

San Bernardino Valley College Academic Senate	AD/SS 207 3:00 - 4:30 pm
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## Minutes of January 18, 2017

Topic	Discussion	Action
<b>Call to Order</b>		Called to order at 3:02 pm
<b>Approval of Minutes from December 7, 2016</b>	Note: Approval for minutes of 12/7/16 was postponed until next meeting.	
<b>President's Report</b>	<p>See attachment to these minutes for copy of president's written report. The president C. Huston or other senators made additional comments about the following items:</p> <p><b>Senate Elections Committee Chair:</b> A chair is now critically needed for this committee as there are matters to be handled this semester: conducting the Outstanding Professor process as well as the election of the new slate of senators.</p> <p><b>EEO Training:</b> Training dates were noted. A Avelar asked if PT faculty can serve on hiring committees. Several noted that adjuncts had served on such committee before.</p> <p><b>No 24 Hour Pay:</b> The senate was reminded about the end of the same day pay policy. Students who did not pay would eventually lose access to WebAdvisor and transcripts, etc. A Avelar asked if BB access would also be affected. The answer was no.</p>	
<b>New Business</b>	<p><b>Scholarships:</b> K Childers reminded faculty that the Foundation/Scholarship Committee is using a new system to accept recommendations from faculty for students seeking Foundation scholarships.</p> <ul style="list-style-type: none"> <li>• Faculty can access the system either by clicking the link in emails they receive once a student designates them as a recommender or access the system directly. See attachment for step-by-step instructions.</li> <li>• Though the system is new, the ratings and questions asked are the same as old form.</li> <li>• The system IDs faculty by the email address the students input for them, so if students use different emails (@sbccd.cc.ca.us vs @valleycollege.edu, for instance), those are different faculty IDs.</li> <li>• Faculty are reminded to be sure to "submit" the rec when finished (not just save).</li> </ul> <p><b>Chancellor's Update:</b> B Baron began by acknowledging the presence of Board president J Williams.</p> <ul style="list-style-type: none"> <li>• A brief overview of the governor's budget was presented as it relates to funding for the college. <ul style="list-style-type: none"> <li>○ Some one-time money, especially for such things as</li> </ul> </li> </ul>	

Topic	Discussion	Action
	<p>Guided Pathways will continue.</p> <ul style="list-style-type: none"> <li>○ Small augmentation to base budget, but mostly to partially cover rise in pension responsibilities.</li> <li>○ No changes to Strong Workforce, equity, etc.</li> <li>○ Some one-time money for library updates and move to Canvas.</li> </ul> <ul style="list-style-type: none"> <li>● Board will institute an early retirement offer for faculty, staff and managers. <ul style="list-style-type: none"> <li>○ Incentive will include \$30K for faculty, \$20K for others.</li> <li>○ 135 faculty/staff are eligible for retirement.</li> <li>○ Savings in past have been substantial, and the new savings could be used to take care of needed growth, in particular support staff.</li> </ul> </li> <li>● The push to catch up on enrollment goals is going well. We have 300 FTES over last spring. Our goal is 10714, and we are current at 9726. There is a “stretch goal” of 10900, and if met the state would fund us for an additional 200 FTES.</li> <li>● The new Master Plans will be approved by the Board. The new facilities plan though will be hampered because we do not have funding. A new bond would really be necessary, but there is not enough property value to allow that for now.</li> <li>● The Vice Chancellor for HR search failed. There is a lot of competition for HR managers.</li> <li>● The Associate VC for Economic Development opening had two finalists and R Gallope was chosen (who had been acting in that position). The Chancellor looks forward to R Gallope continuing to have that area work more cooperatively with the colleges, including workforce readiness programs, non-credit offerings, etc.</li> <li>● The district did get \$200K institutional effectiveness grant, which will allow us to increase efficiency in HR, budget, governance, etc. The Board also has a 10+1 workshop planned.</li> <li>● College Promise: The Chancellor has a goal of building a promise program which would allow students 2 years without fees or textbook costs. He estimated that given financial aid, scholarships and other aid, the “gap” to get there is only about \$1 million.</li> <li>● D Lee asked about who would be writing curriculum for non-credit. The answer is that faculty will. C Huston noted the workforce readiness curriculum (currently and perhaps temporarily housed in academic development) was written by her. L Burnham, it was noted, is the non-credit coordinator, so as she takes up her position, no doubt some of these issues will be clarified.</li> <li>● R Hamdy asked about the state bond. The Chancellor noted that the district has already filed plan.</li> </ul> <p><b>16 Week Calendar:</b> J Gilbert updated the senate on progress on the 16 week calendar change and asked for input.</p> <ul style="list-style-type: none"> <li>● The calendar still needs to be negotiated, then ratified by union members.</li> <li>● Rationale for change includes that most other colleges are on similar calendars, the CSUs will be moving to 16 week semesters, and that some studies show that retention and</li> </ul>	

Topic	Discussion	Action
	<p>success are better in the shorter term.</p> <ul style="list-style-type: none"> <li>• Currently we have 4 flex days and 3 in-service days. The new calendar would have 15 flex days (some of which might be in-service days).</li> <li>• Implications of the new calendar are being researched, including how it would coincide with K-12, CSU and other relevant calendars, as well as insuring that there is not an imbalance in instructional days between MW and TTh classes.</li> <li>• Input on what could be done with the expanded number of flex days was solicited through a brief small group set of discussions.</li> </ul>	
<b>Old Business</b>	None.	
<b>College President's Report (D Rodriguez)</b>	<ul style="list-style-type: none"> <li>• D Rodriguez thanked faculty for their role in increasing FTES.</li> <li>• She is continuing to reach out to community.</li> <li>• A proposal has been made to the San Manuel Band of Mission Indians to help fund a promise program and areas such as tutoring.</li> </ul>	
<b>Committees</b>	<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: No report.</p> <p><b>Accreditation &amp; SLOs</b>, C Huston: No report.</p> <p><b>Professional Development</b>, Rania Hamdy:</p> <ul style="list-style-type: none"> <li>• Flex hour approval is ongoing.</li> <li>• Faculty were informed that there was still some room in strategic planning workshops.</li> <li>• Faculty were reminded that conference requests need to be submitted 8-10 weeks in advance, so there is time for the request to work its way through the system and to Board.</li> </ul>	
<b>Additional Reports</b>	<p><b>SBCCD-CTA</b>: A Avelar:</p> <ul style="list-style-type: none"> <li>• Workload and calendar sections have been sunshined in negotiations.</li> <li>• Research help is needed by the negotiating team, so</li> </ul>	

Topic	Discussion	Action
	<p>volunteers are requested.</p> <ul style="list-style-type: none"> <li>The contract expires in June, so bringing any issues forward now is important as there is no time to re-negotiate everything. A survey is available on the union website to let the union hear faculty concerns.</li> </ul> <p><b>District Assembly:</b> J Gilbert: see new business.</p>	
<b>Public Comments</b>		
<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 4:32 pm.

#### LIST OF ATTACHED DOCUMENTS

1. Agenda
2. Sign-In Sheet
3. President's Report
4. AcademicWorks Instructions (for faculty recommendations)

**SBVC ACADEMIC SENATE**  
**AD/SS 207 3:00 PM – January 18, 2017**

- |                                                 |                     |         |
|-------------------------------------------------|---------------------|---------|
| 1. Call to Order: Roll Call (sign in)           |                     | 3:00 pm |
| 2. Approval of Minutes from 12/7/16             |                     |         |
| 3. Senate President's Verbal and Written Report |                     |         |
| 4. New Business                                 |                     | 3:10 pm |
| a. Scholarships                                 | K. Childers         |         |
| b. Chancellor's Update to the Academic Senate   | B. Baron            | 3:20 pm |
| c. 16 Week Calendar                             | J. Gilbert          | 3:45 pm |
| 5. Old Business                                 |                     |         |
| 6. College President's Report                   | D. Rodriguez        | 4:10 pm |
| 7. Committees                                   |                     | 4:20 pm |
| 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         |         |
| j. Program Review                               | P. Ferri-Milligan   |         |
| 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 January 18, 2016

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

R	Meyer, Stacey	
	Moeung, Botra	
	Murillo, Joan	
	Rosales, David	
S	Slusser, Michael	MS
	Smith, David	DS
	Strong, Teri	
V	Vasquez, Mary Lou	
	Vasquez, Tatiana	T.V.

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

VISITORS (Print Name)	INITIAL
ALBERT MAWIADOL	AM
MARK WILLIAMS	MS
Wendy McKeen	WM
Bethany Tasaka	BT
Susan Pengasara	SP
Carol Jones	CJ

See back if more sign-in space is needed

## **SBVC Academic Senate President's Report**

1/17/2017

4th Annual SLO Symposium is a gathering of SLO practitioners to share best practices and observations for the betterment of the program assessment and faculty development. Participants will have opportunities to collaborate with other experts in the field and ask questions about recent changes to accreditation standards, requirements for SLO assessment data disaggregation and making assessment consequential by involving faculty, administrators and staff in learning communities designed for program and institutional improvement. 2/3/2017 @ NOCCCD. Register at <http://www.asccc.org>

The Senate Elections Committee Chair: Seeking a volunteer from the Senate to serve as the Elections Committee Chair. The Elections Committee ensures that new Senators for 2017/2018 are appointed and runs the election for Outstanding Professor.

EEO Training is needed to participate on hiring committee. EEO training is being offered by HR on 1/23/17 and 2/13/17 at the District offices. Check your email for more details.

Governor's Budget funds for 2017-2018 a common integrated library system for California Community Colleges.

No 24 Hour Payment: students are "encouraged" to pay at the time of registration but students will not be dropped for non-payment. This applies to students who register before and after the start of the semester. However by not paying, A&R will place holds on the student record so that the student will be unable to register for classes in the subsequent term they try to add classes.

Upcoming Senate Topics: Bookstore, Equivalency, District Student Success Policy

### **Save the Date**

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1/25/17 – Executive Committee Meeting

2/1/17 – Academic Senate Meeting

Accreditation Institute: Feb 17 - 18, 2017 – Napa (Celia)

Innovation and Instructional Design: March 17- 18, 2017 - San Jose

Spring Plenary: April 20-22, 2017 – Sacramento (Celia; Mary)

# AcademicWorks Instructions

## SBVC campus and Foundation Scholarships Faculty Instructions

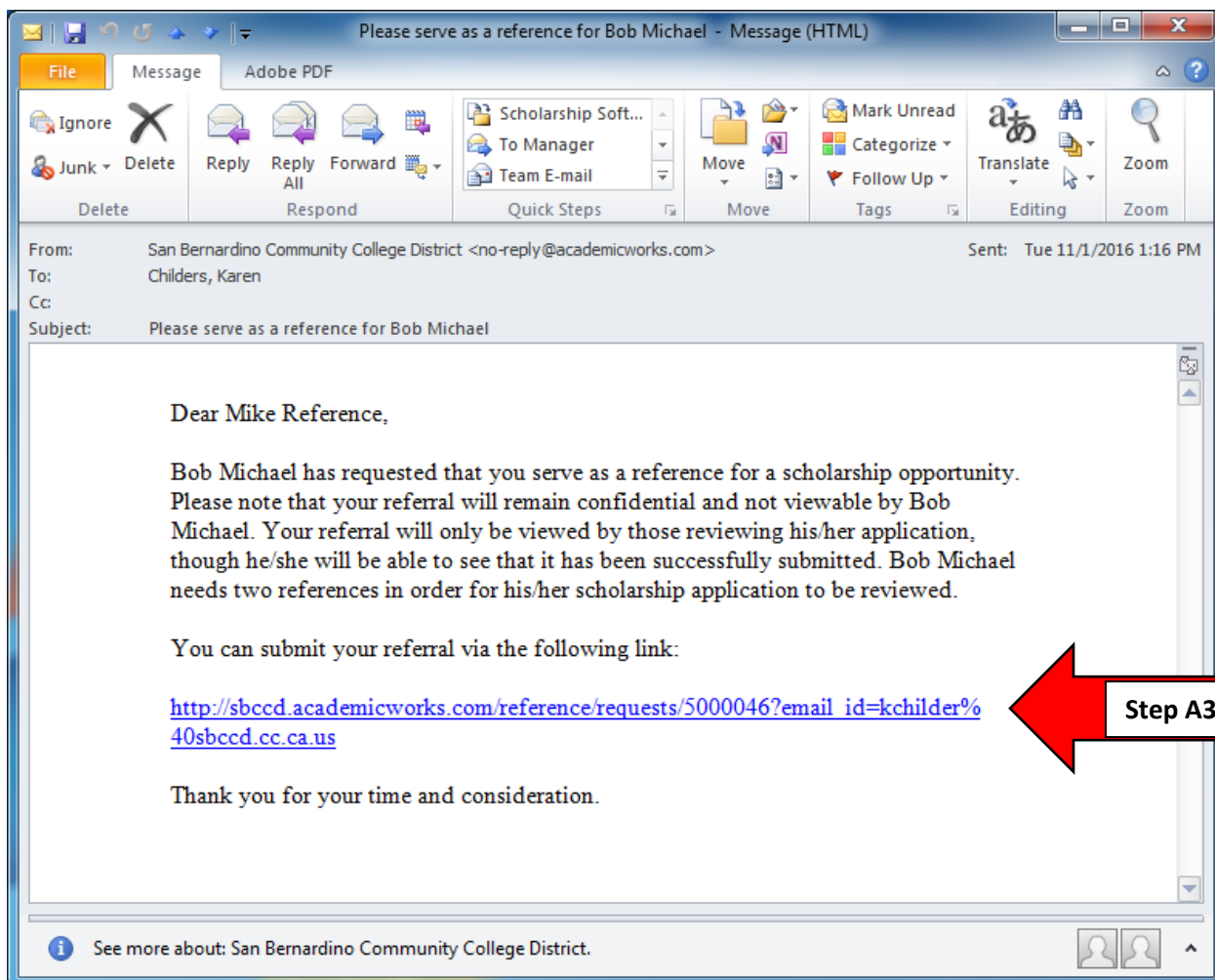
*Students must complete their application by January 31, 2017.*

*Faculty must submit all references by February 9, 2017.*

### How to Submit a reference for a student:

#### A. Easy Method

1. Student enters your name and email address in their application.
2. Check your email inbox and clutter folder. You should see an email that looks like this sample:



3. You click on the link in the email, as shown by the arrow above.

*Continued on the next page*



4. The link takes you to the References and Reviewers sign-in page, which looks like this:

The screenshot shows a web interface for signing in. At the top, there is a purple header with the word "Opportunities". Below this, there are two tabs: "Applicants and Administrators" and "References and Reviewers", with the latter being selected. The main content area has a "Welcome!" heading followed by a paragraph of instructions. Below the instructions are two input fields: "Email Address" containing "kchilder@sbccd.cc.ca.us" and "Password". A "Sign In" button is located at the bottom right of the form. A link for "Trouble signing in?" is at the bottom left. At the very bottom of the page, there is a copyright notice and three links for different college offices.

Opportunities

[Applicants and Administrators](#) [References and Reviewers](#)

**Welcome!**

Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).

**Email Address**

kchilder@sbccd.cc.ca.us

**Password**

[Trouble signing in?](#)

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[Crafton Hills College Scholarship Office](#) | [San Bernardino Valley College Scholarship Office](#) | [San Bernardino Community College District](#)

5. Set a password. It does not have to be the same as your WebAdvisor password. The AcademicWorks reference system is completely separate from WebAdvisor.
6. If you have trouble, click "Trouble signing in." The system will send you an email with password recovery instructions.
7. After you successfully sign in, you should see a screen with all the references you have been asked to complete. If you only need to do one reference, the system will take you directly to the reference form.
8. Complete the reference form and click "Submit."

**B. Alternative Method** (The student still must enter you as a reference before this method will work.)

1. Go to <https://sbccd.academicworks.com>. The page looks like this:

The screenshot shows the website's header with the San Bernardino Community College District logo and a 'Sign In' button. Below the header is a search bar and a list of scholarships. A red arrow points to the 'Sign In' button.

Name	Questions	Deadline	Award	Actions
<a href="#">CHC - Aaron and Robin Race Memorial Scholarship</a> Aaron and Robin Race Memorial Scholarship – Aaron Race was a professor of English at Crafton Hills College. Always fascinated by words and how they...		01/31/2017	\$250.00	None ⓘ
<a href="#">CHC - Adam Yahel Diaz Memorial Scholarship</a> Adam Yahel Diaz Memorial Scholarship – Adam Yahel Diaz, an extraordinarily gifted young man who touched the hearts of all he met and overcame...		01/31/2017	\$500.00	None ⓘ
<a href="#">CHC - Administrative Services Scholarship</a> CHC Administrative Services Scholarship – A volunteer group of employees from Crafton Hills College Administrative Services awards this scholarship...		01/31/2017	\$500.00	None ⓘ
<a href="#">CHC - Agustin Rios EOPS Scholarship</a> Agustin Rios EOPS Scholarship – Agustin Rios served Crafton Hills College and the EOPS Program for 25 years until his retirement in 2003. While...		01/31/2017	\$350.00	None ⓘ
<a href="#">CHC - Alpha Gamma Sigma Scholarship</a> Alpha Gamma Sigma Scholarship – The Crafton Hills College Alpha Gamma Sigma Honor Society (Mu Chapter) sponsors fundraisers to support scholarships...		01/31/2017	\$0.00	None ⓘ

2. Click “Sign In” (indicated by the arrow above). A sign-in screen will appear that looks like this:

The screenshot shows the sign-in screen with a purple header and a navigation bar. The 'References and Reviewers' tab is selected. A red arrow points to this tab.

**Opportunities**

Applicants and Administrators | References and Reviewers

**Welcome!**

If you are an Applicant/Student or Scholarship Administrator, please sign in using your webadvisor username and password. If you need help signing in, please click on [trouble signing in](#).

**Sign In With Your Institution**

3. Click the right tab, "References and Reviewers" (indicated by the arrow above). A screen will appear where you can enter your email address:

The screenshot shows a web interface for logging in as a reference or reviewer. At the top, there is a purple header with the word "Opportunities". Below the header, there are two tabs: "Applicants and Administrators" and "References and Reviewers". The "References and Reviewers" tab is selected. The main content area has a "Welcome!" heading followed by a paragraph: "Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#)." Below this is a sign-in form with two input fields: "Email Address" (with placeholder text "Reference / Reviewer Email Address") and "Password". To the right of the "Email Address" field, a red arrow labeled "Step B4" points to it. Below the form is a "Sign In" button and a link for "Trouble signing in?". At the bottom of the page, there is a copyright notice: "© 2010 - 2017 AcademicWorks, Inc. All rights reserved." and a footer with links to "Crafton Hills College Scholarship Office", "San Bernardino Valley College Scholarship Office", and "San Bernardino Community College District".

4. Enter the email address the student used when he/she filled out their application. Usually, it will be your sbccd email address.
5. Follow steps A5-A8 on page 2.

For any questions or concerns, please contact the Foundation office at (909) 384-4471 or Karen Childers at (909) 384-8987 or [kchilder@valleycollege.edu](mailto:kchilder@valleycollege.edu).

Student applications are due by January 31, 2017. Instructions for students are at [www.valleycollege.edu/scholarshipapp](http://www.valleycollege.edu/scholarshipapp).

**All faculty references are due no later than February 9, 2017. After that, the system will be closed and unable to accept references.**