

San Bernardino Valley College Academic Senate	AD/SS 207 3:00 - 4:30 pm
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Minutes of March 1, 2017

Topic	Discussion	Action
Call to Order		Called to order at 3:08 pm
Approval of Minutes from February 15, 2017		Motion on Minutes of 2/15/17: S Meyer 2 nd : D Smith Approved in voice vote with 3 abstentions: A Aguilar-Kitibur, J Gilbert, D Rosales
President's Report	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: No significant comments outside written report.	
New Business	<p>Non-Credit (L Burnham): After introducing herself as the Non-Credit Coordinator, L Burnham began by noting that she was seeking input from departments and areas about where they see the need for non-credit.</p> <ul style="list-style-type: none"> • ACAD 606 was noted as allowing the college to collect apportionment for tutoring. • A Avelar asked whether that was linked to an instructor. Answer was yes. • D Ramsey noted that currently only the Writing Center and Success Center have what is needed to implement. • D Lee asserted the need for reassigned time for faculty overseeing the class. • Line of sight is needed from instructor to collect apportionment. • S Briggs and D Lee noted that many things needed to be worked out, including how apportionment dollars would be spent. Briggs also suggested it was important that the college understand that it would take a while before these would pay off. • Huston refocused on the issue of what courses would be a good idea to develop for non-credit. Continuing Ed was noted. • D Lee asked about whether positive attendance was set up, and K Weiss assured that it was. • R Hamdy suggested that we look at other places with established models, and J Gilbert added that we could see what course offerings in non-credit were successful elsewhere. <p>International Student Program: J Gilbert gave update on plans for International Student Program.</p> <ul style="list-style-type: none"> • A position description was developed for a coordinator on 	

Topic	Discussion	Action
	<p>both colleges. But district does not want to fund 2 positions. Instead they want a District Enrollment Management position (temporary) until the programs at the colleges could support their own positions (see attachment).</p> <ul style="list-style-type: none"> • J Marquis noted that a district run model does not work and pointed to Orange Coast Community College where such a system was unworkable. • A Aguilar-Kitibur noted that the district person could handle recruitment, but after that things such as applications, enrollment and all the other details would need to happen at the colleges. • J Marquis also noted that there is an inherent conflict as the district wants numbers and the college wants performance/success. <p>March Senate Meetings: The senate agreed to cancel the meeting that would fall during spring break. A motion was made to have a meeting on March 22 to make up the lost meeting. In addition, the senate was reminded that a special senate meeting would be held on March 29 to discuss the college's progress and future plans for OER (Online Education Resources).</p> <p>Senate Resolution SP17.01: A first reading of the resolution was made (see attachment for text). This will be voted on at next senate meeting.</p>	<p>Motion: The senate tables the International Student Program Coordinator idea and will bring back to senate in future once a clearer idea of what this job would entail and what support would really be needed to support such a program: J Marquis motioned, D Burns-Peters seconded. Voice vote, approved unanimously.</p> <p>Motion: The Academic Senate votes to hold a meeting on March 22 to make up for lost meeting during Spring Break: A Aguilar-Kitibur motioned, A Avelar seconded. Voice vote, approved unanimously.</p>
Old Business	<p>Student Success: J Gilbert had previously presented the language for a new BP on Student Success. It returns to the senate after other constituencies have reviewed (see attachment).</p> <ul style="list-style-type: none"> • J Lamore objected to the phrase "role modeling" for what he hoped were obvious reasons. • The last line was cut and the language dealing with disciplines was changed. • Given changes, the BP would need to go back to other groups (see motion). 	<p>Motion: The Academic Senate, having made changes to the proposed BP, approves it for consideration by other constituencies: J Lamore motioned, S Meyer seconded. Voice vote, approved with one abstention (M Slusser).</p>
College President's Report (D Rodriguez)	None.	
Committees	<p>Ed. Policy, J Gilbert: District Assembly continues to move through revision of AP/BPs.</p> <p>Personnel Policy, J Lamore: The committee will have recommendations on equivalency process at next senate meeting.</p> <p>Student Services, A Aguilar-Kitibutr: No report.</p> <p>Career/Tech, S Meyer: No report.</p> <p>Equity/Diversity, L Lopez: No report.</p> <p>Legislative Policy, A Avelar: Legislative update is available in the senate files for this meeting.</p>	

Topic	Discussion	Action
	<p>Elections, no current chair: No report.</p> <p>Financial Policy, T Vasquez: No report.</p> <p>Curriculum, M Copeland: No report.</p> <p>Program Review, P Ferri-Milligan: No report</p> <p>Accreditation & SLOs, C Huston: No report.</p> <p>Professional Development, Rania Hamdy: No report.</p>	
Additional Reports	SBCCD-CTA: A Avelar: The union negotiators are continuing to work on contract issues: dual enrollment, reassigned time, coordinators, coaches, chairs, Canvas and getting job descriptions to be consistent (and follow contract language) when openings are posted.	
Public Comments	None.	
Announcements	J Lamore, the senate secretary, reminded attendees to sign the sign-in sheet to insure accurate recordkeeping of attendance.	
Adjourned		Meeting adjourned at 4:25 pm.

LIST OF ATTACHED DOCUMENTS

1. Agenda
2. Sign-In Sheet
3. President's Report
4. District Enrollment Management Coordinator description
5. Senate Resolution SP17.01
6. BP 5050 Student Success draft

SBVC ACADEMIC SENATE
AD/SS 207 3:00 PM – March 1, 2017

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|---|---------------------|---------|
| 1. Call to Order: Roll Call (sign in) | | 3:00 pm |
| 2. Approval of Minutes from 2/15/17 | | |
| 3. Senate President's Verbal and Written Report | | |
| 4. New Business | | 3:10 pm |
| a. Non-Credit | L. Burnham | |
| b. International Student Program Update | J. Gilbert | |
| c. March 2017 Senate Meeting Dates | Action Item | |
| d. Senate Resolution SP.01 | First Reading | |
| 5. Old Business | | |
| a. Student Success | J. Gilbert | |
| 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 March 1, 2017

	SENATOR	INITIAL
A	Adams, Kathy	LLA
	Aguilar-Kitibutr, Ailsa	AK
	Avelar, Amy	AA
B	Banola, John	
	Barnett, Kellie	
	Batalo, Mandi	
	Beebe, Yvonne	YB
	Burnham, Lorrie	LB
	Burns-Peters, Davena	BP
C	Chatterjee, Achala	
	Copeland, Mary	
D	Demsky, Jeffrey	JD
F	Ferri-Milligan, Paula	
G	Gilbert, Jeremiah	JG
H	Huston, Celia	CH
J	Jones, Caroline	CJ
	Jones, EJ	
K	Kafela, Kathy	
L	Lamore, Joel	LL
	Lee, Dirkson	LD
	Lillard, Sheri	
	Lopez, Leonard	
M	Marquis, Jeanne	JM
	Massad, Sana	
	Mestas, Marie	
	Metu, Reginald	

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

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

VISITORS (Print Name)	INITIAL
Bethany Tasaka	BT
Justin Bergasa	JB
Carol Jones	CJ

See back if more sign-in space is needed

SBVC Academic Senate President's Report

3/1/2017

California Guided Pathways Project Application was submitted on 2/28/17. If SBVC is selected as a finalist there will be a one hour interview with the president and 3-4 other institutional leaders. Please forward any questions or comments regarding Guided Pathways so they can be addressed if the campus reaches the interview stage of the application process. Successful colleges will send a six member team to six institutes, where they will receive guidance and structured time to plan for campus work to create clear pathways to student achievement by creating structured educational experiences that support each student from point of entry to attainment of high-quality postsecondary credentials and careers. <https://www.caguidedpathways.org/>

In addition to the California Guided Pathways Project there is a proposed Trailer Bill for Guided Pathways the proposed \$150 million is for one-time grants to colleges to integrate recent state investments and redesign academic pathways in a way that promotes better course taking decisions and increase the number of students who earn a certificate or degree. The Chancellor's Office and the Board of Governors will be responsible for statewide implementation of the grant program. Full details on the state program will be known in late June when the state budget has been finalized.

Chancellor's Office has been undergoing an effort to integrate three programs: Basic Skills Initiative (BSI), Student Equity Program (SE), and Student Success and Support Program (SSSP). The due date for the 2017-2019 Integrated Plan, which includes the 2017-2018 budget, is December 1, 2017. Expenditure Guidelines are effective immediately for all three programs. There is an informational webinar on Thursday, March 2, 2017 10:00 to 11:30 <http://www.cccconfer.org/GoToMeeting?SeriesID=d58df5a1-2201-4ee0-92bc-7dad1197f6fa&Role=Presenter> 888-886-3951 Participant PIN: 506192

Nursing Department's accreditation visit is on Wednesday, March 8, 2017. You can meet the team and share your comments meeting in ART-144 from at 2:30 p.m. – 3:30 p.m. Light refreshments will be served.

Future agenda item CHC's Academic Senate is asking us to support a motion passed 2/15/17 to implement Ellucian's Self Service module "The CHC Academic Senate moved hat the district implement Ellucian's student GUI (graphical user interface) registration solution (self-serve) (the one the district already owns) while the college continues to explore the EPI solution." There is conflicting information about the feasibility of this request, the committee will do further research before bringing the motion to the Senate.

Save the Date

3/8/17 – Executive Committee Meeting (Virtual)

3/22/17 – Academic Senate Meeting*

3/29/17 – Special Meeting of the Senate: Online Educational Resources*

Spring Faculty Minimum Qualifications/Equivalencies Workshop: 3/10/17 Chaffey College (Celia, Stacy)

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

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

CTE Leadership Institute May 5-6 2017 – San Jose (Stacy)

Faculty Leadership Institute June 15-17, 2017 – Sacramento (Mary)

**Pending Senate Approval*

Title

Director, International Student Enrollment Management

Summary Description

The Director of International Student Enrollment is a temporary management position, reporting directly to the Chancellor of the District. The position is responsible for the development and implementation of a strategic international enrollment management plan, as well as daily oversight of the operations related to international recruitment, admissions and enrollment, including but not limited to: recruitment, prospect management, application processing, admissions decisions, evaluation of foreign academic credentials, English language proficiency and effective use of information systems and technology.

Desired Qualifications

- Master degree in international education, international affairs, management or related field
- Experience with international marketing, recruiting, and/or strategic enrollment management in a higher educational institution
- Knowledge of best practices in the field of international recruitment and admissions, educational systems in Non-US countries, ESL programs, Student & Exchange Visiting Scholar Information System (SEVIS), US Citizen & Immigration System (USCIS)
- Experience with website development and data management
- Outstanding spoken and written communication skills
- Fluent in one or more foreign languages

Duties and Responsibilities

- Develop and implement a strategic international enrollment management plan
- Develop policies on international recruitment, admissions and retention
- Develop new market contacts, programs and agreements with overseas and domestic educational advisors and agencies
- Develop online and printed marketing materials and materials on international admissions
- Oversee daily operations of international recruitment, admissions and enrollment
- Coordinate international recruitment efforts with internal and external entities
- Recruit international student both inside and outside of the U.S.
- Train enrollment personnel and others in the campus community regarding international admissions, evaluation and other international topics
- Promote international and multicultural understanding on campus and in the community

RESOLUTION S17: 01: Curricular Efficiency and Fairness

Whereas, Current initiatives and changes from the state such as the Strong Workforce Initiative, the Online Education Initiative and Guided Pathways, as well as technological innovation, changing job markets, the planned increase in non-credit courses, and the need for increasing flexibility in course offerings in general require the college to develop, approve and include courses in the official catalog more efficiently; and

Whereas, Some non-credit courses have received expedited attention from the district and college entities, including listing in catalog supplements and special delivery to state approval agency; and

Whereas, the publishing of the catalog only once a year hampers nimble and efficient development, approval and offering of courses needed for changing circumstances and opportunities; and

Whereas, SBVC has one full-time employee working on the Schedules and Catalog while Crafton Hills has two full-time employees to manage fewer courses and sections;

Resolved, The Academic Senate demands that all courses approved by the Curriculum Committee, whether credit or non-credit courses, get the same treatment as any other approved courses, including listing in catalog supplements and expedited delivery to state approval agencies if that is made available; and

Resolved, The college publish catalog supplements regularly once or twice a year, unless there is no new curriculum to list; and

Resolved, The college provide sufficient work force, training and software to deliver Schedules, Catalogs and Catalog supplements to allow the college to nimbly make curricular changes.

San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

(Replaces current SBCCD BP 5050)

NOTE: The language in red ink is legally required.

❖ From current SBCCD BP 5050 titled Matriculation

Student Success for San Bernardino Community College District students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student's self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary to ~~for becoming~~ a better person, worker, and/or citizen. Student Success is not merely an outcome, but also a process. It's a journey that encompasses multiple levels of achievement and milestones such as the abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in subjects including science, mathematics, computer/technical skills, world languages, history, geography, and global awareness; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others. Student Success is everyone's responsibility demonstrated through role modeling, support, opportunity, equity, and social justice.

The Board's commitment to Student Success is to ensure the availability of resources for the colleges to achieve the goals and objectives as stated in their college planning documents.

The District shall provide ~~matriculation~~ **Student Success and Support Program** services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of ~~matriculation~~ **Student Success and Support Program services** is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

43 The Chancellor is responsible for establishing procedures to assure implementation of
44 matriculation Student Success and Support Program services that comply with the Title
45 5 regulations.

46
47 **References:** — Education Code Sections 78210, et seq.;
48 — Title 5, Sections 55500 et seq.
49 — ACCJC Accreditation Standard II.C.2

50
51 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
52 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy reflects
53 updates/revisions from the Policy and Procedure Service in February 2008 and October 2013. The
54 language in **black ink** is from current SBCCD BP 5050 titled Matriculation adopted on 6/10/04. The
55 language in **blue ink** is included for consideration.

56

Adopted: 6/10/04
Revised:

57
58