Minutes of April 5, 2017

Topic	Discussion	Action
Call to Order	Note: Vice President P Ferri-Milligan ran meeting in place of president, who was at conference.	Called to order at 3:01 pm
Approval of Minutes from March 22, 2017		**Motion on Minutes of 3/22/17**: M Copeland 2nd: L Lopez Approved unanimously in voice vote with no abstentions.
President's Report	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: J Lamore expressed concern that district decided to continue no drop for non-payment policy through summer and fall without at least informing senate officially or asking for input. When senate was consulted last semester, the pilot was to be for spring semester. The senate was not informed or consulted about the extension.	
New Business	**Maxient and Campus Clarity**: R Carlos reported that software was purchased that would allow students to get online educational modules on sexual assault, bystander behavior, alcohol abuse and other such topics. It is not currently mandatory for all students, except Valley Bound and EOPS students. In addition, another software package will allow faculty to file disruptive student forms and alerts about students who may need assistance electronically. Students will also be allowed to anonymously note if they have classmates who might need such services. **Courseleaf:** This discussion was postponed as some additional information was needed. **Minimum Qualifications for Non-Credit:** Since A Avelar (SBCCD-CTA rep) and Lorrie Burnham (the non-credit coordinator) were not present, the discussion was postponed. It was noted, however, that Crafton is still attempting to hire ESL non-credit instructor using the state minimum instead of the higher minimum used at SBVC. Several senators suggested that a clear communication be sent to HR and Crafton that this means that the colleges are in disagreement on the minimum qualifications when they have to use the same qualifications. SBVC's policy is well-established and perhaps for that reason should be the standard.	
Old Business	**Equivalency:** Personnel Policy chair J Lamore gave a report at the last regular senate meeting on the recommendations to clarify and make more efficient the process whereby the Senate discharges its duty to decide equivalencies. Having had time to consider, the senate	

Topic	Discussion	Action
	is asked to approve the recommendations, as follows. - All equivalency requests must come from HR (per AP). - Equivalencies must have all relevant transcripts and supporting documents, and the form must be properly and completely filled out. - It was recommended that the senate create a permanent Equivalency Committee charged with holding regular meetings so that HR and the senate can plan better. The chair of the Equivalency Committee would then act as the senate president's designee and insure the proper procedures are followed. - During summer, it was recommended that a volunteer pool of faculty be identified to serve on equivalencies during summer. - Finally, it was recommend that HR be notified by the senate president that their "Equivalency Determination Form" did not conform to the AP, especially in terms of who was asked to sign the form, and that should be corrected. - In addition, it should be communicated to HR that they should insure that equivalency was determined <u>before</u> a selection committee decided to hire (as currently it at times happens in reverse, especially for adjunct hires) and that HR should not forward equivalency requests that are incomplete (lack relevant documentation or have incomplete forms). **DE Update:** J Notarangelo, DE Coordinator, returned with both reminder of the plan for certifying online instructors to meet accreditation requirements and with answers to a few questions posed by the senate at a previous meeting (see attachment). K Weiss, in response to plan that hybrid course instructors would not be required to certify in the first phase, noted that hybrid could mean all sorts of things, including a course that is 1% live. Some discussion following. It was decided that any instructor teaching a course that was 50% or more online should be required to certify in first phase. It was motioned and voted on.	**Motion:** The Academic Senate approved the recommendations for equivalency put forward by Personnel Policy. M Copeland motioned, D Lee seconded. The motion was approved unanimously. **Motion:** The Academic Senate voted that instructors of hybrid courses that were 50% online or more would need to get online certification. M Copeland motioned, E Jones seconded. The motion was approved with one no (J Lamore) and no abstentions.
College President's Report (D Rodriguez)	No report.	
Committees	**Ed. Policy**, J Gilbert: No report. **Personnel Policy**, J Lamore: The successful candidates for advancement in rank were announced: - Dr. Amy Avelar, advancement to Associate Professor - Yvonne Beebe, advancement to Associate Professor - Dr. Reginald Metu, advancement to Professor - Romana Pires, advancement to Professor **Student Services**, A Aguilar-Kitibutr: No report. **Career/Tech**, S Meyer: No report. **Equity/Diversity**, L Lopez: No report.	

Topic	Discussion	Action
	Legislative Policy, A Avelar: No report. **Elections**, no current chair: No report. **Financial Policy**, T Vasquez: No report. **Curriculum**, M Copeland: • Resolution S17: 01: Curricular Efficiency and Fairness was approved by senate. However, the most current supplement still seems to show a difference, with vocational education non-credit having an immediate effective date while the other curriculum had Fall 2018 effective date (see attachment). This is potentially confusing and unfair. In addition, there is still concern about the district asking faculty to develop curriculum for courses. A process must be developed. • Change to Associate Degree language in catalog (see attachment): It was noted that the catalog should make clear that students who take courses elsewhere but finish at SBVC must take 12 units here and that those units should be clearly noted as "degree applicable" and not just any units in order to earn their associates degree. K Weiss and S Bangasser also had issue with students who get a degree in a major but haven't had any of the courses in that major here at SBVC. • The senate agreed the suggested change was reasonable. **Program Review**, P Ferri-Milligan: Program efficacy is in progress. Results will be brought to senate and posted online when the committee's work is complete. **Accreditation & SLOs**, C Huston: No report. **Professional Development**, Rania Hamdy: April 11 is Flex Day.	
Additional Reports	**SBCCD-CTA:** A Avelar: no report. **District Assembly**: no report.	
Public Comments	None.	
Announce-ments	J Lamore, the senate secretary, reminded attendees to sign the sign-in sheet to insure accurate recordkeeping of attendance. B Moeung announced that Transfer Week was next week. Faculty and staff are encouraged to wear their alma mater t-shirts or otherwise take time to take about their college experience with students on Monday to kick off the week.	
Adjourned		Meeting adjourned at 4:08 pm.

LIST OF ATTACHED DOCUMENTS

1. Agenda
2. Sign-In Sheet
3. President's Report
4. DE update information
5. Page from catalog supplement
6. Change in wording on Associate Degree info in catalog

SBVC ACADEMIC SENATE
AD/SS 207 3:00 PM – April 5, 2017
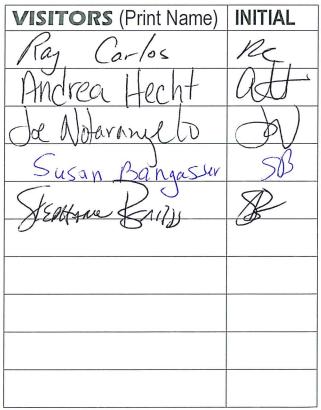
1. Call to Order: Roll Call (sign in)   3:00 pm

2. Approval of Minutes from 3/22/17

3. Senate President's Verbal and Written Report

4. New Business   3:10 pm

      a. Update: Maxient and Campus Clarity   R. Carlos

      b. Curriculum Committee review and recommendation for   M. Copeland   Action Item
          CourseLeaf Software

      c. Discussion: Minimum Qualifications for Non-Credit

5. Old Business

      a. Approval of the Personnel Policy Committee   J. Lamore   Action Item
          Recommendations on Equivalency

      b. DE Update   J. Nortrangelo

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 29, 2017

	SENATOR	INITIAL
A	Adams, Kathy	
	Aguilar-Kitibutr, Ailsa	
	Avelar, Amy	
B	Banola, John	
	Barnett, Kellie	
	Batalo, Mandi	
	Beebe, Yvonne	YB
	Burnham, Lorrie	
	Burns-Peters, Davena	*(signature)*
C	Chatterjee, Achala	
	Copeland, Mary	
D	Demsky, Jeffrey	
F	Ferri-Milligan, Paula	PF
G	Gilbert, Jeremiah	B7 (proxy)
H	Huston, Celia	
J	Jones, Caroline	
	Jones, EJ	*(signature)*
K	Kafela, Kathy	*(signature)*
L	Lamore, Joel	
	Lee, Dirkson	*(signature)*
	Lillard, Sheri	
	Lopez, Leonard	*(signature)*
M	Marquis, Jeanne	*(signature)*
	Massad, Sana	
	Mestas, Marie	
	Metu, Reginald	

	Meyer, Stacey	
	Moeung, Botra	*(signature)*
	Murillo, Joan	*(signature)*
R	Rosales, David	*(signature)*
S	Slusser, Michael	MAS
	Smith, David	DBS
	Strong, Teri	
V	Vasquez, Mary Lou	
	Vasquez, Tatiana	

FREQUENT VISITORS	
Hamdy, Rania	RH
Rodriguez, Diana	
Shabazz, Ricky	
Smith, James	
Weiss, Kay	*(signature)*

VISITORS (Print Name)	INITIAL
Ray Carlos	RC
Andrea Hecht	AH
Joe Notarangelo	JN
Susan Bangasser	SB
Stephanie Brilly	SB

See back if more sign-in space is needed

SBVC Academic Senate President's Report
4/5/2017

Senate Vacancies: Senator's please work within your divisions to fill upcoming vacancies. Senators are appointed for 3 years. Incoming Senators will serve 17/18 – 20/21. Vacancies CTE (1); Math & Business (1); Humanities (3;) Science (1); Social Science (2); Student Services (1).

Please take a moment to acknowledge your peers for their professional undertaking in providing quality education and services, by nominating them for year's Outstanding Professor award ***Simply send your nomination letter to the Academic Senate Acting Elections Chair***, Jeremiah Gilbert (jgilbert@valleycollege.edu). Closing Nomination date: 12 p.m. **April 14, 2017**. All campus faculty, including instructional faculty, counseling faculty, library faculty and non-instructional faculty, are eligible for nomination. Faculty who have received the Outstanding Professor Award in the past five years are not eligible.
2016 – Jack Jackson & Tatiana Vasquez
2015 – Celia Huston & Dirkson Lee
2014 – Achala Chatterjee & Melinda Moneymaker
2013 – Stacy Meyer & Priscilla Taylor
2012 – Jeremiah Gilbert & Edward Millican

Drop for non-payment feature: I followed up with Glen Kuck on the status of the Senate recommendations for drop for non-payment. He related that Fall will roll out with the drop feature turn off. The rationale for turning it off for two terms is that the data on the effect wouldn't be evident until after the Spring and beginning of the subsequent term. The plan is for a review and discussion or data and Senate recommendations in the Fall and using collegial processes to decide what to do moving forward.

State Senator Jerry Hill (D-San Mateo), introduced the bill Senate Bill 769 in February. SB 769 would expand California's community college baccalaureate pilot program from 15 to 30 programs and remove the current sunset, scheduled for 2023.

The Academic Senate for California Community Colleges, ACCE, the Chancellor's Office, 3CSN, the Career Ladders Project, and IEPI have collaborated to plan a **Noncredit Workshop,** *Building Bridges and Programs: Developing and Sustaining a Culture of Noncredit*, to be hosted at the Sacramento Marriott Rancho Cordova on May 4 and 5, 2017. For more details see the IEPI website or the flier posted on the Academic Senate website.

<div align="center">Save the Date</div>

4/12/17 – Executive Senate
4/19/17 – Academic Senate Meeting
5/3/17 – Academic Senate Meetings

Spring Plenary, April 20-22, 2017 – Sacramento (Celia)
CTE Leadership Institute, May 5-6 2017 – San Jose (Stacy)
10+1 Reset with the Board, May 10, 2017 8am – Noon – District

Current Online Teacher Certification Plan Highlights from last Academic Senate Meeting

- Certification lasts for 3 years
- Department chairs are not involved with certification process after assigning instructor to a class
- New online instructors get certified before teaching online
- Current online instructors would complete recertification before next full accreditation report
- Goal is to initiate certification process for Spring 2018
- Online form similar to (but at times more in depth) flex time reports

If you would like to see a draft, email jnotaran@valleycollege.edu

Followup: Answers to Senators' questions regarding the Online Certification Process Presentation:

Senators wanted professional development opportunities discussing "regular and substantive interaction" to be included in the certification process:

What regular and substantive interaction *is* defined; how much is enough is not so clear. How much is enough for accreditation is being discussed right now at the district. We will include the completion of a related ProDev course as an option to complete that requirement of the certification process. If you want to be part of an ad hoc discussion that works with the Online Programs Committee to flesh this out, contact me at jnotaran@valleycollege.edu and let me know.

Senators wanted professional development opportunities on ADA/ Section 508 compliance for the certification process:

ProDev opportunities been available in the past and there will be a ProDev opportunity for the certification process. Our goal would be to include the completion of a ProDev course as an option to complete that requirement of the certification process.

Senators wanted an online orientation and preparedness program for students they might/must(?) take before taking an online class:

We have identified several options and at least one program that is free and available on Canvas that can be used to enhance student preparedness. There are a number of questions that need to be addressed—both technical and pedagogical—that will require significant discussion and faculty support. I am really looking for Academic Senators to give feedback on this topic, so if you want to be part of an ad hoc committee that works with the Online Programs Committee to flesh this out, contact me at jnotaran@valleycollege.edu.

Senators wanted to know the definition of online/hybrid classes and wanted to know how hybrid classes would be included with this online certification program:

Answer: anything that is not designed to meet 100% online is a hybrid class. So the answer is "no," hybrid classes will not be initially included in the online certification process. Hybrid classes, however, *are* held to the same ADA and quality interaction requirements as the other classes, so managing how that can be addressed for accreditation purposes remains an issue. Maybe we should get a hybrid committee together to discuss this other stuff in the future.

This is me: jnotaran@valleycollege.edu. If you feel it is important to be involved in the further

Associate Degree (Graduation) Requirements

Graduates from San Bernardino Valley College (SBVC) receive an Associate of Arts degree or an Associate of Science degree. To earn an Associate degree, students must complete general education breadth requirements as specified in Option #1 or Option #2 below, as well as additional units of electives and/or lower division requirements for a major.

Students must file a Graduation Application in the Records Office by the deadlines listed below:

Fall graduation   October 1
Spring graduation   March 1
Summer graduation   July 1

When printed deadlines fall on either Saturday or Sunday, the filing period will be extended to the Monday following the deadline date.

Associate Degree: Option #1

The Option 1 associate degrees are general degrees designed for students who plan to attend a four-year college or university.

Associate Degree Option 1a

The general education breadth requirements are the same as the requirements for the

(IGETC). Refer to page 41 of the catalog for the IGETC requirements. In the process of completing this coursework the student must fulfill these general requirements:

1. Complete a minimum of 60 transferable semester units of college coursework, with at least 12 semester units in residence at SBVC. *degree - applicable*
2. Earn a letter grade of C or higher in each course.

Associate Degree Option 1b

The general education breadth requirements for this degree are the same as the requirements for the

(CSU GE-Breadth). Refer to page 42 of the catalog for the CSU GE-Breadth requirements. In the process of completing this coursework the student must fulfill these general requirements:

1. Complete a minimum of 60 transferable semester units of college coursework, with at least 12 semester units in residence at SBVC. *degree applicable*
2. Earn at least a 2.0 grade point average for the CSU GE coursework. Earn a grade of C or better for each course in the Oral Communication, Written Communication, Critical Thinking and Mathematics/Quantitative Reasoning categories.

Associate Degree: Option #2

This general Associate Degree is designed for students planning to seek immediate employment after graduation. The general education breadth requirements for this degree are listed below. In the process of completing this coursework, students must fulfill these general requirements:

1. Complete ACAD 001.
2. Complete a minimum of 60 semester units of college coursework, with at least 12 semester units in residence at SBVC. *degree applicable*
3. Earn an overall grade point average of C (2.00) or higher.
4. Complete coursework for an Associate of Arts or an

Associate of Science major as listed in Part IV of the Note: you must declare a major in order to receive a degree. All courses used to satisfy the majors for the Associate degrees must be completed with a grade of "C" or higher.

5. Demonstrate competency in English, mathematics and reading by satisfying the following criteria:
   a. Competency in English as demonstrated by completion of ENGL 101 or ENGL 101H with a grade of C or higher.
   b. Competency in mathematics as demonstrated by:
      (1) Completion of MATH 095, or a higher level course in mathematics with a grade of C or higher, or a course from another college with a minimum of three semester units, __;
      (2) Completion of a mathematics proficiency examination which is equivalent to a comprehensive final examination in MATH 095 with the equivalent to a grade of C or higher.
   c. Competency in reading as demonstrated by:
      (1) Completion of READ 015 with a grade of C or higher, or assessment into READ 100, __;
      (2) Completion of all courses required to satisfy minimum graduation requirements in Categories I, II and III as listed below with an overall grade point average of 2.00 or higher.
6. Complete 24 to 26 of the 60 semester units needed for graduation from the five subject categories as listed below:

Category I: Natural Science (minimum: 4 semester units if a laboratory is included; otherwise 6 semester units). Laboratory classes are underlined. Courses in the following subjects carry credit for Natural Science:

ANTHRO 106, 106H
ASTRON 120, 125
BIOL 100, 104, 109, 109H, 155, 205, 206, 207, 250, 251, 260, 261, 270, 292
CHEM 101, 104, 104H, 105, 110, 150, 150H, 151, 151H
FN 162
GEOG 110, 111, 111H, 114
GEOL 101, 111, 112, 122, 250, 251
OCEAN 101, 111
PHYSIC 101, 150A, 150B, 200
PS 101
PSYCH 141

Category II: Social and Behavioral Science (minimum: 6 semester units; the two courses must be from two different subject areas). Courses in the following subjects carry credit for Social and Behavioral Sciences:

ANTHRO 100, 102, 102H, 107, 108, 109, 125
CD 105, 105H, 108, 126
COMMST 135, 174, 176
ECON 100, 200, 200H, 201, 201H
GEOG 102, 106, 118, 120
HIST 100, 100H, 101, 101H, 107, 137, 138, 139, 140, 145, 150, 176
KIN 202
PHIL 180
PS 112
POLIT 100, 110, 110H, 140, 141, 141H
PSYCH 100, 100H, 102, 110, 110H, 111, 112, 118
RELIG 135, 180

PSYCHOLOGY

PSYCH 141
INTRODUCTION TO BIOLOGICAL PSYCHOLOGY
3 UNITS

PREREQUISITE: PSYCH 100 or PSYCH 100H.
DEPARTMENTAL ADVISORY: ENGL 015.
LECTURE: 3 contact hours per week.
This course will introduce the scientific study of the biological bases of behavior and the role of the scientific method in neuroscience. Topics will include basic neuroanatomy and neurophysiology, nervous system structure and functions, hormonal and neurochemical mechanisms, brain-behavior relationships underlying movement, sensation, perception, learning, memory, consciousness, emotion, regulatory processes, and psychological disorders. Historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes will be addressed in this course. Ethical standards for human and animal research will be discussed in the context of both invasive and non-invasive experimental research.
Associate Degree Applicable
Course credit transfers to CSU and UC.
C-ID (Course Identification Number): PSY 150
Effective FA18

VOCATIONAL EDUCATION

VOCED 600   **Noncredit**
BLUEPRINT FOR WORKPLACE SUCCESS
PREREQUISITE: None.
LECTURE: 18 contact hour(s) per semester.
This accelerated noncredit course is designed to provide students with the necessary tools and skills in order for them to create a "blueprint" for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job. Each week there will be two topics covered.
Not Applicable to the Associate Degree
Effective SP17

VOCED 601   **Noncredit**
BLUEPRINT FOR CUSTOMER SERVICE
PREREQUISITE: None.
LECTURE: 18 contact hour(s) per semester.
This short-term noncredit vocational education course is designed to provide new and incumbent workers with the customer service skills required in getting to know their customer or client and in order to increase their employability. The topics covered but are not limited to know what customers want, listening to customers, and telephone customer service. After completing this course the student has an option to continue their education or become gainfully employed.
Not Applicable to the Associate Degree
Effective SP17

VOCED 602   **Noncredit**
JOB SEARCH STRATEGIES
PREREQUISITE: None.
LECTURE: 18 contact hour(s) per semester.
This noncredit course is designed to provide prospective employees with a support system that will assist them in preparation for the workforce. The topics covered but are not limited to: planning their job search, utilizing outside resources, the "hidden" job market, and job market research. After completing this course the student has an option to continue their education or become gainfully employed.
Not Applicable to the Associate Degree
Effective SP17

VOCED 603   **Noncredit**
POSITIVE STRATEGIES FOR THE NEW EMPLOYEE
PREREQUISITE: None.
LECTURE: 18 contact hour(s) per semester.
This noncredit short-term vocational education course is designed to provide new and incumbent workers with the knowledge to increase their level of customer service and colleague relations. The topics covered will include the new employee, understanding the workplace culture and dealing with change.
Not Applicable to the Associate Degree
Effective SP17

VOCED 631   **Noncredit**
FUNDAMENTALS OF BUSINESS ENGLISH
PREREQUISITE: None.
LECTURE: 36 contact hour(s) per semester.
This noncredit course is a review of effective business communication in the workplace. Emphasis is placed on basic grammar, punctuation, capitalization, vocabulary, and spelling in common business documents.
Not Applicable to the Associate Degree
Effective SP17