd.edu</a> before his visit.</td>
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<td>- Student Equity - next steps &amp; Counseling team in February.</td>
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<td>Angelica Garcia will be bringing her team to ASenate and start opening up the conversation about how counseling and the Skyline Promise will work together.</td>
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District [Browne]: -Relations with Local Senates Committee visit- All College ASenates are interested; Shaw & Bennett will schedule for this term; Curriculum discussion on consultation, etc [DAS to discuss & finalize in February] in progress.

-3.16/3.16.1 – Min Quals VP new language on “Emergency Hire” from 1/4/16 VP Council mtg and DAS “Professional Achievement” language

-6.13/6.13.1 – Curriculum Dvpt. pending; planning for finalized DRAFT from DAS by February 2016.

State: Shaw appointed to ASCCC Relations with Local Senates committee

Treasurer’s Report: Scholarship Update; Bank statement
At this point, we have collected $1650.00 from faculty dues. This money will be used to pay for the end of the year award plaques, make a donation to the end of the year party, student scholarships and the textbook rental program.

It was proposed that:
$200.00 be reserved for the plaques and end of year party.
$1000.00 be put towards student scholarships
$450.00 be put towards the textbook rental program

We will also need to decide if we want to continue to give the scholarship committee the power to decide how the money is awarded (Amounts, Students, etc.)

The proposal was made and will need to be made an action item at the February meeting, so that checks can be requested and written.

Standing Committee Reports
- Curriculum [Wolbers & Ulloa] – First meeting of the Spring semester is February 3rd, so no report.

- Ed Policy [Escobar & Kapp] – Nick Kapp was welcomed back. No report. C-ID report will be made when Escobar is back.

- Professional Personnel [Steele]- Update on RSS State Award application due early Feb

The committee has reviewed 22 professional development applications and 1 sabbatical application.

The next award the committee will focus on is the Regina Stanback Stroud Diversity Award. This is a statewide award that honors faculty who have made special contributions.
addressing issues involving diversity. The deadline for applications is February 8, 2016. The winner will be announced at Spring Plenary in Sacramento. Mary Gutierrez (Dean of Language Arts) has been working with the Professional Personnel committee to solicit requests for nominees and distribute information and links to the application materials. An e-mail should have been distributed to the campus today. Last year Skyline’s ASenate submitted a nominee, but there weren’t enough applications received (need at least 3), so no award was given. Some of the names thrown out as possible nominees were:
Lucia Lachmayr – Associate Professor LA
Younga Choi – Professor SMT

A recommendation was made that since we are so close to the February 8th deadline that we ask Kymberly Jackson if she is still willing to be Skyline’s nominee and if she is, then we forward her already completed application. This would mean that we would hold the other names and submissions for future awards. Amber said she would coordinate with Mary on this item.

- Research – vacant

Division News

- ASLT, BEPP, Counseling, Lang Arts, KAD, SSCA & SMT

SMT - Officially hired a FT/Temporary Engineering faculty. It is a grant-funded position through the Career Pathway Trust. (SVETP)?

The 4-year Respiratory Care Program is moving forward. Dr. Perkins noted that we need to make sure that this program works; especially for the state of California. At this point, the program is ahead of the state and is in a holding pattern waiting for the state to complete the applications, etc.

Other reports

Reps 10

ASSC [Zheng/Mendoza]
The ASCC leadership recently had their Winter/Spring Retreat at the Museum of Tolerance. They reported it was a great opportunity and profound experience. Most importantly, they participated in workshops on diversity, prejudice and ways to bring those discussions back to campus. They plan on using it while they plan campus activities in this upcoming semester. They are still working on the following:

- Prayer Room – Currently working on a petition
- Food Committee – still working with food services on options
- Lactation Room – still working on providing this to students
- Middle College – would like to honor the life of the student that died on Skyline. A suggestion was made to possibly try and work with the student’s family.
**AFT [Williams/Sapigao]** Negotiations beginning this month; next AFT mtg is 1/27 – Rob & Janice will have more information and an update on negotiations at 2/4 mtg.

Union members were provided a survey at the end of the semester, so hoping to get more information back on that next meeting. A recommendation was made to invite Teeka James to one of the upcoming meetings to clarify the process taken, what happened and the results.

** Classified Senate [Haggar/Utsumi] – No report**

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

### New Senate Business

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<th>Item</th>
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<tbody>
<tr>
<td>Opening Day: Implications for Spring 2016 &amp; beyond</td>
<td>All</td>
<td>20</td>
<td>Skyline Promise, Faculty Evaluations, Canvas, ReadySetGo, etc.</td>
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<td>Sarah clarified that the Skyline Promise is a concept that is currently being built. So now is the time to start having discussions.</td>
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<td>Comments: It seems that the “getting students in” is becoming harder. Lots of registration issues; especially concerning the 24-hour rules. It seems that the idea behind the rule is unclear and it is not spelled out in the catalog/schedule (Specifically, pg. 22, no verbiage of being dropped from all classes with failure to pay). It was discussed that a longer and more reasonable time period for students to pay or be added from the waitlist would be helpful. Some of the barriers to registering were also discussed. Dr. Perkins recommended having a discussion with Will Minnich and Angelica Garcia about these issues. Issues about policing around the campus the first couple of days/week, was also mentioned as an issue.</td>
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<td>Browne suggested that senate look systematically at each stage of the get in, get through, get out and educational goals to figure out which people should be invited to the ASenate meetings to listen/discuss our concerns.</td>
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<td>Dr. Perkins explained that all the VP’s received this policy proposal from Dianna Bennett (DAS President). She has met with Dennis &amp; John and discussed the possible implications (administratively, with faculty and about the curriculum</td>
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process at Skyline) of the proposed changes. A question that still remains is, “where is the Title 5 authority?” Title 5 authority is given to ASenate, which the curriculum committee is a standing committee of, so should the DCC should be able to have some authority in these situations. Ultimately, it seems that the new proposal introduces a vetting and coordination at the DAS level without definitions and details. (Who, what, where, when, why?) There is also the issue of needing consultation with other colleges. More discussion is needed on what “consultation” means. For example, when faculty at campus “A” wish to create a new program, degree or certificate and a similar program exists at campus “B” or “C,” what say do colleges “B” & “C” have in the process? Wolbers provided some of the historical background as to how this consultation discussion came about. When the issues were presented the DCC functioned as the arbitrator and decision-maker, which is why they believe they should be the body that amends the policies and is involved with issues of consultation surrounding curriculum. In the end, where does the decision lay? Does a college have the authority to say, “No you can’t do that?” There is no action needed on this item right now, but it is a discussion that the DAS is having soon. It will probably be sent back to the local ASenates as an action item, so Browne would like as much feedback as possible. If you have ideas or concerns, please let her know before the next DAS meeting so she can represent Skyline.

Comments: We need to work towards a point where all groups from the three colleges can come together and talk with one another. It might be helpful to have an arbitrator to facilitate that activity. It was clarified that, historically, the Chancellor was the arbitrator. The district has also tried to set up time during flex days for the three colleges to meet and have conversations, but it is not being utilized by all departments. A question arose as to who or where some of the information was coming from. It was also mentioned that it is understandable that when new programs, classes or certificates are added at other campuses the natural gut reaction is fear and a desire to not lose students or our territory, but these consultations and arbitrations need to be more focused on the facts, impacts and data. Furthermore, we may need to start focusing on adding some of those elements (data/research) to the justification part of curriculum. If the justification is strong then it makes it harder to argue against it.

It was also noted that simply making someone check a box saying they have consulted is not going to work, so it is important to have a rule/mechanism that forces consultation with colleagues.

| Early High School/Strategic Plan Update | Moore | 10 | An update from Vice-Chancellor Jamillah Moore about Early High School as part of an update on the District Strategic Plan. | Information |
The Board has adopted the district strategic plan, so the question now is, “What are the next steps?”

The District Strategic Implementation committee has been formed using the VP Council, because it was an already established group. The implementation committee is tasked with helping to formulate the three working groups:

1. Metrics/Data
   *The PRIE Deans from all three colleges will be on the metrics committee and programs committee. Metrics will be given a lot of attention so that they are developing metrics that help support what it is that campuses/programs are currently doing. Some programs like Spark Point are more specialized and need to be thought about differently when it comes to data analysis.*

2. Board Communication
   *What needs to be shared, in what format & venue? Figuring out which programs need to come together throughout the three colleges and which ones are specific to the individual colleges.*

3. Programs Task
   *The work groups will start in the Spring. The groups will have representation from all three colleges and district (faculty, classified, staff). The work groups are open to any individuals who would like to be part of the process. If you are interested, please contact anyone on the VP council (Sarah Perkins represents Skyline College), your dean or Jamillah Moore.*

The district is also working on developing a definition of student success that can be used throughout all three campuses. Jamillah presented the following definition:

*Student Success: Students get in, get through and complete according to their educational plan.*

This definition is a starting point and individuals are welcome to provide feedback through Deans, Jamillah or Academic Senates.

Early College High School Model – The three campuses are doing different things with their equity plans. So the district is examining/discussing how we are offering classes, the faculty who are teaching them, etc. and trying to create a standard that could be used district wide. They are also needing to explore the sharing of student data between districts/colleges/schools that protects students and the schools on both ends.
<table>
<thead>
<tr>
<th>Action</th>
<th>Committee Name</th>
<th>Faculty</th>
<th>Faculty</th>
<th>Action</th>
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</table>
| FTEF Screening Committee appointments during break; Need formal ASenate approval | Browne | 3 | International Counselor  
- Lavinia Zanassi - Faculty  
- Lorraine DeMello - Faculty  
- Wissem Bennani - Classified  
- Luis Escobar – Administrator  
  
TRiO Counselor  
- Imelda Hermosillo – Faculty  
- Melanie Espinueva – Faculty  
- Chanel Daniels – Classified  
- Michael Stokes – TRiO Director  
- Luis Escobar- Administrator  
  
Language Arts [replacement]  
- Lucia Lachmayr  
- Rachel Bell  
- Jim Bowsher  
- Chris Gibson  
- Mary Gutierrez, Administrator  
  
Motion to approve the International Counselor, TRiO Counselor and Language Arts (replacement) Screening Committees as listed above. M: Fredricks S: Schmierer – Motion Carried |
| Comprehensive Tenured Faculty Evaluation Committee Need formal ASenate approval | 2 | Mike Fitzgerald [KAD]  
- Kevin Corsiglia (Chair)  
- Justin Piergrossi  
- Dino Nomicos  
  
Jan Fosberg [KAD]  
- Amber Steele (Chair)  
- Justin Piergrossi  
- Dino Nomicos  
  
It was clarified that the Comprehensive Tenured Faculty Evaluation committees now need formal academic senate approval.  
Motion to approve the two comprehensive tenured faculty evaluation committees for KAD as listed above. M: Steele S: Ming – Motion Carried |
| BA Update | Hernandez | 5 | Chancellor’s Office meeting on 1/28. Attendees: Ray Hernandez, Ijaz Ahmed, & Kate Browne  
The Respiratory Care program hit the one-year mark since being approved last January. In that year, a complete curriculum has been developed and approved, an advisory board has been created and the program is currently recruiting students for the Fall of 2016.  
It was noted that Skyline is in a great position, because the profession, nationally, is looking to move to a B.A. |
requirement for licensure by 2020. Thus, Skyline College is helping to set the standard for what is happening Nationwide.

The Curriculum Committee was thanked for all their work in providing guidelines for what an upper division program/classes would look like.

Ray explained each of the courses that are being offered in the program and handed out an informational pamphlet about student eligibility, course offerings and the program. It will be completed in 9-week terms, with students taking 2 courses per term. The courses will be paired together to provide more collaborative thinking. The program will conclude with a capstone course.

Dr. Ahmed noted that other programs have looked to Skyline and their curriculum to build their programs. The program is also being noticed at the Chancellor’s office.

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<tr>
<td>Adjournment</td>
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<td>3:57 pm</td>
<td>M: Hurless /S: Fredricks – Motion Carried</td>
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<td>Next meeting 4 February</td>
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<td>Minutes submitted by: Jessica Hurless</td>
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<td>TOTAL</td>
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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.