

San Bernardino Valley College Academic Senate	AD/SS 207 3:00 - 4:30 pm
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## Minutes of May 3, 2017

Topic	Discussion	Action
<b>Call to Order</b>		Called to order at 3:02 pm
<b>Approval of Minutes from April 5 and 19, 2017</b>		<b>Motion on Minutes of 4/5/17 and 4/19/17:</b> T Vasquez 2 <sup>nd</sup> : J Gilbert Approved unanimously in voice vote with no abstentions.
<b>President's Report</b>	<p>See attachment to these minutes for copy of president's written report. The vice president or other senators made additional comments about the following items:</p> <p><b>Resolution SP17-02:</b> Resolution was pulled (see president's report for details). A Avelar added that some disciplines might need to have different minimum qualifications for non-credit than credit, so a blanket solution was not best one.</p> <p><b>VPI Search:</b> It was noted that the number of faculty on search committee was raised to 5.</p> <p><b>Board 10+1 Training Session:</b> A correction was noted that the session would go until 11am (not 11pm as noted in report).</p>	
<b>New Business</b>	<p><b>Special Meeting:</b> Given unfinished senate business and need for senate meeting for VPI finalists to address senate, a meeting needs to be called for May 10<sup>th</sup> in addition to scheduled May 17<sup>th</sup> meeting.</p> <p><b>ACCJC Mid-Term Report:</b> The report is out to various constituencies and when finished there, it will come to senate for consideration.</p> <p><b>ACCJC Annual Report and Institutional Set Standards:</b> The college has met its set standards for most areas, but are under by 3 students in transfer numbers. College Council has decided to wait and see if this is a continuing issue or a one-time drop.</p> <p><b>CHC Resolution S17.02 – KVCR Proceeds:</b> The senate was asked to consider supporting the CHC resolution (see attachment). The senate did not feel it had enough context to support, especially as (as noted by J Gilbert) the district budget committee would seem to have already been proceeding using methods aligned to the resolution. M Copeland voiced the notion shared by several senators that the resolution is probably reacting to some issue, but without context, it was difficult to know the point of resolution. C Huston will seek more info from the CHC senate.</p>	<p><b>Motion:</b> The Academic Senate designates May 10, 2017 as an additional senate meeting. J Lamore motioned, P Ferri-Milligan seconded. The motion was approved in voice vote unanimously with no abstentions.</p> <p><b>Motion:</b> The Academic Senate asks the CHC senate to provide more context for resolution. J Gilbert motioned, A Avelar seconded. The motion was approved in voice vote unanimously with D Burns-Peters abstaining.</p>

Topic	Discussion	Action
<p><b>Old Business</b></p>	<p><b>Web Advisor Update:</b> G Kuck provided update on Web Advisor.</p> <ul style="list-style-type: none"> <li>The college will have to decide in next couple of years whether to stay with the current Student Information System (SIS) – or its successor – or switch to new system as support for Web Advisor will end in 2 years. There are few SIS choices. One of the issues with the current system is that it has so many customizations. State seems to be moving to one system, but it will take time.</li> <li>Currently TESS is reviewing all customizations. They have also simplified the WebAdvisor menu.</li> <li>By fall, demos of options should be available for faculty and staff to review.</li> <li>The change will affect everyone.</li> <li>Benefits will be elimination of long down times and that the system will be available 24/7 as it will be cloud-based.</li> </ul> <p><b>Consideration of Recommendation on Writing Center:</b> The senate executive committee drafted a motion as follows (see minutes of 4/19 for language of Writing Center recommendations written by D Lee):</p> <ul style="list-style-type: none"> <li>A motion is drawn in support of the position by the English Department concerning the organizational structure of the writing center to continue to be under the supervision of the Dean of the Arts &amp; Humanities given that the job description of the new Dean of Academic Success and Learning Services suggests that he or she will be the line supervisor for faculty that are not already aligned with other divisions.</li> <li>Further, faculty have concerns regarding academic support services across campus and dialogue need to take place across disciplines and constituencies. The Academic Senate Executive committee recommends that this topic be placed on the Academic Senate Agenda in Fall 2017, and encourages the Vice President of Instruction and the Dean of Academic Success and Student Learning (when hired) to participate in these dialogues.</li> </ul> <p><b>Resolution SP17-02:</b> This resolution has been pulled. See President’s Report for rationale.</p> <p><b>Resolution SP17-03:</b> J Gilbert explained why the first whereas and the final resolved were cut – though AP noted is correct, the BP does require Board to approve hires. See attachments for text of resolution.</p> <ul style="list-style-type: none"> <li>D Rodriguez and R Shabazz noted that perhaps the resolution should include hiring in all areas.</li> <li>J Lamore noted that the resolution seemed narrow and that the senate was empowered primarily on faculty matters, though of course expedited hiring was important in all areas.</li> <li>A recommendation was made to add “for Academic Support Services” to resolution title to make clear the narrow focus.</li> </ul> <p><b>Recommendation of ASLO Committee:</b> It is the recommendation of the Program Review and ASLO Committees to change the evaluation cycle for learning outcome {SLOs, PLOs, SAOs} from a 3-year cycle to a 4-year cycle that aligns with a department’s Program Review cycle effective 2017-2018. (See attachment for complete text of recommendation).</p>	<p><b>Motion:</b> See motion language at left. M Copeland motioned, D Lee seconded. The motion was approved unanimously by voice vote, no abstentions.</p> <p><b>Motion:</b> Senate approves Resolution SP17-03 with the deletions and addition of title phrase: J Gilbert motioned, D Lee seconded. The motion was approved unanimously by voice vote, no abstentions.</p> <p><b>Motion:</b> Senate accepts ASLO committee recommendation: A Aguilar-Kitibur motioned, A Avelar seconded. The motion was approved unanimously by voice vote, no abstentions.</p>

Topic	Discussion	Action
	<p><b>VPI Hiring – Talking Points:</b> The senate discussed what questions or prompts might be given to VPI candidates when they address senate. Though some draft questions were given, the senate seemed dissatisfied with options. Some general principles were suggested: since candidates had already made it through first and second by time of senate visit, asking questions that go beyond that process was advised. The senate decided to send back to executive committee and bring back at next senate meeting.</p> <p><b>Equivalency:</b> Selection of new Equivalency committee chair will wait until fall. A summer group of those willing to decide equivalencies will need to be formed.</p>	<p><b>Motion:</b> Senate to table and send back to senate executive committee: J Lamore motioned, T Vasquez seconded. The motion was approved unanimously by voice vote, no abstentions.</p>
<p><b>College President's Report (D Rodriguez)</b></p>	<ul style="list-style-type: none"> <li>• Enrollment continues to look good, projected to be up by 6% by end.</li> <li>• In regards to the issue of streamlining hiring (see resolution above), management is also working on that and had “spirited” conversation with HR on the topic recently.</li> <li>• There is work being done on streamlining forms at the college. For instance, instead of using 2 forms for conference request, we will use the one for Professional Development. J Gilbert noted that work needed to be done for faculty teaching online classes doing progress report forms for students in STAR, EOPS, and like programs – many will not accept emailed or electronic submission of those reports.</li> <li>• HR has been slow to fly Dean positions, but president has impressed upon HR that these need to fly immediately to be able to fill positions for fall.</li> </ul>	
<p><b>Committees</b></p>	<p><b>Ed. Policy</b>, J Gilbert: No report.</p> <p><b>Personnel Policy</b>, J Lamore: No report.</p> <p><b>Student Services</b>, A Aguilar-Kitibutr: No report.</p> <p><b>Career/Tech</b>, S Meyer: No report.</p> <p><b>Equity/Diversity</b>, L Lopez: No report.</p> <p><b>Legislative Policy</b>, A Avelar: No report.</p> <p><b>Elections</b>, no current chair: No report.</p> <p><b>Financial Policy</b>, T Vasquez: No report.</p> <p><b>Curriculum</b>, M Copeland: No report</p> <p><b>Program Review</b>, P Ferri-Milligan: PR will have program efficacy results at next senate meeting.</p> <p><b>Accreditation &amp; SLOs</b>, C Huston: No report.</p> <p><b>Professional Development</b>, Rania Hamdy: no report.</p>	

Topic	Discussion	Action
<b>Additional Reports</b>	<p><b>SBCCD-CTA:</b> A Avelar: The union membership will need to ratify budget and bylaws soon and are directed to watch for info via email.</p> <p><b>District Assembly:</b> J Gilbert noted he was reelected as DA president.</p>	
<b>Public Comments</b>	None.	
<b>Announcements</b>	J Lamore, the senate secretary, reminded attendees to sign the sign-in sheet to insure accurate recordkeeping of attendance.	
<b>Adjourned</b>		Meeting adjourned at 4:36 pm.

#### LIST OF ATTACHED DOCUMENTS

1. Agenda
2. Sign-In Sheet
3. President's Report (plus Plenary resolutions)
4. CHC Resolution S17.02 – KVCR Proceeds
5. Resolution SP17-03
6. Recommendation of ASLO Committee

**SBVC ACADEMIC SENATE**  
**May 3, 2017**  
**3:00 PM – 4:30 PM - AD/SS 207**

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|--|---------------------|---------------|---------|
| 1. Call to Order: Roll Call (sign in)  |                     |               | 3:00 pm |
| 2. Approval of outstanding Minutes   |                     |               |         |
| 3. Senate President's Verbal and Written Report  |                     |               |         |
| 4. New Business  |                     |               | 3:05 pm |
| a. Special Meeting 5/10/17   |                     |               |         |
| b. ACCJC Mid-Term Report 1 <sup>st</sup> Reading   | C. Huston           |               |         |
| c. ACCJC Annual Report and Institution Set Standards   | J. Smith            |               |         |
| d. Consideration to support CHC Resolution   |                     |               |         |
| 5. Old Business  |                     |               |         |
| a. WebAdvisor Update   | G. Kuck             |               |         |
| b. Consideration of the recommendation of the Academic Senate Executive Committee on the Writing Center                        |                     |               |         |
| c. Resolution SP17-02 - 2 <sup>nd</sup> Read   |                     |               |         |
| d. Resolution SP17-03 – 2 <sup>nd</sup> Read   |                     |               |         |
| e. Consideration of the recommendation of the Program Review and ASLO Committees on Aligning SLO processes with Program Review |                     |               |         |
| f. VPI Hiring – Talking Points   |                     |               |         |
| g. Equivalency   |                     |               |         |
| 6. College President's Report  | D. Rodriguez        |               |         |
| 7. Committees  |                     |               |         |
| a. Ed. Policy  | J. Gilbert          |               |         |
| b. Personnel Policy  | J. Lamore           |               |         |
| c. Student Services  | A. Aguilar-Kitibutr |               |         |
| d. Career/Tech   | S. Meyer            |               |         |
| e. Equity/Diversity  | L. Lopez            |               |         |
| f. Legislative Policy  | A. Avelar           |               |         |
| g. Elections   | Vacant              |               |         |
| h. Financial Policy  | T. Vasquez          |               |         |
| i. Curriculum  | M. Copeland         | <i>update</i> |         |
| j. Program Review  | P. Ferri-Milligan   | <i>update</i> |         |
| k. Accreditation & SLOs  | C. Huston           |               |         |
| g. Professional Development  | R. Hamdy            |               |         |
| 8. Additional Reports  |                     |               |         |
| a. SBCCD-CTA   | A. Avelar           |               |         |
| b. District Assembly   | J. Gilbert          |               |         |
| 9. Announcements   |                     |               |         |
| 10. Public Comments  |                     |               |         |
| 11. Adjournment  |                     |               | 4:30 pm |

# Academic Senate Sign-In Sheet May 3, 2017

	SENATOR	INITIAL
A	Adams, Kathy	KLA
	Aguilar-Kitibutr, Ailsa	
	Avelar, Amy	AX
B	Banola, John	
	Barnett, Kellie	
	Batalo, Mandi	MB
	Beebe, Yvonne	YB
	Burnham, Lorrie	
	Burns-Peters, Davena	<del>DP</del>
C	Chatterjee, Achala	
	Copeland, Mary	MC
D	Demsky, Jeffrey	JH
F	Ferri-Milligan, Paula	PFM
G	Gilbert, Jeremiah	JAG
H	Huston, Celia	CH
J	Jones, Caroline	
	Jones, EJ	
K	Kafela, Kathy	KK
L	Lamore, Joel	
	Lee, Dirkson	
	Lillard, Sheri	
	Lopez, Leonard	
M	Marquis, Jeanne	
	Massad, Sana	
	Mestas, Marie	
	Metu, Reginald	

R  
S  
V

Meyer, Stacey	
Moeung, Botra	
Murillo, Joan	
Rosales, David	
Slusser, Michael	MS
Smith, David	DS
Strong, Teri	
Vasquez, Mary Lou	
Vasquez, Tatiana	TW

FREQUENT VISITORS	
Hamdy, Rania	RH
Rodriguez, Diana	
Shabazz, Ricky	
Smith, James	
Weiss, Kay	

VISITORS (Print Name)	INITIAL
Bethany Tasaka	BT
<del>SPRINGS</del>	<del>SS</del>
Ricky Shabazz	RS
S. Banyasa	SB
Carol Jones	CJ

See back if more sign-in space is needed

## SBVC Academic Senate President's Report

5/3/2017

**Senate Resolution SP17.02:** After discussion by the Senate Exec and on feedback from CTA this resolution has been pulled for now. CTA notes that while minimum qualifications are the purview of the local Senates, the same district/ BOT hires and if there is ever a lack of load on one campus for a faculty member, that faculty member may be assigned to the other campus- so the minimum qualifications do need to match in a given district. The Academic Senates should agree on the minimum qualifications for the district, and make those recommendations the BOT.

**VPI Search:** The Search Committee has been formed and is meeting. Second level candidates will be addressing the Academic Senate at our 5/17/17 meeting. It has taken a lot of effort and coordination between the Senate, President's Office, and HR to arrange to have candidates address the Senate during our usual meeting time. The meeting has been moved to ART 144 to accommodate additional guests.

**ASCCC Spring Plenary:** Resolution voting results can be found on the ASCCC website or in the Senate meeting files.

**Senate Vacancies:** Senators please work within your divisions to fill upcoming vacancies. Senators are appointed for 3 years. Incoming Senators will serve 17/18 – 19/20. Vacancies CTE (1); Math & Business (1); Humanities (3); Science (1); Social Science (2); Student Services (1).

**Board and Academic Senate 10+1 training:** 5/10/18 from 8 am-11pm @ District Board Room. This workshop has been arranged using IEPI funding with a goal towards Board members and Senators having a joint understanding of their roles in the 10+1. Our facilitators represent faculty, administration, and CCLC.

Julie Bruno, Academic Senate for California Community Colleges;

Bill Scroggins, Mt. San Antonio CCD

Larry Galizio, Community College League of California

**Academic Senate 2017-2018:** There will be a number of opportunities next year for Senators who would like to serve on the Executive Committee. The Senate Exec meet on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays from 3:00 – 4:30 to plan the Senate agendas and 'serve as a steering committee for expediting the affairs of the Senate in meetings with the Administration of the college and to serve as an advisory council for the President of the Academic Senate'.

**Academic Senate Retreat:** New Day, New Time, New Venue! Details Forthcoming!

### Save the Date

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5/10/17 Full Academic Senate Meeting (Pending Approval)

5/17/17 Full Academic Senate Meeting – VPI Candidates

10+1 Reset with the Board, May 10, 2017 8am – Noon – District

Leadership Institute June (Mary)

Curriculum Institute, July – Riverside (Mary, Celia, Lorrie)

## CHC Academic Senate Resolution

### Resolution S17.01 – KVCR Proceeds

Whereas, as established by Board Policy 2510 the Board of Trustees of the San Bernardino Community College District has agreed to embrace the concept of collegial consultation and establish procedures to ensure faculty the right to participate effectively in collegial consultation in particular areas where they have responsibility and expertise as specified in Title 5 regulations; and

Whereas, The Academic Senate, as a representative body of the faculty, makes recommendations to administration and to the Board of Trustees with respect to academic and professional matters. (Ca. Code Regs., Title 5 § 53200 and following). Number 10 of the 10+1 “academic and professional matters” defined in California Code of Regulations, title 5, section 53200 is “processes for institutional planning and budget development”; and

Whereas, Title 5 recognizes faculty as the cohort most directly responsible for the delivery of quality instruction, is therefore also the group which, through its academic senates, has the responsibility of assuring that planning and budget processes have a consistent academic focus.

Whereas, ACCJC Standard III.D.1.d - Requires the institution to clearly define and follow its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

Resolved, the Academic Senate recommends the district follow the adopted budget development process as defined in AP 6200, which states “The budget development processes, which initially take place in the District Strategic Planning and Budget Committees, include consultation with appropriate groups and ultimately will be recommended to the Chancellor. The Chancellor will make a recommendation to the Board of Trustees”

Further Resolved, the Academic Senate recommends that the plan for how the \$157 million proceeds from the sale of KVCR bandwidth be developed through established collegial consultation processes which includes representation from the academic senates to ensure that the strategic financial plan remains focused on the goal of providing quality instruction to students.



**Sp17:03    Reevaluate Hiring Practices of Short Term Employees/Professional Experts in Order to Expedite Hiring Times.**

Whereas, SBCCD Board Policy (AP7245) does not state that hiring has to be approved by the Board, and yet the current process requires that hiring goes through Board, which takes unnecessary time away from the Board;

Whereas, Current District hiring procedures and practices delay the hiring of short term employees/professional experts for at least 4 to 8 weeks;

Whereas, Many, if not all, of the academic support services on campus rely exclusively on short term employees to provide support to students;

Whereas, It is difficult to keep short term employees/professional experts available due to the length of time it takes to hire them;

Whereas, Academic support services are intended to be readily accessible and provide immediate support to students;

Whereas, Short term employees/professional experts cannot be hired or replaced in a timeframe that ensures continuous adequate support to students;

Whereas, A number of academic support services, such as the Writing Center, general tutoring and supplemental instruction, already have a high demand for use by students, yet are unable to sufficiently and readily provide needed support;

Whereas, The inability for academic support services to readily hire new short term employees/ professional experts adversely impacts not only the students who use the support services, but has long lasting effects on diminishing the efficiency and integrity of the affected services;

Resolved, That the hiring policies for short term employees/professional experts be reevaluated by the District, the Board and Human Resources in order to create hiring processes that are expedient and that meet the needs of academic support services.

Resolved, That in accordance to the Board Policy (AP7245), the process for hiring short term employees/professional experts should not include Board approval, and that the Chancellor designate individuals who can expedite the hiring of short term employees/professional experts.

**Recommendation of the Program Review and ASLO Committees on  
Aligning SLO processes with Program Review**

5-3-17

It is the recommendation of the Program Review and ASLO Committees to change the evaluation cycle for learning outcome (SLOs, PLOs, SAOs) from a 3-year cycle to a 4-year cycle aligns with a departments Program Review cycle effective 2017-2018.

- Ongoing assessment and reporting into the SLO Cloud will continue.
- A full evaluation of learning outcomes will be completed at least once during a department program review cycle. For instance if you completed a full program efficacy in 2016-2017, you will need to evaluate learning outcomes at least once prior to the departments 2020-2012 program efficacy.
- Faculty can determine the evaluation cycle within their departments.
- Evaluations will continue to be reported using the forms in the SLOCloud until further notice.