

**Academic Senate**  
**MINUTES**  
**December 5, 2007**  
3:00 - 5:00 p.m. BC214

Members Present: Ignacio Alarcón (Chair), Armando Arias, Barbara Bell, Cathie Carroll, Tom Fitzgerald, Jack Friedlander, Tom Garey, David Gilbert, Kelly Lake, Ray Launier, Linda Lowell, Kathy Molloy, Kim Monda, Marcy Moore, Mimi Muraoka, Dean Nevins, Kathy O'Connor, Jan Schultz, Dan Wrentmore, Ana Maria Ygualt, Oscar Zavala

Members Excused: Susan Broderick

Guest(s): Mark Ferrer, Darin Garard, Kenley Neufeld

**1.0 Call to Order**

1.1 Approval of minutes Nov. 14, 2007 (pgs. 2-5)

M/S/C To approve the meeting Minutes of November 14, 2007 (Schultz/Moore) 1 abstention

1.2 Approval of agenda – so approved with additional information items

**2.0 Information**

2.1 Susan Broderick will not be retiring at the end of this academic year

2.2 CCLC Conference Student Equity Award to PSS (pg. 6)

Past President Molloy proudly displayed the award she accepted on behalf of everyone involved with the Partnership for Student Success at SBCC. She continued with how many of the conference goers had expressed to her their interest in the program and would like to know more about our Student Success initiative.

2.3 Administration of Justice Department will change its name to “The School of Justice Studies” effective AY 2008-2009.

2.4 Drama Music building modernization status update

Tom Garey announced the BOT has unanimously approved the resolution to go forward with the “phase II” of the Drama Music building modernization project, and thanked the senate for their strong support.

2.5 Greening of SOMA building

The BOT also voted to support the construction of the School of Media Arts according to LEED standards.

2.6 Stand alone course approval process approved by BOT

The Board has given authorization for the Educational Policies committee to approve stand-alone courses in particular when courses need to be offered prior to the next regularly scheduled board meeting. The Board will still have those approvals as part of their regular agenda.

2.7 Title 5 changes preview

Kathy O'Connor announced she would have a short PowerPoint presentation ready for the Senate, Spring 2008, highlighting the numerous changes in Title 5 (as an example, those regarding transfer/general education degrees.)

### 3.0 **Hearing/Discussion**

#### 3.1 Hayward Award nomination from Faculty Recognition Committee

The Faculty Recognition Committee has recommended Kelly Lake unanimously as the nominee for the Hayward Award.

M/S/C To move the FRC nomination of Kelly Lake, for the Hayward Award to action (O'Connor/Molloy) unanimous

M/S/C To approve the nomination of Kelly Lake, for the Hayward Award (Zavala/Monda) unanimous

#### 3.2 Richard Hoffman will retire at the end of this academic year.

The Library requests a tenure track replacement position effective Fall 2008.

Kenley Neufeld requested a tenure-track replacement rather than a temporary contract.

Several comments addressed the concern of late retirement announcements and requests for tenure-track replacements. In this particular situation, there is a consensus about the importance of the library as a service to the entire campus community. The Senate would like to have some documentation from the Library stating the reasons for missing the retirement announcement deadline and the request to replace this position with a tenure track replacement rather than a temporary contract replacement.

*(Rationale from Kenley Neufeld and summary from Ignacio Alarcón attached to minutes)*

M/S/C To move the request for a tenure track replacement position to action (Garey/Molloy)

M/S/C To approve the request from the Library for a tenure track replacement position, in light of extenuating circumstances and given that the Library is a crucial and central service to the college. (Garey/Molloy)

#### 3.3 Mission Statement rewrite

Kim Monda will be working on a draft of the college's mission statement, and present it to Steering Committee on February 6.

#### 3.4 Partnership for Student Success recommendation for unused funds from last year. and announcement about the process for new requests for this year's BSI funds

Kathy Molloy announced that a call will be sent out requesting proposals for more specific/focused Basic Skills/ESL funding, due February 1, 2008. Ms. Molloy expects to have proposals ready for Senate's examination at the first meeting in the spring.

Ms. Molloy also handed out the information on the PSS requests for unallocated Basic Skills funds for 2006-2007. There was a concern expressed about the technology that being purchased in an ad hoc manner, creating problems in the replacement cycle.

#### 3.5 Timeline for completion of SLO cycle (pg. 8)

Mark Ferrer presented a draft of the streamlined SLO timeline identifying the tasks that need to take place. He announced that there would be a presentation the first day of In-service.

#### 3.6 Sabbatical Leaves recommendations from Sabbatical Leave Committee (pg. 9)

Darin Garard, Sabbatical Leave Committee chair, presented the recommendations of the committee. The budget allowed for six faculty in the following order for one year each: Margaret Hontos, Music; Thomas Larson, Art; Stephen Strenn, Computer Science; Linda Lowell, Graphic Design; Mindy Mass, Computer Applications and Michael Stinson, Film.

Senator Bell would like to go on record advocating the approval of all the sabbatical requests that were not granted.

M/S/C To move the Sabbatical Leave recommendations for AY 2008-2009 to action (Nevins/Monda) unanimous

M/S/ C To approve the Sabbatical Leave Committee recommendations as ranked (Nevins/Bell) unanimous

3.7 Faculty Professional Development Committee grant recommendations

Ignacio Alarcón commended Cindy Bower and the Faculty Professional Development committee, for the work that they did to review and rank proposals.

Recommendation: to encumber the \$1200 for Phase 2 of the ESL video, contingent upon its feasibility and the completion of Phase 1.

M/S/C To move the FPD grant proposal recommendations to Action (Wrentmore/Schultz) unanimous

M/S/C To approve the FPD grant proposals and to encumber the remaining funds (\$1200) for Phase 2 of the ESL video, contingent upon completion of Phase 1 (Garey/Wrentmore) unanimous

#### 4.0 **Reports**

##### 4.1 Liaison Reports

Kim Monda reported that the Planning and Resources Committee has struggled with how to participate in the College Plan process. Note: The EVP will send out the Goals and Objectives and recommends P&R work on providing feedback for the Senate. The timeline is a great concern because the Senate does not have a scheduled meeting until February. The EVP would work on adjusting the timeline.

Tom Garey reported that the College Planning Council has been working on the Goals and Objectives for the College Plan 2008-2011.

Kelly Lake expressed that the Committee for Teaching and Learning is expecting guidance from the senate regarding their role in SLO process. Kelly also reported that the Faculty Lecture will take place April 9, 2008.

Kathy O'Connor reported that Matriculation Committee will review the Advanced Placement proposal initiated by Laura Castro. The EVP will be a guest at the next Instructional Technology Committee meeting, their last of the semester. The Committee for Online Instruction has finalized their proposal for policy on class size in online courses.

##### 4.2 EVP Report

Dr. Jack Friedlander reported that the college has been approved as a MESA site. The college will receive \$50,000 in ongoing funds and the District will match the funding for the director's position. Dr. Friedlander also reported that the Foundation has already raised \$900,000 towards the \$5 M capital campaign for SOMA.

#### 5.0 **Adjourn**

**Addendum to Minutes from December 5**

Re: Library request for a full-time position beginning AY 2008-2009,  
replacing Richard Hoffman.

Richard Hoffman announced his retirement on November 30 2007, after the October 5 deadline established by Human Resources/Legal Affairs.

The Library requested the Academic Senate grant a full-time tenure-track position as a replacement of the position that will be vacated by Richard Hoffman (see statement from Kenley Neufeld below.) Previously, the Senate heard a proposal from the Library for a new full-time position during the regular cycle of hearings of requests for new full-time positions. Even without Richard Hoffman's retirement, a very strong case of need was made by its director, Kenley Neufeld. Richard Hoffman's retirement compounds this need.

At the Senate meeting on December 5 the Library request was heard. An overriding concern is that honoring these requests overlooks our set frame of deadlines, requests for replacements, and hearing/ranking of proposals. This is a truly undesirable situation, because of the likely perception that a deadline is not meaningful. Our process works well for adequate planning and allocation of resources. Several comments from senators requested clarification regarding the impact that honoring this request would have as a precedent for similar requests in other situations. A consensus reflects that that a late announcement of a retirement by a faculty member will in general have the negative effect that a full-time replacement is not granted, and that in its place the use of a temporary contract is the likely recourse.

In summary, as the minutes of the meeting reflect, the senate agrees that there are extenuating circumstances to honor the Library's request. The very positive revitalization of the Library is regarded as extremely valuable for all sectors of the college and should not be compromised. The late announcement of Richard Hoffman's retirement compounds the needs for stable staffing. A narrative of the current needs and immediate plans for the Library is attached to this addendum. At the same time, the senate strongly feels that efforts need to be made to instill in departments the importance of adhering to deadlines for announcement of retirements, so that proper planning and allocation of resources can take place.

From Kenley Neufeld, Library Director

Re: Request to replace position vacated by Richard Hoffman at the Library

The position (held by Richard Hoffman) functions as the primary gateway for all materials that enter the library in that subject headings and call numbers are assigned. There are nuances to this work that often vary from person to person and it is therefore important that consistency be maintained for easy access to our collection by all patrons. Though these responsibilities will diminish in the future, perhaps to 40% of overall duties, there will be an ongoing need for a cataloger at SBCC. Since the cataloger is the primary user of our automation library system, this position will also serve as the database administrator by conducting maintenance and reports (currently maintained by the Library Director). Our biggest need, outside of cataloging, is someone who can work directly with students and faculty. The public face of the library is critical to our success and to our ability to meet the needs of students. With only three librarians (Instruction Librarian, Outreach Librarian, and Library Director), we are often stretched to meet the basic needs. With the increased traffic in the library (up over 80% in the last two years), we would like to capitalize on the high number of students using the library by expanding our services and programs.