



BUSINESS MEETING MINUTES
September 13, 2011

Members Present

Philippe Andrade
Matt Beyersdorf
Mary Ellen Bobp
Cherie Bowers
Sharon Brown
Paula Canzona
Monica Collins
Robert Gallego
Madeline Grant
Ray Hicks
Rosemarie Hirsch
John Isaac
Jarek Janio
Bonnie Jaros
Michael Kelcher

Jeff McMillan
Dena Montiel
Marilou Morris
Rene O'Dell
Michelle Parolise
Mila Paunovic
Monica Porter
Chuck Ramshaw
Mario Robertson
John Ross
Max Serrano
Ken Sill
Brian Sos
John Zarske

Absent

Hilda Baitoo
Don Dutton
Luis Pedroza
Doug Wilkes

Guests

Michael DeCarbo
Todd Huck
Lance Lockwood
Valinda Tivenan
Sandy Morris
Dalva Dwyer

I. Call to Order

A. Meeting called to order at 1:32 pm.

II. Public Comments — (Three-minute time limit)

A. Reminder that the Soldiers to Scholars fundraiser will be held on Thursday, September 15th at the Orange County Sheriff's Regional Training Academy.

III. Approval of Minutes — May 10, 2011 and August 17, 2011

- A. Moved by John Zarske and seconded by Rosemarie Hirsch the Senate business meeting minutes of May 10th were unanimously approved as written.
- B. Moved by Madeline Grant and seconded by Rosemarie Hirsch the business meeting minutes of August 17th were unanimously approved with minor amendment: Addition of Senator Marilou Morris to 'members present'.

IV. Reports

A. President's Report — Raymond Hicks

1. Academic Senate membership cards were handed out to all attendees.
2. Board Meeting of September 12th
 - a. Budget was emphasis of meeting. Minimal change was reported by Vice Chancellor Peter Hardash.
 - b. President Hicks reviewed Tier one and Tier two of the trigger cuts possible. President Hicks reported that the cuts that have already been made were part of Trigger one and that if we proceed to Trigger two then the necessary reductions will be absorbed by the RSCCD's ending balance. Trigger two would also work as a workload reduction and include a proposed student fee increase from \$36.00-\$46.00 per unit.
 - c. The possible mid-year student fee increase might be deferred until June of 2012.
3. Meeting with Chancellor
 - a. President Hicks reported on a reorganization request from Educational Services

Senate Questions/Comments:

1. What are the expenditures for Educational Services?
2. What areas have been cut in Educational Services?
3. Senate requested overview of expenditures of Educational Services and breakdown of their budget. President Hicks reported that he will follow-up.
4. Is FTES generated by the Entrepreneurial program?
 - a. Response by President Hicks was no. This particular Entrepreneurial program exists all over Southern California not just at RSCCD.
5. What grants exist? How much are they for? What is the match from General funds?
 1. President Hicks will meet with Morrie Barembaum, SCC Senate President, to gather further information.

B. Budget Report—Co-Chair, Jeff McMillan

1. The Budget Allocation Model has been moved to College Cabinet for discussion and will be discussed at Joint Cabinet in the future.
2. Budget committee update-
 - a. Discussions have been taking place that if reductions occur that the college have a “bottom up” versus “top down” philosophy. The Planning and Budget Committee is making inquiries to see if there is a lack of dissemination of information within departments/divisions. The committee will be discussing ways to disseminate information better so that departments are having discussions regarding possible reductions and how they may respond.

C. SCC Report-Michael DeCarbo, Secretary/Treasurer

1. To handle necessary reduction requests, departmental faculty met and had discussions on how further cuts would impact their departments. Faculty were asked to identify the top two classes that might have the most impact on students should they be cut and then presented the information to the deans.
2. Board President Brian Conley attended an SCC senate meeting.
3. Questions have arisen within the Senate regarding the District ending balance and if we have such a surplus why are we continuing to be making cuts?
4. Technology report.
 - a. TAG is discouraging faculty from using personal email accounts with students.
 - b. Discussions continue to take place regarding Turnitin.com. It has been estimated that it would cost \$6,000-\$8,000 dollars to make it available across both SAC and SCC versus being limited to only a few departments. Questions continue to be ongoing regarding Turnitin.com versus Blackboards’ Safe-Assign.
5. SCC will be looking at the possibility of an increase in their Senate dues. Michael reported that the senate dues that are charged do not have to be the same across campuses.
6. SCC has created several taskforces: Ed Task Force, Grant Task Force and task forces to create a Communication flow chart and to review the current program discontinuance policy and program reinstatement/ suspension:

D. Facilities Report—Co-Chair, John Zarske

1. College Facilities Master plan was approved at the last facilities committee meeting. It will move to College Council for approval. Plan was also approved at BAPR.

E. Safety & Security—Co-Chair Monica Collins

1. Monica Collins reported that the student emergency notification form should be read at the beginning of semester to all students. Monica will provide Secretary Monica Porter with an electronic version that will be distributed to all senators.

F. Curriculum—Chair, Bonnie Jaros

1. Board policy on attendance recording regarding course repetition (substandard grades and W's) needs to be addressed. Currently there is a disconnect between SCC and SAC policies. Craig Rutan (CIC Chair at SCC), Bonnie Jaros, two senate presidents and Monica Porter (incoming SAC CIC Chair) will be meeting to get the policy in alignment.

2. Catalog addendum. A big thank-you to Paula Canzona and Anh-Phuong Tran for their assistance in creating necessary addendums to the catalog pertaining to AAT degrees and necessary changes to OTA program curriculum.
3. New round of AAT degrees will be coming and faculty will again be needed to participate in their development. Once again there will be open forums, webinars etc. Craig Rutan (SCC-CIC Chair) and Bonnie Jaros (SAC-CIC Chair) will be recommending that, at this time, transfer degrees come to the board each semester versus annually.
4. Following the September 26th Curriculum Council meeting, Bonnie Jaros will be providing a PA/PR clinic.

G. Accreditation Report—Bonnie Jaros

1. The midterm report is at the publisher and will be have its 1st reading by the Board at the September 26th Board meeting.

V. Presentation

A. Professional Development - Todd Huck

1. Todd provided background information regarding the ongoing work of BSI initiative. Based on surveys distributed at breakout sessions after last years convocation, a list was developed as to what faculty identified as being areas of interest. From this list, five workshops were subsequently offered with excellent faculty response. In addition, Todd acknowledged the expertise of our own faculty as several of the workshops were conducted by faculty here at SAC. Another survey was passed out during this year's convocation however, many were not turned in so the survey will be redistributed to faculty with the goal of acquiring information regarding faculty needs to assist in the development of future flex activities.
2. Todd informed the Senate of the following:
 - a. Dean of Business Allen Dooley will now be in charge of coordinating faculty flex activities.
 - b. Bonnie Jaros is working on an interdisciplinary, collaborative inquiry group.
 - c. Dalva Dwyer and Sandy Wood continue with work in the area of Reading Apprenticeship. SAC now has 20 trained faculty in this area.
 - d. Generation 1.5 Group- faculty continue to follow research on 1.5 students which addressed the needs of students who are bilingual but not fully literate in either language. Lots of research being conducted on how to best assist these students.
 - e. Thirty SAC faculty have completed the On-Course training.
3. Future Ideas-
 - a. Writing across the curriculum. Helping faculty to evaluate writing across disciplines.
 - b. Publish list of faculty who have attended certain workshops so that other faculty can make contact with them should they have questions or for possible collaboration.
 - c. Video workshops/presentations and have a centralized location where the videos can be archived for faculty access.
 - d. Academic Senate spearhead increased interdisciplinary communication.
 - e. Bonnie Jaros and the TLC Committee spearheaded the "45-minute How To" that highlighted SAC faculty expertise. Idea was to have a list posted at a centralized location so that faculty could readily access.
 - f. Increase participation of Department chairs to help thread information back to departments.
 - g. Meeting place for faculty. Possibly a "teaching commons" can be created in the future.

VI. Other

- A. At the September 27th Senate meeting Faculty Dalva Dwyer and Mario Robertson will be presenting on Reading Apprenticeship.
- B. Senators were encouraged to invite department chairs to attend meetings. The 2-3pm hour of each senate meeting will be dedicated to an academic topic that senators and chairs can take forward to respective departments.
- C. Senators Monica Collins and Michael Kelcher volunteered to attend one SCC senate meeting per month. Monica will attend the 1st Tuesday meeting and Mike Kelcher will attend the 3rd Tuesday meeting.
- D. Secretary Monica Porter reminded the Senate that the SAC fundraiser, Pageant of Trees, will once again take place in December if anyone is interested in decorating a tree on behalf of the Senate.

- E. President Hicks reminded everyone to bring two copies of one page of a textbook to next senate meeting for the Reading Apprenticeship workshop.

VII. Adjournment

- A. Meeting adjourned at 3:17 pm.

Respectfully Submitted by,

A handwritten signature in black ink, appearing to read 'Monica Porter', with a stylized flourish at the end.

Monica Porter
Secretary/Treasurer
SAC Academic Senate