

San Bernardino Valley College Academic Senate	AD/SS 207 3:00 - 4:30 pm
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Minutes of April 19, 2017

Topic	Discussion	Action
Call to Order		Called to order at 3:02 pm
Approval of Minutes from April 5, 2017	<p>Approval of minutes from April 5th meeting was postponed until next meeting.</p> <p>An amended agenda was presented for approval. There was one addition in New Business: OER SB 1359 Pilot Form and AB 798 Report. The Faculty Replacement Chart item was eliminated from Old Business.</p>	<p>Motion on Amended Agenda: M Copeland 2nd: L Burnham Approved unanimously in voice vote with no abstentions.</p>
President's Report	<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>No additional questions or comments, though the report also has a selected list of AACCC Spring Plenary Resolutions of interest (see attachment).</p>	
New Business	<p>Courseleaf: J Smith and M Copeland explained that Courseleaf is the software that will eventually replace CurricuNet and will help better integrate curriculum, catalog and schedule management and integrate better with the college website.</p> <ul style="list-style-type: none"> • The software purchase used Student Success monies (\$130k). • Training will be available. • A demonstration of side by side comparisons of the interface was shown, with Courseleaf having a cleaner, more modern look and more intuitive menus. • Phase 1 of the conversion will begin with schedule and catalog; Phase 2 would include conversion for use for curriculum. • One advantage is that it alerts programs when any courses are changed or updated that are connected with their degrees or certificates. • SLOs will also be integrated (instead of being housed in different areas, often with different versions). • A Aguilar-Kitibur asked if the program came with tech support, and the answer was yes. <p>Budget and HR Update: J Torres and A Perez gave update on budget and other financial matters.</p> <ul style="list-style-type: none"> • The HR reorganization was discussed (see attachment). In brief, 5 positions were cut, 6 added, 3 moved. There was no additional cost to district. A Avelar noted that inconsistencies in the past were a problem and supported the changes as they should create clearer responsibilities and processes. 	<p>Motion: The Academic Senate supports the adoption of Courseleaf. A Aguilar-Kitibur motioned, D Lee seconded. The motion was approved in voice vote unanimously.</p>

Topic	Discussion	Action
	<ul style="list-style-type: none"> • A replacement for Financial 2000 will go live in May, though payroll component will not go live until July 2018. The new system will have many advantages: it will allow multiple direct deposits, give many self-serve options, allow managers to see info on all direct reports, replace work reports, be web-based, and use same log-in as district system. • The current version of the budget projects a \$2 million deficit, which is being worked on. SBVC enrollments are going well and on target to meet goals. A process and guidelines are being worked out by the district budget committee to help guide how the \$157 million the district will be receiving from sale of KVCR broadcast frequencies. • The process to find bookstore vendor is continuing, with a clear winner identified (but not Board approved yet, so no specifics). The expectation is still that the new company will run the bookstore beginning in the fall. <p>Resolution SP17-02: The resolution was given a first reading (see attachment).</p> <p>Resolution SP1703: The resolution was given a first reading (see attachment).</p> <p>Curriculum: M Copeland supplied an update on the issue of the catalog supplement.</p> <ul style="list-style-type: none"> • It was decided to remove the listings of courses that have later effective dates. So only Vocational Education courses are on the latest supplement. However, the issue of catalog supplements will need to be addressed once the new VPI is hired. • Some programs are scheduled for Program Updates, and a Program Update Week (week beginning May 1) has been scheduled to offer workshops to programs that are due for updates. <p>VPI Update: The position closes Friday, April 28. First level interviews are scheduled for May 8th and 9th, with second level on the 10th. A question arose about whether the senate president could serve on both levels. T Vasquez and J Gilbert voiced support for that. It was noted that there is no BP or AP or other regulations that prohibited that.</p> <p>OER SB 1359 Pilot Form and AB 798 Report: R Pires noted that the OER committee has been meeting regularly and that the college was moving forward with the adoption of OER (see attachments)</p> <ul style="list-style-type: none"> • By spring 2018, colleges must use a notation in the schedule that clearly marks zero textbook cost courses. • A form was shown to be used by faculty to report their classes that qualify as zero textbook cost courses (see attachment). The forms would then be used to list these courses in schedule. <p>Writing Center: D Lee explained the English Department's position on the Writing Center being possibly put under the charge of the new Dean of Academic Success and Learning (see attachment). He asked for the senate's support for the department's position and concerns. Other tutorial areas also might be impacted by this (A Avelar), so it</p>	<p>Motion: The Academic Senate supports the use of the Zero Textbook Cost Section Report Form and process for listing those courses in schedule. A Aguilar-Kitibur motioned, J Gilbert seconded. The motion was approved unanimously by voice vote.</p>

Topic	Discussion	Action
	<p>was decided to table the discussion on this until next meeting.</p>	
<p>Old Business</p>	<p>None.</p>	
<p>College President's Report (D Rodriguez)</p>	<ul style="list-style-type: none"> • Enrollment looks good, with the college on track to meet goals by summer. • Open positions update: As noted earlier, the VPI position closes Friday. The 4 deans and grants director positions will have committees forming soon. An offer has been made for First Year Experience director. The Financial Aid director position has been offered and accepted, but waiting on Board. • In regards to the Writing Center, President Rodriguez noted that an important challenge to remember was how to fund tutorial centers. • The Title 5 grant is due Monday. The initial consultant has been let go because the campus voices were not being adequately captured. The replacement has experience with the college and should do better. • The college did not get accepted for the Guide Pathways grant, but having applied, the college is in a good position for future funds. 	
<p>Committees</p>	<p>Ed. Policy, J Gilbert: No report.</p> <p>Personnel Policy, J Lamore: No report.</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: No report.</p> <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: Travel requests are closed for this year, but faculty should get those requests in for next year.</p>	
<p>Additional Reports</p>	<p>SBCCD-CTA: A Avelar: Faculty should have received summaries of the 7 MOUs that have been agreed to between union and District. Also, open enrollment is coming, and given change in benefits, faculty should look for info on that soon. The district will be studying compensation issues by completing a comparative study with other</p>	

Topic	Discussion	Action
	<p>similar colleges over the summer.</p> <p>District Assembly: As discussed at previous senate meetings, the change in DA charge and membership have been approved by DA.</p>	
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 4:39 pm.

LIST OF ATTACHED DOCUMENTS

1. Agenda
2. Sign-In Sheet
3. President's Report (plus Plenary resolutions)
4. HR reorganization chart
5. Resolution SP17-02
6. Resolution SP17-03
7. OER SB 1359 Pilot Form and AB 798 Report
8. English Department's Position on the Writing Center

SBVC ACADEMIC SENATE
AD/SS 207
3:00 PM – 4:30 PM April 19, 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 | | 3:05 pm |
| a. CourseLeaf | J. Smith | |
| b. Budget and HR Update | J. Torres; A. Perez | |
| c. Resolution First Read SP02 | | |
| d. Resolution First Read SP03 | M. Copeland | |
| e. Curriculum | | |
| f. VPI Update | | |
| 5. Old Business | | |
| a. Faculty Replacement Chart | | |
| 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 | |
| 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 April 19, 2017

	SENATOR	INITIAL
A	Adams, Kathy	KLA
	Aguilar-Kitibutr, Ailsa	AK
	Avelar, Amy	AA
B	Banola, John	
	Barnett, Kellie	
	Batalo, Mandi	MB
	Beebe, Yvonne	YB
	Burnham, Lorrie	LB
	Burns-Peters, Davena	BP
C	Chatterjee, Achala	CA
	Copeland, Mary	MC
D	Demsky, Jeffrey	
F	Ferri-Milligan, Paula	
G	Gilbert, Jeremiah	JG
H	Huston, Celia	CH
J	Jones, Caroline	CJ
	Jones, EJ	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	

R
S
V

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

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

VISITORS (Print Name)	INITIAL
Amaliz Perez	AP
Bethany Tasaka	BT
Ricky Shabazz	SR
Margaret Worsky	MW
Susan Bangura	SB
R. Pines	RP

See back if more sign-in space is needed

SBVC Academic Senate President's Report

4/19/2017

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 – 19/20. Vacancies CTE (1); Math & Business (1); Humanities (3); Science (1); Social Science (2); Student Services (1).

Committee Assignments: Reminder, committee assignments are made for two years so faculty will be remaining on their current committees for 2017-2018. New faculty will be assigned to a committee after 1 year of service.

Guided Pathways Application: SBVC's application was not selected. There should be other Guided Pathways opportunities in the future.

Budget Meeting: Seeking a proxy for tomorrow's District Budget Committee meeting 4/20/17 @ 3:15 in the Board Room. Committee will be working on establishing 'guiding principles' for a strategic financial plan being developed for KVCR's \$157 million proceeds from the FCC auction.

Summer Hiring Committees: There are a number of hiring committees that will be formed in May or June where faculty participation is essential. Faculty interested in serving on a committee will be compensated at the non-instructional hourly rate.

Board and Academic Senate 10+1 training: 5/10/18 from 8 am-11pm @ District Board Room

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 2nd and 4th 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 is tentatively scheduled for August 10, 2017 from 1p.m.-2:30p.m. Lunch will be served. If there are any special topics you would like addressed at the retreat please let me or an executive committee member know.

Save the Date

4/19/17 – Academic Senate Meeting

4/26/17 – Executive Senate

5/3/17 – Academic Senate Meeting

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

Leadership Institute June (Mary)

Curriculum Institute, July – Riverside (Mary)

AACCC Spring Plenary: Resolutions

www.asccc.org

3.0 EQUITY AND DIVERSITY

- *3.01 S17 REVISE THE PAPER *A RE-EXAMINATION OF FACULTY HIRING PROCESSES AND PROCEDURES*
- 3.02 S17 SUPPORT FOR MARGINALIZED STUDENTS
- 3.03 S17 SUPPORT FOR STUDENTS WITH DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) STATUS

5.0 BUDGET AND FINANCE

- 5.01 S17 SUSTAINABLE FUNDING FOR INMATE EDUCATION PROGRAMS

6.0 STATE AND LEGISLATIVE ISSUES

- *6.01 S17 SUPPORT FOR AB 204 (MEDINA, JANUARY 23, 2017)

7.0 CONSULTATION WITH THE CHANCELLOR'S OFFICE

- *7.01 S17 IMPROVE THE BASIC SKILLS FUNDING FORMULA
- 7.02 S17 ONLINE TRAINING FOR COLLEGE STAFF TO SUPPORT FORMERLY INCARCERATED STUDENTS
- *+7.03 S17 CCCAPPLY AND ADULT EDUCATION SCHOOLS

9.0 CURRICULUM

- 9.01 S17 UPDATE TO THE EXISTING SLO TERMINOLOGY GLOSSARY AND CREATION OF A PAPER ON STUDENT LEARNING OUTCOMES
- *9.02 S17 ADOPT THE REVISED PAPER *THE COURSE OUTLINE OF RECORD: A CURRICULUM REFERENCE GUIDE*
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10.0 DISCIPLINES LIST

- *10.01 S17 DISCIPLINES LIST – PUBLIC SAFETY
- *10.02 S17 FACULTY INTERNSHIP MINIMUM QUALIFICATIONS IN DISCIPLINES NOT REQUIRING A MASTER'S DEGREE ..
- *10.03 S17 REVIEW EXPERIENCE DEFINITIONS FOR DISCIPLINES NOT REQUIRING A MASTER'S DEGREE
- *10.04 S17 REVIEW EXPERIENCE REQUIREMENTS FOR DISCIPLINES NOT REQUIRING A MASTER'S DEGREE**ERROR!**
BOOKMARK NOT DEFINED.
- *10.05 S17 EQUIVALENCY RESOURCES FOR LOCAL SENATES

11.0 TECHNOLOGY

- 11.01 S17 USING SAVINGS FROM ADOPTING CANVAS
- 11.02 S17 EXPANSION OF THE ONLINE COURSE EXCHANGE

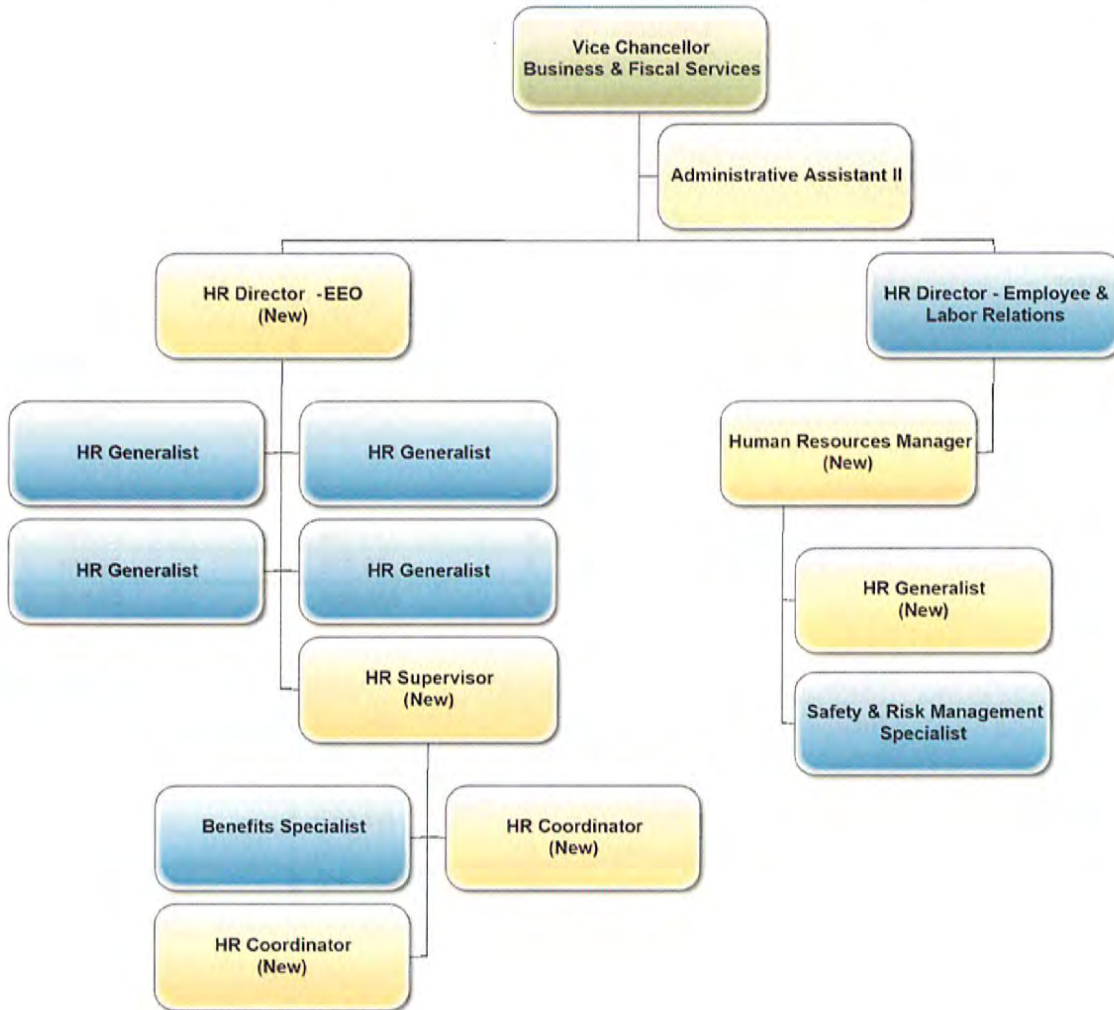
13.0 GENERAL CONCERNS

- *+13.01 S17 SUPPORT FOR FEDERAL FUNDING OF ARTS AND HUMANITIES PROGRAMS**ERROR! BOOKMARK NOT DEFINED.**

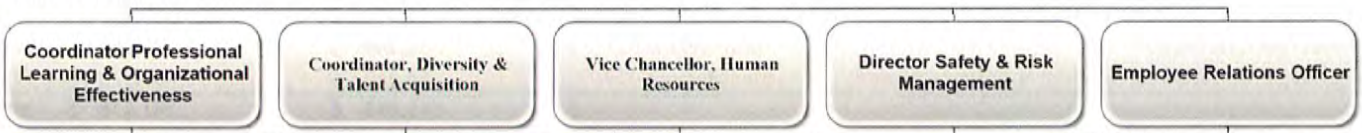
17.0 LOCAL SENATES

- 17.01 S17 ACADEMIC SENATE INVOLVEMENT IN AND SIGN-OFF ON GRANTS AND INITIATIVE PLANS
- 17.02 S17 ADEQUATE SUPPORT AND A DESIGNATED POINT PERSON FOR FORMERLY INCARCERATED STUDENTS

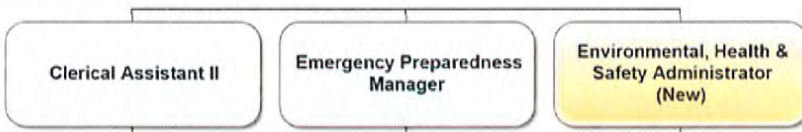
Human Resources Proposed Organizational Chart with Succession Plan



Positions Eliminated:



Positions Moved to other Departments:



San Bernardino Community College District
Human Resources
Proposed Reorganization Cost Comparison

Current Staffing Levels

Position	Range	Current Salary	Current Benefits	Total
Clerical Assistant II	Classified 25	\$ 39,372	\$ 29,665	\$ 69,037
Safety & Risk Management Specialist	Confidential - 3	\$ 63,664	\$ 34,074	\$ 97,738
Benefits Specialist	Confidential - 3	\$ 68,213	\$ 35,143	\$ 103,356
Human Resources Generalist	Confidential - 3	\$ 66,575	\$ 34,757	\$ 101,332
Human Resources Generalist	Confidential - 3	\$ 62,118	\$ 33,710	\$ 95,828
Human Resources Generalist	Confidential - 3	\$ 64,963	\$ 34,379	\$ 99,342
Human Resources Generalist	Confidential - 3	\$ 67,394	\$ 34,950	\$ 102,344
Administrative Assistant II	Confidential - 4	\$ 74,540	\$ 22,750	\$ 97,290
Coordinator Professional Learning & Organizational Effectiveness	Confidential - 8	\$ 88,018	\$ 39,797	\$ 127,815
Coordinator, Diversity & Talent Acquisition	Confidential - 8	\$ 92,650	\$ 40,885	\$ 133,535
Employee Relations Officer	Confidential - 9	\$ 97,040	\$ 41,917	\$ 138,957
Emergency Preparedness Manager	Management - 10	\$ 77,136	\$ 22,864	\$ 100,000
Director Safety & Risk Management	Management - 18	\$ 117,401	\$ 47,348	\$ 164,749
Director, Human Resources	Management - 19	\$ 123,272	\$ 34,202	\$ 157,474
Vice Chancellor, Human Resources	Management - 26	\$ 191,240	\$ 78,270	\$ 269,510
		\$ 1,293,596	\$ 564,711	\$ 1,858,307

Positions Moved to Other Departments

Position	Range	Current Salary	Current Benefits	Total
Emergency Preparedness Manager	Management - 10	\$ 77,136	\$ 22,864	\$ 100,000
Clerical Assistant II	Classified 25	\$ 39,372	\$ 29,665	\$ 69,037
		\$ 116,508	\$ 52,529	\$ 169,037

Positions Eliminated

Position	Range	Current Salary	Current Benefits	Total
Coordinator Professional Learning & Organizational Effectiveness	Confidential - 8	\$ (88,018)	\$ (39,797)	\$ (127,815)
Director Safety & Risk Management	Management - 18	\$ (117,401)	\$ (47,348)	\$ (164,749)
Employee Relations Officer	Confidential - 9	\$ (97,040)	\$ (41,917)	\$ (138,957)
Coordinator, Diversity & Talent Acquisition	Confidential - 8	\$ (92,650)	\$ (40,885)	\$ (133,535)
Vice Chancellor, Human Resources	Management - 26	\$ (191,240)	\$ (78,270)	\$ (269,510)
		\$ (586,349)	\$ (248,217)	\$ (834,566)

Positions Added

Position	Range	Expected Salary	Expected Benefits	Total
Human Resources Director	Management - 19	\$ 121,450	\$ 53,074	\$ 174,524
Human Resources Manager	Management - 15	\$ 99,924	\$ 43,667	\$ 143,591
Human Resources Supervisor	Management - 10	\$ 78,293	\$ 34,214	\$ 112,507
Human Resources Generalist	Confidential - 3	\$ 64,764	\$ 28,302	\$ 93,066
Human Resources Coordinator	Confidential - 1	\$ 51,144	\$ 22,350	\$ 73,494
Human Resources Coordinator	Confidential - 1	\$ 51,144	\$ 22,350	\$ 73,494
Environmental, Health & Safety Administrator (to be moved)	Management - 12	\$ 86,316	\$ 37,720	\$ 124,036
		\$ 553,035	\$ 241,676	\$ 794,711

Net Savings		\$ (33,314)	\$ (6,541)	\$ (39,855)
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Resolution SP17-02

Professional Qualifications for faculty teaching non-credit courses

From: Executive Committee of the Academic Senate, San Bernardino Valley College

Whereas, non-credit courses are offered on our campus, therefore there is a need to reconfirm the qualifications for faculty teaching non-credit courses.

Whereas, the Memorandum of Understanding dated May 20, 2010 that has expired states that "all contract bargaining unit members teaching non-credit courses as part or all of their teaching load shall be subject to all conditions of this agreement as if the member were teaching credit courses."

Whereas, non-credit faculty have equal load and equal pay to credit faculty. Non-credit faculty should also have minimum qualifications equal to credit faculty

Whereas, San Bernardino Valley College has established a precedent of hiring ESL Non-credit faculty who meet minimum qualifications for teaching credit courses and past HR ESL adjunct job posting have included credit minimum qualifications.

Whereas, San Bernardino Valley College desires to adhere to the current minimum qualifications for credit courses when hiring faculty for non-credit courses.

Resolved, that all faculty teaching non-credit courses as part of their teaching assignment meet the same minimum qualifications of faculty teaching credit courses in that discipline.

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.

SBVC Academic Senate 4/19/17

AB 798 Textbook Affordability Grant

2017-2018 Activity Report Submitted by R. Pires Textbook Affordability Campus Coordinator

AB 798 grant of \$31,000 awarded to the college is under the purview of the Academic Senate. Per the stipulations of the grant proposal submitted spring 2016, a Textbook Affordability Campus Coordinator (TACC) was appointed by the SBVC Academic Senate and the TACC performs the duties set forth in AB 798 with additional responsibilities defined by the SBVC Academic Senate. The term is from 2016-2017 through 2019-2020 (4 years). SBVC is required to submit textbook savings data every year until 2020. The current funds have to be spent by April 2018, and SBVC can apply for additional funding through the rest of the reporting term (funding is not guaranteed as monies left over are not enough to fund all current awardees).

During 2016-2018 per the SBVC Textbook Affordability Plan, the following is a summary of OER activities.

Academic Senate

- Academic Senate supported the creation of a collegial OER Ad Hoc Committee. Committee met in November, February, March and April. The committee approved a charge and includes collegial participation. Agendas, Minutes, and documents can be found at the OER college website.
- Academic Senate sponsored an OER Special Meeting to celebrate Open Education week.

Professional Development

- Spring 2017 Adjunct Orientation Workshop (2 sessions – What is OER and Why Should I Care?)
- Spring 2017 Flex Day Open Lab (OER Hackathon)

Office of Research, Planning, and Institutional Effectiveness

- Fall 2016 Campus Faculty OER Survey (results found at OER website)
- Spring 2017 Student OER Satisfaction Survey (to be proctored in April-May 2017)

Outreach OER Presentations

- Spring 2017 In-Service Faculty Meeting
- Division Presentations - Mathematics, Business & Computer Technology, Counseling Department, Science, Arts & Humanities, and Applied Technology, Transportation & Culinary Arts
- Campus Faculty Chair Meetings
- Meetings with individual faculty to research OER for disciplines
- Associated Student Government

Outreach Informational Materials

- OER College Website – www.valleycollege.edu/oer
- OER College Blog – www.oersbvc.wordpress.com
- OER Twitter – @oersbvc
- OER Newsletters – found at college OER website
- OER Packet (distributed during OER Academic Senate Meeting and Great Teacher's Retreat)
- Strong Workforce Development OER funding proposal suggestions for CTE programs

Basic Skills Committee

- Funded 13 OER Basic Skills Faculty Projects

Textbook Affordability Coordinator Additional Responsibilities

- Participated in monthly TACC statewide web meetings, and member of OER listservs
- Attended OER Student Success Conference (Cerritos College)
- Met and communicated with OER vendors
- Participated in proposal for OER funding through Federal Block grant
- Facilitated the development of the SB 1359 Pilot Form (current implementation to take place April-August)
- Submit Annual OER Report to CSU (AB 798) by June 30th (report will be available at OER website)
- Researched OER websites and policies, and curated OER for disciplines (R. Pires and J. Gilbert)

AB 798 Budget - \$31,000

The AB 798 budget is administrated through the SSHDPE division.

2016-2017

TACC Stipend - \$3100 (Spring 2017)

TACC Stipend - \$3100 (Summer 2017)

OER Website Curation Stipend - \$2000

OER Academic Senate Special Meeting Refreshments - \$350

OER Flex Day Refreshments - \$250

Online Teaching Conference (June 2017) Four Attendees (funding three conference attendees) - \$2200 (approx.)

Total: Approximately 11,000

2017-2018 Budget Expenditures Proposals

TACC Stipend

Curation Stipend and/or OER Handbook

In-Service Speaker

Great Teacher's Retreat – OER/Online

OER Conferences

Student Stipend – RTVF

Professional Development

Other

Future Considerations: How do we institutionalize OER at SBVC, Zero-Textbook Cost Degrees and Certificates, Faculty Handbook OER recommendations, and zero-textbook-cost section collection procedures....

Student OER Satisfaction Survey Draft <https://goo.gl/forms/LwIKFGXIZwIYp5Th2>

<https://wcms.sbccd.org/10/#oucampus/sbccd/sbvc/assets/361/submission>

<https://www.valleycollege.edu/open-education-resources/zero-cost-section-report-form.php>

Zero Cost Section Report Form

[Home](#) / [Open Education Resources](#) / Zero Cost Section Report Form

List your fall 2017 classes and sections in which students will have 100% zero textbook or instructional materials costs. A fall 2017 list of zero-textbook-cost classes will be available to students located at the class schedule area of the college website. Zero cost digital course materials may include open educational resources, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials. *Digital learning platforms that use open educational resources for which students incur costs are not zero cost classes.* Students may incur costs for required instructional supplies such as scientific calculators, lab goggles, Scantrons, and optional instructional materials.

Zero cost materials must still comply with the Americans with Disabilities Act of 1990 and the Copyright Act of 1976. Forward openly licensed digital materials such as a pdf course packet, or open textbook information to the campus bookstore for students who prefer low cost print versions of free digital materials and consider doing the same for inclusion in the library reserve desk collection.

For information about SB-1359 Public Postsecondary Education Zero Cost Course Materials go to: http://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=2015201605B1359

Contact rpries@valleycollege.edu for assistance or go to www.valleycollege.edu/oer.

* Indicates required fields.

_____ Instructor Information _____

Name _____ *

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- [Contact and Request Info](#)

Position of the English Department Concerning the Structure of the Writing Center

In light of the recent administrative positions that have been created, more specifically the Dean of Academic Success and Learning, there has been discussions concerning having this dean oversee many of the tutorial services of the college. One of the tutorial services that may be potentially affected by this new restructuring is the Writing Center.

However, it is the position of the English Department that the Writing Center continue to fall under the purview of the Arts and Humanities Division and remain as a program under the English department. It is also the department's position that the lead instructor of the Writing Center continue to remain as an English Department faculty member in order to preserve the pedagogical integrity of the services that the Writing Center provides.

These matters have been discussed with President Rodriguez in which she has expressed her support of the English Department's position on how the Writing Center should be structured.

The following points provide the rationale as to why the Writing Center should remain under the purview of the Dean of Arts and Humanities as opposed to other administrative leadership on the campus.

Potential Impacts on Student Success and Achievement:

- The Writing Center needs to be under the control of a discipline expert faculty member who understands the pedagogy and theory of composition, grammar and language development. This has a direct impact on how services are rendered. For instance, tutors in the Writing Center must be kept abreast on composition theory and how to best address student issues in terms of writing, grammar, punctuation and formatting. These are skills that are best addressed by a discipline expert.
- Since its inception, the Writing Center has always been integrally linked to the English Department in the way that it was developed and structured. In support, the minimum qualifications for the lead instructor of the Writing Center has to have the following skill sets:
 - Master's degree in English, literature, comparative literature or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent.
 - Experience that indicates a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.
- If the Writing Center is not linked with the English Department, and it is overseen by a non-English Department faculty member, then it has the potential of altering the pedagogy and philosophy of the Writing Center, which is based on instruction and helping students to become self-sufficient writers, and it may change its focus so much so that it becomes a "proof reading" service.
- English faculty use the Writing Center as a vital resource for the academic success of their students. If the pedagogy and instructional philosophy of the Writing Center is diminished, then support of the English Department for the Writing Center may no longer be upheld.

- The Writing Center is not an isolated program but serves students from a number of disciplines across the campus. As of fall 2016, the Writing Center has served over 39 disciplines. Faculty members outside of the humanities, such as those from the sciences, recommend their students to use the services provided by the Writing Center because they understand the value of having their students be tutored by experienced tutors who can guide their students to become more proficient writers.

Organizational Impacts:

- The Writing Center is an instructional program and therefore falls under the Academic Senate's charge of 10+1.
- From an organizational standpoint, the Writing Center is not merely a student support service. It is akin to other programs of the English Department such as Puento, the Arrowhead Newspaper and the Phineas Literary Magazine.
- The lead instructor of the Writing Center is an English faculty member and reports as a faculty member to the Dean of Arts and Humanities. Restructuring the Writing Center to fall under the supervision of another dean (e.g. Dean of Academic Success and Learning) has the potential of creating confusion in terms of who will take responsibility for issues that arise in the Writing Center. From an efficiency and streamlining standpoint, it is logical for the Writing Center to fall under the same purview of the same division dean as its lead instructor as well as the English Department since it is a program under said department.
- Restructuring the Writing Center has the potential of taking the purview of how the center is operated away from the English Department which can have direct impacts on how it serves students.
- Currently, the Writing Center is operating very efficiently with a high Service Area Outcome performance rating. Changing the structure of the Writing Center has the potential of undermining its performance.
- Program review reports for the Writing Center are currently included as a program under the English Department.
- If the Writing Center is combined with other tutoring services (e.g. SI tutoring and/or general tutoring), the apportionment that might have been allocated toward the maintenance and expansion of Writing Center services might be diverted to other services of the college.