

**Academic Senate  
MINUTES  
December 3, 2008  
3:00 - 5:00 p.m. BC214**

Members Present: Ignacio Alarcón (Chair), Jessica Aparicio, Barbara Bell, Curtis Bieber, Susan Broderick, Cathie Carroll, Stephanie Durfor, Esther Frankel, Jack Friedlander, Tom Garey, David Gilbert, Kathy Molloy, Kim Monda, Marcy Moore, David Morris, Mimi Muraoka, Kathy O'Connor, Jan Schultz, Ana María Ygualt, Oscar Zavala

Members Excused: Armando Arias, Dean Nevins

Guests: Darin Garard, Samantha Thomas, Laurie Vasquez

**1.0 Call to Order**

1.1 Approval of Agenda – so approved with added items

1.2 Approval of Meeting Minutes November 19, 2008

M/S/C To approve the meeting minutes of November 19, 2008 (Molloy/O'Connor)

**2.0 Information Items**

2.1 Status of New Positions Subject to Funding

System Office calculation mistake of Full Time Faculty Obligation 2008-09 resulted in 5 more positions. The College has requested waiver of these for 2009-10. Status of request may not be known for a while. The 5 new positions (Mathematics, English Skills, English Composition and Literature, English as a Second Language, and Sociology) have been advertised and process around them has been initiated contingent upon result of requested waiver.

There are two different situations: 1) The six growth positions recently waived for 2009-2010 due to the state budget crisis 2) Five other positions that are the result of a calculation error by the System Office. These positions are now being advertised as "Subject to Funding."

2.2 Divisions Input Regarding Institutional Student Learning Outcomes Modifications/Additions to ISLOs to be submitted no later than February 2, so Steering Committee/Senate can hear/act on them.

2.3 A request made by Marilyn Spaventa was read to the Senators. Dean Spaventa requested the following statement be deleted from the November 5, 2008 Academic Senate Minutes: "Doug Hersh said that when FPDC transitioned from Marilyn Spaventa to him, we were actually looking at \$25,000 not \$30,000, allocated last year." Dean Spaventa believes this statement to be inaccurate.

The Senators acknowledged Dean Spaventa clarification, but recommended that the minutes needed to reflect what was said at the meeting, and that Dean Hersh's statement of November 5, 2008 should remain on the record.

2.4 Samantha Thomas gave a demo on the Program Review templates due December 15, 2008. There would be two additional Q&A sessions on Friday, December 5 at 11a.m.-Noon and 1-2 p.m., in the Cyber Center.

Ms. Thomas explained the templates are not currently available for access outside of our network therefore the Program Review templates cannot be completed from home. There were also questions concerning how resource requests would link to the goals and objectives and also the ranking process for resource requests and the consultative process that should be followed. Ms. Thomas stated the next version should resolve many of the procedural, formatting, and technical issues.

2.5 Jan Schultz, Science Division Senator, informed the Senate that Genny Anderson and her husband Shane were elected Local Heroes in *The Independent* for inspiring future Marine Biologists.

### 3.0 Discussion Items

#### 3.1 Sabbatical Leave Committee Recommendations.

Darin Garard announced that although sabbaticals have been suspended the committee recognized the importance of continuing the recommendation process. The Sabbatical Leave Committee ranked the following Sabbatical Leaves for the 2009-2010 academic year in order from highest to lowest according to the several criteria, such as relevance to the college and date of last sabbatical leave exercised.

Robert Dependahl	Year
Collette Barr	Year
Jan Schultz	Year
Eric Wise	Year
Melanie Eckford-Prosser	Semester
Chella Courington	Semester
Jill Stein	Year
Denise Bacchus	Year
Pete Diamond	Year

The Sabbatical Leave Committee voted on and approved the following motion: “Any of the above proposals will receive ranking points if resubmitted next academic year, assuming funding for 2010-2011. New documentation is not required for resubmission unless changes occur (e.g., purpose, scope, etc.). Complete new proposals will be integrated with any resubmissions.”

Darin said that if funding had been available for sabbaticals during 2009-2010, the top four would have been approved. It was proposed that to be consistent with prior years only those that would have been funded should receive the priority points and those that would not have received funding should be treated the same as others not funded in past years. An alternative would be to have the four that would have been funded not have ranking points going forward. If the budgetary situation continues two years or more, other applicants with more years of service could have priority.

Darin was asked if the Sabbatical Leave Committee was going to call for proposals next year if the budget crisis continues.

### 3.2 FPDC Inservice Agenda

Please note the location of division meetings. DM 110 would not be available due to the renovation scheduled to begin. Any changes/corrections should be reported to Dixie Budke, chair of FPDC.

Jan Schultz lauded the fact the Inservice agenda had been brought to the Senate. Ms. Schultz recommended that the Inservice agenda always come to the Senate not only as a courtesy but in draft format, so that the Senate can have a way to provide input.

M/S/C To suspend the rules and move agenda item 3.2 to action (Schultz/Molloy)  
M/S/C To approve the Inservice Agenda as corrected and pending room corrections (O'Connor/Schultz)

### 3.3 Senate Committees Bylaws

The agenda attachments are the old Bylaws. We now need to add COI. There are several changes that need to be made, since the bylaws have not been recently updated. It was requested that the Senate is provided with a strikeout copy of the needed Bylaws revisions. It was recommended that you recommending that the all Senate committees look at their portion of the Bylaws and propose modifications.

### 3.4 Budget Reductions Proposals

Kathy Molloy reported that she has met with Andreea, who has been working very hard with the Foundation to supplant some of the Partnership money for tutors that may be cut from the budget. The PSS program leaders will be meeting with Andreea and Jack to discuss ways of mitigating the proposed cuts. Everyone is being as proactive as they can be, and everyone has been very generous of their time. Each program leader has been asked to send a statement about the implications for the program if the cuts go through. People are trying to be as creative as possible in how they would deal with the budget cut. For example, some in the Math Dept. plan on spending one or two of their office hours in the Math lab to make up for the loss of tutors.

Basic Skills has about \$140,000 of one time funds left. We were holding onto this money in case of emergency and the emergency is here. This money is not renewable. It is money that we did not spend these past two years.

Gateway was in place/existed before the Student Success Initiative, and it had a budget that was part of the general fund . Gateway funding was expanded through the Partnership, and the categorical ESL/Basic Skills funding has been used to augment this funding further.

It was asked when we would know what will still be in place? We need to let tutors, readers and everyone know what might be still be available.

Ms. Molloy replied she could send out an email after the upcoming meeting with President Serban to update everyone on the state of affairs at that point because the Senate won't be meeting again until February.

Jan Schultz asked how much funding comes from the Foundation, the district, and how much is categorical.

Kathy Molloy: I'm not certain about the amount budgeted for Gateway before the expansion recommended in the Senate's Student Success Initiative. The SSI allocated \$192,000 for the original Gateway expansion, with most of that money going for tutors; this is all district funding. The ESL/Basic Skills categorical money has been used to expand Gateway further. The Senate approved \$188,000 over a two year period for Gateway requests. Included in this was a classified position for the Gateway Center. The Foundation has raised some money for Gateway and the Writing Center, but the actual amount is unclear. We should find out more at the meeting with Andreea. The Foundation has experienced difficulty in raising funds for the Partnership because they aren't sure how to market it to donors, and giving in general is down. The EVP may also have one time only funds. However, these are only short term solutions, and we really need work on how we go on from here.

Ms. Molloy wanted to end on a positive note:

1) ESL representative Priscilla Butler was not able to be here to give her presentation for the Year Two PSS Evaluation, and Ms. Molloy reported that ESL has been working on some very exciting plans. One of them is to develop our own version of the Portland Community College Career Pathways template for many of the different programs/fields of study at SBCC. The handout documents an educational/coursework plan outlining paths in the field of Accounting-Bookkeeping. The plan identifies detailed training needed and the types of employment and salary that can be achieved depending upon the level of successful course completion. In addition, ESL has redesigned several of its courses, integrating reading, writing, and grammar at levels one, two, and five.

2) The State Senate, over the past year, has offered some free conferences that SBCC faculty enthusiastically attended. As a result of attending the Basic Skills and CTE conference, Dixie Budke has decided to team up with Kelly Lake to begin working on basic skills curriculum for CTE courses. The team would include someone from math and English Skills and four other CTE faculty to plan an Institute that would combine the expertise and knowledge of a core group. They want to develop teaching strategies that could be made available to other CTE faculty.

David Morris mentioned that in relationship to the budget reductions, there is a ballooned proposal to not hold a summer session, which would allow for significant savings that could be used to lessen the hit on tutors, readers, student employees, etc. Faculty salaries for summer school are not part of the regular package. We do get revenues, but there is a feeling that there isn't much profit to the college. Tom Garey said that this was an interesting suggestion, but an immediate problem would be what to do with classified staff. Tom said that another idea to be considered is to raise the fees on fee based Continuing Education/Adult Education classes.

Kathy O'Connor said that there could be a reduction in summer school. However, it would be very damaging if summer school was entirely suspended. In the long run we'll get growth money again; making decisions about cutting summer school may have lasting effects that we would not easily recover from. We want to get the money we've earned. In the meantime, it's a balancing act between cutting 4% and making what growth money we can get.

David Morris expressed that if we're going to have any success at mitigating some of these cuts, we are going to have to start getting communities to protest. If we are really good at managing this so that the effects on the community are next to invisible we aren't going to get that. Maybe the idea of dumping summer school is not a good idea, but something is needed that has an obvious community impact, so the community responds. We are doing the management and we are not getting the attention.

Tom Garey said that we need to get students to get their parents to call California lawmakers. The consensus is that the incoming legislature is not going to do anything different than the last.

Kim Monda said that we are seeing students already desperate for classes. Maybe we need a handout that says "call your legislator." Kathy O'Connor said that we are in a very different situation than CSUs and UCs. They can actually limit students and classes and increase fees. Legally we are in a bind. By doing something within the district our local community may not even pay that much attention. We have to do something that really gets attention of local community. Cutting summer session would not necessarily do this. Barbara Bell said we've talked in the past about how classes fill up. The emails have already started and in most cases our response is only: "Keep checking Pipeline." Barbara said that we could possibly start sending a pre-approved response, with the information about the constraints of the district, and the recommendation that students contact state legislators. It was suggested that Joan Galvan from the Public Information office could assist in writing this response.

Jessica Apparicio mentioned that the Student Senate has gotten over 600 petitions and are sending letters off to Pedro Nava and Tom McClintock.

Laurie Vasquez brought up the list handed out at CPC of the already closed sections, mostly in math and English. Ignacio Alarcón mentioned that Jack Friedlander and he would be again making an appeal to teachers to up their caps.

David Morris: One of the things I'm concerned about is that we are not making public the impact that has already happened. No one in the community knows that we have paid for three months of our operations out of our own pockets. Nobody knows that we are going to do this again January, February and March. The state is paying us zero. Nobody knows. We need to have a PR person on this. We need to have a stock answer when people complain how come there aren't more sections how come we don't have more tutors and we need to say it's because of the state budget cuts. We would be happy to do this but we can't afford to. There needs to be an effort made to get this message out. We need to get this message out. Otherwise there is the

danger the public won't get it. Our PR is lagging and as a consequence the word isn't getting out and if we're not careful we might be getting blamed for the stuff we are truly victims of.

Oscar Zavala mentioned how Student Services will not be doing business as usual; Student Services will be reducing its student contact hours. The message will be that Student Services cannot keep providing the same level of services that we have been.

Recommendation: on the bond link – make it clear what the bond money can be spent on and that it is separate from district funding. This could help dispel misconceptions in the community about the bond helping with our budget difficulties.

### 3.5 Board Policies

Ignacio Alarcón announced that, with all the work that needs to be done on the Board Policies and Procedures, a college-wide committee has been formed and representatives from the Senate are needed. Ignacio and Susan Broderick will be representatives on the committee. We may need a third one. The first meeting will be in February and Sue Ehrlich will chair. It was suggested that someone from the Academic Policies committee should be on this new committee

Tom Garey expressed concerns about the rewriting of Policies and Procedures that fall within the purview of the Academic Senate (academic and professional matters) that they be sent forward. Ignacio explained that the committee would not be writing policies. The committee would only schedule when the policies are to be revisited and to steer the policies to the correct body/committee for review.

BP 4710 The last sentence was added at CPC. “Appropriate groups will be provided with opportunities to participate effectively in the development of the procedures in accordance with BP 2510.”

BP 2510 The addition of the underlined Ten plus One text has been added from the Academic Senate area of Title 5 Sections 53200 and District Policy 1200 General Provisions and Definitions. Tom Garey suggested that another one related to faculty hiring be added and to make reference to District Policy 1200 Collegial Governance and Responsibilities (our Academic Senate shared governance section and we fought very hard to get that.) Rather than adding another matter to the list it was suggested that the “including but not limited to faculty hiring procedures” language should be added to number 11, thus keeping the Ten plus One unchanged. Tom Garey also suggested using the term “shared governance” rather than “local decision making”.

Kathy O'Connor stated that according to the interpretation from the State Academic Senate, the term “participatory governance” is actually more participatory than “shared” and Title 5 does not mention “shared” anywhere in its policies. Using “participatory”, in the opinion from the state Academic Senate, implies more than “shared governance” and gives the Academic Senate a more powerful role.

This shall be forwarded to the Academic Policies committee.

#### **4.0 Action Items**

##### 4.1 Institutional Code of Ethics (blue handout)

Suggested change in title replace “Code” with “Statement” of Professional Ethics  
First paragraph: strike last two sentences.

M/S/C To approve ‘Ethics document’ as amended (O’Connor/Garey) 1 abstention

##### 4.2 District Technology Plan (green handout most current document)

Three changes were made: 1) “Major Technology Goals” was deleted due to redundancy 2) Objective 2.7 added “(LMS)” 3) Objective 4.1 removed “tracking mechanism”

M/S/C To approve the District Technology Plan Draft 2008-2011 (Molloy/Zavala)

#### **5.0 Reports**

##### 5.1 President’s Report

##### 5.2 Liaisons’ Reports

CAC: Kathy O’Connor reported there was a very successful presentation by CurricUNET at the Curriculum Advisory Committee meeting. A two day three-hour workflow process meeting has been scheduled for January 15 and 16. All who are interested can attend. Note: stipends/any monetary compensation would not be available. The CurricUNET implementation goal has been set for Fall 2009 and everyone involved will be working very hard to meet that deadline.

P&R: Kim Monda reported that Andreea Serban met with P&R and let everyone know that she was very supportive of P&R’s involvement in the planning process and to work out the most effective process to achieve that goal. Ignacio Alarcón also attended and added that Andreea said she would meet with P&R whenever she was invited.

CPC: Tom Garey reported from CPC that in terms of the budget cuts there is flexibility. Not just slash and burn on the hourly budget if you have a way to do it otherwise. The hourly classified student budget would be the basis of defining the amount that has to be reduced.

Kathy O’Connor wanted to announce that she planned to backfill some of her tutor and OIA money through a trust account. She said it would be worth it to her to have the extra help the trust account would provide. How to set up an account: This can be done through the Foundation and it is tax deductible. This way your tutors and readers are paid through the school. Kathy added that if anyone is interested, need help or have questions on this they should contact her.

Tom Garey added that when such accounts/donations are set up through the Foundation they usually take a small percentage. Perhaps they could waive those fees/procedures.

##### 5.3 EVP Report

#### **6.0 Adjourn**