

**SBVC ACADEMIC SENATE
Minutes**

AD/SS 207 3:00 PM – DATE: 10.18.17

Topic	Discussion	Action
<p align="center">Call to Order</p>		<p>Called to order at 3:02 p.m.</p>
<p align="center">Approval of Minutes from October 4, 2017</p>		<p>Motion to approve 10/4/17 Minutes 1st: J. Notarangelo 2nd: P. Ferri-Milligan</p> <p>Corrections: Comments: (A. Avelar; 9.20.17 minutes) MESA “A” means “Achievement” and SBCCTA report meeting was October 14 (not November 14).</p> <p>Abstentions: S. Meyers and A. Aguilar- Kitibutr</p>
<p align="center">President’s Verbal/Written Report R. Hamdy</p>	<p>*See attachment to these minutes for a copy of the president’s written report. The president or other senators made additional comments about the following items:</p> <ul style="list-style-type: none"> • Last Board Meeting: <ul style="list-style-type: none"> ○ Constituency groups’ reports were given along with past practices. ○ The resolution that the Senate approved last time [Resolution FA17-01] was read. ○ The recommendations about no sabbaticals for the 2018-2019 academic year were pulled prior to the meeting. This is good news; the Union and Senate worked together to pull that. ○ J. Gilbert was appointed as Interim Executive Director of Research, Planning, and Institutional Effectiveness through June 30, 2018. This leaves a couple of vacancies: He was Ed. Policy chair and Non-Credit Coordinator. <ul style="list-style-type: none"> • Until such a time as new Ed. Policy Chair can be identified, Ed. Policies will be placed at the bottom of our agenda for a first and second reading. Please notify C. Huston if you would like to suggest any policy changes. • Recruitment for a new Non-Credit Coordinator for Spring 	

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<p>President's Verbal/Written Report R. Hamdy</p>	<p>2018 will start in November.</p> <ul style="list-style-type: none"> ○ There is a list of policies and procedures that already had a first read on the back of the President's Written Report. ● Assembly Bill 705 was introduced. The State Academic Senate opposes this bill unless it is amended. ● VPI finalists will address the Academic Senate at our regular meeting on November 29, 2017. ● Assembly Bill 19, signed by Governor Brown, opens up the possibility that California Community Colleges will offer free tuition to all full-time, first-year students regardless of financial need [applause]. Details for implementing the bill and its funding need to be worked out. <p>Upcoming Academic Senate events are listed as well.</p>	
<p>New Business</p>	<p>a. Academic Senate President Nominations Closed (J. Demsky): There was one nominee, so we have one candidate. There was a second nominee, but the person declined. Voting will begin at 4:00 p.m. today, and it will end on October 27, 2018.</p> <ul style="list-style-type: none"> ● A. Jennigns: I didn't realize we had to vote if there was only one candidate. ● J. Demsky: Yes. There is a write-in option. I will send out a link within the hour. You'll have two weeks to vote. <p>b. Financial Aid (E. Nery): Hello, I'm financial aid director. I want to talk about a new grant called the Community College Completion Grant. This grant is specifically designed to encourage students to finish their program(s) in 2 years. It will offer students \$1,500; they can get \$750 for the fall and \$750 for the spring. It is open to all eligible students who can complete the FAFSA application as well as AB 540 students who complete the Dream application. The idea is that the students complete 30 degree-applicable units within the first year, so they can complete 15 units in the fall and 15 units in the spring, and they will qualify for the first year of the Community College Completion Grant. They can also complete 12 units in Fall, 12 units in Spring, and 6 units in Summer to be eligible. They will qualify however they get 30 degree-applicable units in the first year. The grant requirements are specific, so the students need to qualify for either Cal Grant B or Cal Grant C, qualify for the</p>	

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<p>New Business</p>	<p>additional year of the grant to cover an additional year of their program.</p> <p>c. Dual/Concurrent Enrollment (W. Johnson and K. Weiss) C. Huston asked them for an update on our concurrent enrollment program.</p> <ul style="list-style-type: none"> • K Weiss: We currently have 11 concurrent enrollment courses; we scheduled 12, but one cancelled for low enrollment. They are at Carter, Indian Springs, Bloomington, Arroyo Valley, Pacific, San Gorgonio, Colton, Grand Terrace, Rialto, and Eisenhower. • W. Johnson: Those are all high schools in the school districts that feed into SBVCV. San Bernardino School District is obviously the biggest with the largest number of high schools, so we tried to get at least one course at each campus. In terms of courses, they seem to cluster around American Sign Language (ASL). • K. Weiss: Yes, they love ASL. We are really recruiting for ASL faculty. ASL and Art Appreciation have been the most commonly requested courses. For the coming semester, we are starting to get requests for other areas: social science, science, Business Administration, and Student Development. • W. Johnson: We really thought that offering Student Development courses was a good idea. These students can take college success and college readiness courses and that would be a good thing for them to learn how to navigate college. We faced some issues, last year we have an ad hoc committee that is based out of this Senate. It has met. We had some small meetings with individual high schools. We met at Rialto High School, Colton High School, and San Bernardino High School this semester. We met with representatives from those high schools. We faced some communication issues. We are working to strengthen our lines of communication. We are working to strengthen our relationships. • K. Weiss: Let's also remember that we had a turnover with our primary contact person from SBVC when Ricky Shabazz went to San Diego. It took a little time for us to reconnect with 	

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<p>New Business</p>	<p>our points of contact.</p> <ul style="list-style-type: none"> • W. Johnson: That is always a challenge. Communication, trust, and relationship building is always part of the puzzle. It takes some time, but I think we are making some progress. Thanks to our committee members for attending when you can. We really like having and need faculty voices on this committee. <ul style="list-style-type: none"> ○ Rania; When does the committee typically meet if anyone here wants to come in and support that process? ○ W. Johnson: Last year in the planning phase we met every other Monday at 1:00 p.m. We know time and scheduling is always problematic. This semester we are meeting on more of an as-needed basis. We have had smaller meetings and we plan to continue those. We are planning more of a summit-type meeting with the stakeholders- faculty, etc. This is to gain input from all of those involved. We are also planning adjunct orientation. We are planning more of a panel-type discussion for that. ○ K. Weiss: Last year we had 2- one for each flex day. It was awesome to have some of the faculty who teach at high schools share their experiences and concerns. In the fall semester (this semester), we had a session with faculty who are going to the high schools this term. We covered classroom management, mandated reporting, who is your liaison, etc.. We want to build on the trainings with faculty who want to teach in those settings, already do teach in those settings, or who are considering teaching in those settings. <ul style="list-style-type: none"> ▪ K. Melancon: Can you let me know when the meetings are? Because we had some issues. ▪ K. Weiss: Committee meetings or trainings? ▪ K. Melancon: The ones for the curriculum or the concurrent enrollment. Pacific High School invested almost one million dollars in their facility for diesel. We were going to start teaching it this semester. Then the parents came in and shut it down. They didn't want adults in their high schools. 	

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<p>New Business</p>	<ul style="list-style-type: none"> ▪ K. Weiss: We are going to have some more conversations about that in San Bernardino in particular. Our executive leadership team will help with those conversations. ▪ K. Melancon: We redid the schedule and moved it back [to SBVC]. I was just told today that they probably won't do anything until fall 2018. It just kind of shut down. ▪ W. Johnson: Right, if we offer these in this concurrent enrollment model, they have to be open courses if we are going to collect apportionment. ▪ K. Weiss: We had our meeting at San Bernardino High School and some of the counselors there expressed their concern that that they heard that. They stated flat out that they felt it is an irrational fear that some of the parents have had. They need for [SBVC] to communicate with them and provide some of the research that really shows that the adults actually enhance their classes. ▪ K. Melancon: From what we found out that those who complained did not have their students enrolled in the program. ▪ J. Demsky: Who is currently teaching this? ▪ K. Weiss: Our faculty are teaching those students. ▪ J. Demsky: They say they are worried about adults? ▪ K. Weiss: It is not our faculty they are concerned about, they are worried about our "native" students who can take classes at their sites. ▪ W. Johnson: It is a Valley College course. It just happens to be at a high school. ▪ K. Melancon: What I've been doing is we talked with the high schools, and we offered the same course at the same time here on campus. We can't legally tell them where to take the course, but it is where we are at. ▪ K. Weiss: Please come to the next meeting we have. We would like to hear more. 	

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<p>New Business</p>	<ul style="list-style-type: none"> • W. Johnson: A couple other things: there have been some speed bumps in registration of the students, but that happens. There were book issues, but those have happened before. The final thing is: I want to thank A. Avelar and CTA leadership. They signed an MOU with the District and we are following that. I had a request for a course yesterday in Human Services. I contacted the faculty chair and attached the MOU, and I said if you offer this course make sure you follow [the MOU]. • K. Weiss: In terms of next year, we have had 8 courses requested, and we have 6 staffed. We are staffing them as quickly as they can. We asked the high schools to submit their request forms by September 1, 2017, but we are still working on that. • W. Johnson: That is one of the communication pieces we are working on. • K. Weiss: We also let them know that the longer it goes on, the less likely they are to get first or second choices because faculty are getting assignments here or at another campus. The other thing we are working on is to develop 2-year tracking to provide a pathway for students so that they are taking courses from a variety of areas. If they take one course per semester for two years, they will have somewhere between 13 and 16 units that they will have taken, so that they can have close to a semester for close to free. We want them to take courses that will meet their needs. M. Cota is working very closely with them to develop a mini-ed. plan. A 2-year plan would help our department chairs. • W. Johnson: To touch on that, K. Weiss, A. Dale-Carter, and I went to a conference in Ontario a few weeks ago put on the Middle College Consortium and of course Concurrent Enrollment is one focus of that group. The expression that stuck with me was, "Don't practice random acts of concurrent enrollment," in other words, just throwing courses at the wall. It will be more advantageous for students to take specific courses on a specific pathway. That leads to our final point: our goal is to have clear pathways under legislation passed 	

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<p>New Business</p>	<p>called AB 2088. That way we can have a specific pathway, say diesel, that would be a closed section under this legislation. Then that issue of non-high school students being in that class would be eliminated.</p> <ul style="list-style-type: none"> ○ K. Melancon: I hear what you're saying, and I have a lot to say about all that, just not here. You mentioned that books can be a problem. Pacific has no problem with books. They purchased everything. ○ K. Weiss: Most of the high schools are doing that; they are purchasing the books for the kids. The challenge was making sure we had the correct book ordered here and that they can get the invoices for them. We are improving our communications; we are learning. ● D. Fozouni: When are they meeting this semester? ● K. Weiss: Mondays at 1:00 p.m. If you are interested, email either me or W. Johnson and we will make sure you get invited to the next meeting. ● A. Avelar: I have a comment about the MOU: as faculty are going through this process whatever issues come up that a future MOU could address, let either me or S. Lillard know. We want to clean up the language. ● J. Murillo: Do you have plans to reach out to the adult high schools? ● K. Weiss: Do you mean the adult education programs? ● J. Murillo: The adult sites in Colton and Rialto. ● K. Weiss: Those are the adult education programs. Yes, we are working with them also. <p>d. Student Success Center Update (S. Briggs): I am here to talk about the Student Success Center (SSC) and give some updates about where we are and where we are going. For those of you who may not know a lot about the SSC, we are going to go over that. Our focus is to enlist, engage, empower, and encourage every student to succeed. We provide tutorial support for math, chemistry, biology, humanities, and social sciences. English has their own tutorial lab. We also facilitate workshops, group and individual tutoring, resource checkouts, etc. The SSC provides a lot of STEM-specific</p>	

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<p>New Business</p>	<p>resources through our counselors and the science division. The SCC really believes that success is attainable for all of our students.</p> <ul style="list-style-type: none"> • With respect to the history of the SSC, for those of you who were here in 2004-2005 much of the tutoring was in the old chemistry building. Now we have the new Physical Sciences building and the SSC is housed there. During that changeover, we began to include many of the other disciplines as well. At that point in time, we were just emerging into the bigger grant we had. We took the Tutorial Coordinator who was in the Liberal Arts building and moved them to the Physical Sciences building. Around 2013-2014, we had a lot of student contact hours- 42,902 hours. That was at the peak when we had the HSI STEM grant. We also had a lot of support staff- 2 counselors, the director, STEM coordinator, secretary, and project experts. There were about 9 individuals helping support the structure. As time passed, we lost a Tutorial Coordinator, Rose. Then we lost the director. Moving forward, the secretary moved to the Tutorial Coordinator position, but she was really overwhelmed and they moved back to the secretary position. We stabilized around 2016-2017 despite having fewer people to help with the structure. The 2 counselors and P. Gonzales picked up the pieces to help it run. <ul style="list-style-type: none"> ○ J. Notarangelo: You went from a little under 5,000 contact hours for a staff of 9 to over 10,000 contact hours per person for a staff of 3? ○ S. Briggs: Yes, I was trying to make it as plain as I can. • S. Briggs: When we were at our height, notice the unduplicated headcount for that year. Now we are at more than what we had then, but we are operating with fewer staff and faculty. I cannot say enough about those who have been in the SSC for the long haul and who have absorbed so much as the SSC has gone through changes. That doesn't last forever and you cannot overwork people. <ul style="list-style-type: none"> ○ A. Avelar: Just a comment. Two of those individuals are counselors. Their job is to counsel students. They need to 	

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<p>New Business</p>	<p>have their student contact hours.</p> <ul style="list-style-type: none"> • S. Briggs: Right. It is important that as we look at the SSC claiming apportionment and we want them to have high numbers so we can continue to be on general funding. Having said that, to have the SSC run well, to support our students in a manner in which they deserve, and to have the academic expertise that we need, we really need to have a Tutorial Center Coordinator. • Putting all that together from 2013 until now. We had our 9 employees then, and I don't want to discount the help we received from the science faculty and math faculty. We know that it was not intentional that our number of staff went down. We need a Tutorial Center Coordinator who meets the minimum qualifications for a faculty member in an area tutored in the SSC. We are hopeful that we could eventually get that position, or we would ask CSCA to upgrade the standards for the CSCA position. I've been working hard through the collegial process. I worked with both CSCA and CTA because I didn't know which way it would go. The CSCA is called Tutorial Coordinator. We have always had this on the books. We are looking to upgrade this position to reflect the needs of the students serviced in the SSC, not erase it off the books. For the Tutorial Center Coordinator, the position that meets the minimum qualifications for faculty, it was never on the books here at Valley. Crafton has had the Tutorial Center Coordinator and they currently have both the Tutorial Coordinator and Tutorial Center Coordinator. In terms of trying to secure the structure of the SSC and a person who meets those needs, we are asking for the Tutorial Center Coordinator who meets minimum qualifications. I know that in the past this body has supported the SSC, primarily with tutors. We know how important it is to have tutors for our students. We cannot have this volume, we have 60 tutors, without someone who can coordinate the SSC. I did make the request that we hire a Tutorial Center Coordinator. I did not take the Tutorial Coordinator off the books, because one day we may be able to afford both. For 	

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<p>New Business</p>	<p>right now, to claim apportionment and to provide the skill sets for the students, the SSC really needs the Tutorial Center Coordinator who meets the minimum qualifications.</p> <ul style="list-style-type: none"> ○ P. Ferri-Milligan: That one is the faculty position? ○ S. Briggs: Correct. ● S. Briggs: Bringing this up to date, you can see who we have left. Right now, we have 3. This does not include the other faculty who come in to help, but they are not on our payroll. Many of them just come in to help out. Just so you know, at the end of this semester, we will not have the Veterans Coordinator, P. Gonzales. As you know, the veterans are there right when you walk in the door and they are willing to help. We can no longer use them under the Veterans Resource Funding, even though some may remain as tutors under general funds. When we started the Veterans Resource Center in the SSC, we did not have another one on campus. The SSC filled the void at the time. Now, we have a Veterans Center. In terms of the SSC, we will not have that and they will not be able to continue servicing us in this way. Within the last month, I did get a substitute for the secretary position. That position is being flown and I hope to have someone permanent there by the first of the year. My goal is to have a Tutorial Center Coordinator in there by the first of the year as well because the need is so great. Again, my goal is not to bypass any of our collegial processes- I respect them and I see their importance, yet I believe that this is a unique situation and that is why I bring it to this body. I am also putting it in our needs assessment. ○ P. Ferri-Milligan: I was just going to ask about needs assessment. This faculty position is essentially a new position and there are a lot of new positions that we get in program review. This is the perfect time to put it through program review and respect that process and not bypass it. ○ S. Briggs: Yes, absolutely. We are putting it through. ○ P. Ferri-Milligan: The other thing is, you are not going to get it that soon. District is like two months behind anyway 	

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<p>New Business</p>	<p>in hiring. There are ways to accommodate the position as it goes through the process.</p> <ul style="list-style-type: none"> ○ S. Briggs: I am hopeful. I've talked to Human Resources and depending on how fast we can move it through- it is possible. I know they are behind, but it is possible. ○ P. Ferri-Milligan: As Program Review Chair, I would request that it goes through the process and to respect the process. ○ S. Briggs: I respect that. ○ P. Ferri-Milligan: It is a new position. I understand the need for the tutoring and the need to have the best quality we can have. But in looking at it globally in order respect the other positions that are new. ○ S. Briggs: Let me respond to that. I understand all of that and I respect the process. During this program review process, this position is number one on our division's needs assessment list. We not only service math and science, we service other divisions as well. If it were just a matter of hiring a Tutorial Coordinator as-is, that position would not meet the needs of our students nor would it put us in a position of collecting apportionment and general funding. To not look at this as really a critical, emerging need, and I don't even want to say emerging. This has been a need for a long time. I cannot explain why in terms of our process it wasn't put through as a need in the past because I was not a part of that. For my part, at this juncture, we are putting it through that process but we are also asking for some dispensation because the need is so crucial. So it is not only the content expertise, it is the apportionment and making certain that we are viable and that the SSC runs as it needs to run with the funding and quality that is needed. We have rules we need to abide by, but they need to be pliable and flexible enough, I think, to accommodate situations like this. When you think about it, handling over 60 tutors, in addition to workshops, in addition to Supplemental Instruction leaders, to be left to counselors 	

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<p>New Business</p>	<p>and a professional expert is not tenable. I am not here to even make excuses because I don't have those answers. I respect you and your views on program review, but in this circumstance and with these facts I will respectfully disagree.</p> <ul style="list-style-type: none"> ○ P. Ferri-Milligan: And I am going to respectfully disagree because those needs are critical in other areas. Biology thought their need was very critical too and they still haven't gotten a faculty member. ○ A. Avelar: But is it the same numbers? I understand Program Review's purview, but at the end of the day it is a recommendation. ○ P. Ferri-Milligan: At the end of the day it won't hurt. There are other ways to do what you need to do for apportionment and go through the process. We just make recommendations. After the process, if it doesn't come up high, because tutoring came up high in the past. ○ S. Briggs: Tutoring came up high the last few years, but not this. You cannot grow without people managing it. We do have counselors helping with apportionment, but they need to counsel. We have students lining up outside the door sometimes because they are doing too much. We are trying to address that too so they can do the job they were hired for and not the responsibilities of the Tutorial Center Coordinator. So what are the facts? We have no Tutorial Center Coordinator or Tutorial Coordinator. I completed the personnel requisition form. I consulted with CSCA and CTA. The pros include apportionment, academic tutoring structure guidance and more. Cons: it wasn't in the needs assessment before, but this is a unique situation. I am currently working through the collegial process. I am requesting that this body lend its support to hiring the Tutorial Center Coordinator and with that I would like a motion. The SSC appreciates your support. ○ J. Murillo: Comment- The Dean of Academic Services, we are currently in the hiring process. My understanding is 	

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<p>New Business</p>	<p>that this falls under the purview of that position. What I would hope to see is that this goes on program review and most departments are asking for those needs as well to align with you. Then hopefully we will have those needs requested so when the dean comes in they will have that to work with.</p> <ul style="list-style-type: none"> ○ S. Briggs: May I respond to that? I appreciate that, however, at least for us in the SSC, our goal is really to have the coordinator there at the first of the year. Too much goes on at the beginning of the year to have a center with that volume without someone coordinating it and to leave that to two counselors and maybe a project expert is too much. If we look at the numbers that the SSC generates, if we look at the FTES, we generate at least \$175,000 per year. To disrupt that process because we don't have the structure in place would be unfortunate. ○ J. Murillo: Do you think that new dean should be part of that hiring committee. ○ S. Briggs: I think that by us not having that person in place would make it much harder for that dean coming in. It takes an awful lot to manage that SSC. To leave it all to the dean in January does them a disservice. Their plate is full enough. I would hope that we all want that person to succeed. Part of success is having that structure in place so that that person will succeed. ○ President Rodriguez: Thank you for your presentation. I have a list of questions based on what you said. I understand you may not be able to answer all of these based on what you said. This is just food for thought. <ul style="list-style-type: none"> ▪ First off, I think that the numbers from your presentation might be important in your program review to show how the influx of funds that went into your program might affect the numbers with the additional \$100,000 for Supplemental Instruction leaders and tutors. ▪ We also budgeted in case the position goes from Tutorial Coordinator to Tutorial Center Coordinator. 	

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<p>New Business</p>	<ul style="list-style-type: none"> ▪ Kudos on the increase in the number of people using the SSC. I think that is amazing. It's huge. ▪ The other thing, in talking about the position again, in taking it from faculty vs. classified. The process is if we are going to hire this position as a faculty member, we have to put the current classified position on administrative hold and there are certain implications that go along with that. I want to make sure we are respectful of the classified professionals bargaining units- that they are consulted and they understand what the implications of that are. We need something from them. ▪ Do we have any information on best practices or on other institutions in terms of the ideal number of people they have involved in their success centers that are similar to ours? What does that look like? I think that would be helpful. ○ S. Briggs: Yes, in our program review we have included that. Yes, Kristi and I did research about what other centers are doing. We did go to CSCA and CTA, but we did not get it in writing. We will go back. ○ A. Jennings: I was confused about the process, so are we actually voting today about supporting or not? ○ S. Briggs: I'm asking for a vote. ○ A. Jennings: If we vote to support, are we saying it should not go through Program Review? ○ S. Briggs: I'm putting it through Program Review anyway. ○ P. Ferri-Milligan: Can I just give a timeline for Program Review? So, we will have the rankings on the 3rd and on November 17th, last time we got them done within two meetings. We always do faculty, then classified, so we should have the rankings on November 3rd. ○ President Rodriguez: I think there is also the possibility of using an adjunct. ○ S. Briggs: We have used adjuncts, but it doesn't provide the same type of structure. When you have 60 tutors, and you've got so many personalities, not just with tutors, but 	

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<p>New Business</p>	<p>with faculty. It does not work best with an adjunct in there. Right now we have some adjuncts helping with the academic support. It is very difficult for them to be there the whole time, even with two people, to manage what has to be done in the SCC. We have gone through that process, it hasn't worked the best for us.</p> <ul style="list-style-type: none"> ○ President Rodriguez: Does two adjuncts give you more hours than one full-time? ○ S. Briggs: We have two adjuncts now- one opens and one closes, and we have one on Saturday. We do utilize them as best we can. In terms of the providing the structure- who is in, who is out, when do they get paid, who will do this workshop, etc.- it's a challenge. ○ B. Tasaka: Can I second that? Because I've been there. I've been the part-timer trying to fill the full-timer's shoes. There were two of us and it was really difficult. ○ R. Hamdy: S. Briggs is looking for a motion of support. We can make that motion, we can make a different motion, or none at all. It is the will of the Senate. ○ M. Copeland: My understanding is that whatever happens here you will still take it to College Council. ○ S. Briggs: Absolutely. That's part of the collegial process. Because of all these variables: 1. Program Review is important, so it is in our needs assessment and yes it will go through Program Review; 2. We all know that just because it goes through Program Review it may or may not be number 1. Program Review is advisory, and if it didn't come out number 1 I would hope that a decision would be made because it is so crucial. I think that College Council is sensitive to what our body feels. I am hitting all of the key areas because I want transparency. ○ Motion made by P. Ferri-Milligan. 	<p>Motion: Since the Program Review will have its rankings early in November, that we put this on hold and invite S. Briggs after those rankings are published to the campus and readdress the issue then.</p> <p>1st: P. Ferri-Milligan 2nd: A. Aguilar-Kitibutr</p> <p>Discussion:</p> <ul style="list-style-type: none"> • J. Murillo: How is that going to change the outcome? So if we support it now and it goes through

Topic	Discussion	Action
<p data-bbox="149 776 365 808">New Business</p>		<p data-bbox="1478 147 1986 358">Program Review and it doesn't get ranked at the top, is that going to speed along the process? Or if we wait and it doesn't get ranked at the top, does that speed along the process?</p> <ul data-bbox="1434 370 1986 1479" style="list-style-type: none"> <li data-bbox="1434 370 1986 472">• P. Ferri-Milligan: Program Review will go by the documents regardless of what we do. <li data-bbox="1434 483 1986 548">• J. Murillo: Okay so what does our motion of support do? <li data-bbox="1434 560 1986 662">• P. Ferri-Milligan: That's why I'm saying- this way [S. Briggs] has an alternative later on to come back. <li data-bbox="1434 673 1986 706">• S. Briggs: That's part of the issue. <li data-bbox="1434 717 1986 750">• J. Murillo: What's the issue? <li data-bbox="1434 761 1986 1036">• S. Briggs: Just getting it through human resources is the issue now. Right now we are on a short time frame and trying to get it through and them working with me. The longer we push it out, then I may not have it by January and that is really the goal. <li data-bbox="1434 1047 1986 1256">• R. Hamdy: Okay so we have a motion on the floor. Is there someone who would like to second the motion or if someone wants to make another motion that is also an option. <li data-bbox="1434 1268 1986 1333">• A. Aguilar-Kitibutr: I second the motion. <li data-bbox="1434 1344 1986 1479">• S. Briggs: I am just asking for your support. I am till going through Program Review. I am still going through needs assessment

Topic	Discussion	Action
<p data-bbox="149 792 365 824">New Business</p>		<p data-bbox="1478 151 1976 358">because that's what we do. I am asking for dispensation so I can move forward and have this body's support for when I go to College Council so they understand this is an unusual case.</p> <ul data-bbox="1434 370 1990 1505" style="list-style-type: none"> <li data-bbox="1434 370 1976 435">• R. Hamdy: Okay we have a motion and a second, all those in favor? <li data-bbox="1434 446 1990 511">• J. Notarangelo: Wait, if I vote no am I supporting Dr. Briggs? <li data-bbox="1434 522 1948 587">• R. Hamdy: You can also abstain, right? <li data-bbox="1434 599 1976 807">• S. Meyer: S. Briggs, you have a position available currently, right? I know it may not be the position you want or titled the way you want it, but why don't you fill it and deal with this later? <li data-bbox="1434 818 1961 992">• S. Briggs: The Tutorial Coordinator? It's a CSCA position and that position can't claim apportionment. We need to be on general funds. <li data-bbox="1434 1003 1976 1143">• S. Meyer: I understand that, but if you can fill that now then shouldn't you and in the meantime work on this other position? <li data-bbox="1434 1154 1976 1505">• S. Briggs: The minimum qualifications between the two positions are huge. The Tutorial Coordinator has to have a high school diploma. We need somebody who is a content expert to our tutors. Who do they go to for help? Right now it's an adjunct, but that's not stable. Who will run workshops?

Topic	Discussion	Action
<p data-bbox="149 781 365 808">New Business</p>		<ul style="list-style-type: none"> <li data-bbox="1434 152 1982 402">• M. Copeland: the law from a curriculum perspective is they have students who actually register for a class, so the person in there supervising has to have that expertise for them to get the money. <li data-bbox="1434 410 1982 513">• R. Hamdy: Let's vote on the motion. P. Ferri-Milligan, will you quickly repeat it. <li data-bbox="1434 521 1982 771">• P. Ferri-Milligan: That we, for now, honor the Program Review process and at the November Academic Senate meeting if it has not gone through the way Dr. Briggs feels it should, then we readdress it at that point. <li data-bbox="1434 779 1982 846">• Y. Beebe: Can we offer a second motion? <li data-bbox="1434 854 1982 920">• R. Hamdy: You can amend the motion. <li data-bbox="1434 928 1982 1070">• Y. Beebe: That we support Stephanie Briggs, but with the condition that it go through Program Review? <li data-bbox="1434 1078 1982 1255">• R. Hamdy: Is that amendment fine? So the amended motion is that we do support this position, but that we would like to see the position first go through Program Review? <li data-bbox="1434 1263 1982 1330">• J. Murillo: No, in addition to, go through Program Review. <li data-bbox="1434 1338 1982 1440">• R. Hamdy: Okay, that it also go through Program Review. Do you second that, A. Aguilar-Kitibutr? <li data-bbox="1434 1448 1982 1481">• A. Aguilar-Kitibutr: Yes, as

Topic	Discussion	Action
<p data-bbox="149 797 365 824">New Business</p>		<p data-bbox="1480 151 1625 178">amended.</p> <ul data-bbox="1434 188 1990 1513" style="list-style-type: none"> <li data-bbox="1434 188 1969 256">• A. Avelar: Can we hear the motion again? <li data-bbox="1434 266 1913 367">• Y. Beebe: That we support Dr. Briggs' request, but it still go through Program Review? <li data-bbox="1434 376 1980 548">• S. Briggs: So does that mean that you're supporting it in that I'm still moving it through Program Review, but I can move forward with the position and fly it? <li data-bbox="1434 558 1980 773">• D. Rodriguez: Can I offer a piece of clarification? If this group approves to support S. Briggs 100%, then that's the will of the group, but it does not automatically mean that the position will fly. <li data-bbox="1434 782 1961 850">• Y. Beebe: We are just lending our support. <li data-bbox="1434 860 1980 1211">• T. Vasquez: The two motions on the floor are different. One motion is to go through Program Review and have S. Briggs come back and to reevaluate the information and lay it out again, I think that is what you said, P. Ferri-Milligan. But, then what Y. Beebe is saying is that you move forward regardless. That is a different motion. <ul data-bbox="1480 1221 1934 1321" style="list-style-type: none"> <li data-bbox="1480 1221 1934 1321">○ Ailsa: Then I second the first motion [made by P. Ferri-Milligan]. <li data-bbox="1434 1331 1990 1471">• R. Hamdy: Or we can choose to not motion at all. We can come back and further discuss it at the next meeting. <li data-bbox="1434 1481 1980 1513">• T. Vasquez: We should vote on the

Topic	Discussion	Action
		<p>first motion.</p> <ul style="list-style-type: none"> • R. Hamdy: We have to vote on the first motion then. Ok. We won't make [P. Ferri-Milligan] say it again. One would have to fail and someone would have to make another motion. Let's take a vote on the first motion. • Request to read the motion back because there was confusion: <ul style="list-style-type: none"> ○ R. Hamdy: You guys can vote no and we can make another motion if need be. ○ B. Tasaka: The initial motion by P. Ferri-Milligan was that for now we honor the Program Review process and at the November Academic Senate meeting and if it did not go through the way that Dr. Briggs feels it should, then we readdress it at that point. ○ R. Hamdy: So basically P. Ferri-Milligan is saying let's see what happens at Program Review and then we talk about it again at the November meeting depending on the outcome of Program Review. ○ B. Tasaka: So who is in favor of that motion? ○ T. Vasquez: This faculty position will bump out any other faculty positions? ○ R. Hamdy: That's not what this is saying. We have no control over Program Review, this is

Topic	Discussion	Action
<p>New Business</p>		<p>just a motion of support.</p> <ul style="list-style-type: none"> ○ P. Ferri-Milligan: Because it's new faculty... ○ J. Murillo: It's a growth position, right? So it will bump out any other growth positions? ○ M. Copeland: No, this motion doesn't bump anything. It is just saying that we support [S. Briggs] trying to get it. It doesn't mean she is going to get it. ○ R. Hamdy: We are saying let Program Review do their job. That's all we are saying. We can readdress it later. ○ K. Weiss: If there is room for one growth position for faculty, you all are saying no matter what program review ranks as number 1 this is the priority. That's what I understand the request is. ○ P. Ferri-Milligan: The motion or the request? ○ K. Weiss: The request. The motion is to let it go through the process and then come back. ○ R. Hamdy: And then we go through other options at that point. That's what the motion is saying. <p>M. Copeland: I don't think that is what the motion is saying. I think it is saying we agree S. Briggs has a really urgent position and we support her trying to do whatever she needs</p>

Topic	Discussion	Action
<p>New Business</p>	<p>e. Program Review: Emerging Needs (P. Ferri-Milligan):</p> <ul style="list-style-type: none"> • This will be quick. We are having a workshop on Friday 9:30 – 11 if you need help with needs assessment. • They're due Monday at noon. You can send them to me or K. Weiss, or both of us. We used to have it at midnight, but then I had to stay up until midnight. • We developed a new process that will accommodate emerging needs. The Program Review committee is still vetting this process, so it isn't set in stone. It is a process that will accommodate emerging needs (non-emergencies). Emergencies are taken care of. The definition of these can change still. The process accommodates emerging needs outside of the needs assessment cycle. These are needs 	<p>to do to get that forward. I'm not saying that because they support that, they are saying they disagree that if Program Review rates something else higher, it's not that the motion says that is not important as well.</p> <ul style="list-style-type: none"> ○ P. Ferri-Milligan: Let's vote on the first motion. ○ R. Hamdy: Show of hands please. • In favor of the motion: D. Burns-Peters, T. Vasquez, A. Jennings, S. Meyer, K. Melancon, P. Ferri-Milligan, D. Fozouni, and A. Aguilar-Kitibutr. • Opposed: A. Avelar, J. Murillo, B. Tasaka • Abstentions: Y. Beebe, M. Copeland, J. Demsky, C. Jones, P. Jones, K. Kafela, M. Slusser, M. Worsley <p>Motion passed.</p>

Topic	Discussion	Action
	<p>that, if not met, hinder the ability of a program to function effectively and grant opportunities. We don't have a process like this right now. The rationale fits within the Program Review process, it links with the purpose. We are trying to figure out the timeline. So, if you are trying to get a grant through. The Program Review represents a global view across campus. It still goes as a recommendation to the President. We are looking so that we can see what is going on around campus, we can see how everything fits. Trying to accommodate with what is going on. You know, seeing that things are going through strategic initiatives. If you look at this, it is not set. We are figuring this out. The first time we do this process, we don't even have forms yet; the first time we get this out and try it, we will see if it works.</p>	
<p>Old Business</p>	<p>a. Campus Committees (R. Hamdy):</p> <ul style="list-style-type: none"> • Last time we met we were approving the structure of the current campus committees. There were a few we did not approve because C. Huston needed to go out and check on a few things to bring feedback to the Senate. She is looking for a motion to approve because we left these open, scholarship committee and campus life committee, but that each of those committees have only two faculty per division. There was a lot of discussion. It seemed like the senators were going that route last time, but we did not vote that this was what we wanted to approve. • Let's get a motion to approve that the scholarship committee and the campus life committee stay in tact but that those committees are limited to two faculty per division. Can I get a motion for that? <ul style="list-style-type: none"> ○ M. Copeland: Not per division, for the whole campus. ○ R. Hamdy: Two faculty total? Oh I see. ○ Y. Beebe: That is very low faculty representation. ○ M. Copeland: They are low attended. ○ R. Hamdy: my notes from C. Huston say two per division. ○ President Rodriguez: I think the minutes say two total. ○ R. Hamdy: I remember that Ray said he only needs two or three total. I am thinking about it if we have two per 	

Topic	Discussion	Action
<p>Old Business</p>	<p>division, that's too many. Here is what I recommend: We can table it for the next meeting so we can get some clarification. Can I get a motion?</p> <ul style="list-style-type: none"> ○ P. Ferri-Milligan: I spoke to J. Lamore about this and he was very upset by the low number of faculty. ○ D. Fozouni: In fact J. Lamore provided me some reasons for why there should be at least one faculty per division. ○ R. Hamdy: Okay so let's invite J. Lamore to the next meeting. Can I get a motion? 	<p>Motion to table this for the next meeting. 1st: D. Fozouni 2nd: S. Meyer Approved unanimously</p>
<p>College President's Report D. Rodriguez</p>	<ul style="list-style-type: none"> • Wants to thank Program Review first off for putting together a process to review these things that pop up. She appreciates us taking the time to do this. • Some of the things we have been dealing with- working with Human Resources to put together the various hiring committees; we have a lot going on as deans/managers will tell you. Thank you to the faculty who are serving on those committees. I know they take a great deal of time. • We are talking to some of the vice presidents to remove some of the barriers to concurrent enrollment. We want to see how we can move the process forward with minimal disruption to students and faculty working in the program. • We are also continuing to work on the process for the workforce readiness certificate. There are always bumps, but we are working through those. She is proud/happy/hopeful that one cohort of students completed the program and will earn their certificate. We still have work to do, but with at least what we have right now we can show our successes and move forward. • Other hiring processes you may not hear as much about are for a new police sergeant, new officers, and new chief of police. Many folks at this college have been involved. She is currently sitting on the hiring committee for the chief and we have some outstanding candidates, so cross your fingers that we get a good one. The nice thing about that committee is that we have two retired chiefs who were just outstanding in their jobs and who were highly regarded by the community who are sitting on the committee and helping us. 	

Topic	Discussion	Action
<p align="center">College President's Report D. Rodriguez</p>	<ul style="list-style-type: none"> • We got the results of the Title V grant and unfortunately we were not selected. On the positive side, the readers gave us a lot of input so it is clear that they read it. We have a very good document should we want to reapply for Title V or use that information for future grants. • I see all of you are involved in a ton of meetings and community events. • Questions? <ul style="list-style-type: none"> ○ P. Ferri Milligan: Do we have the grant writer? ○ D. Rodriguez: We do. I believe it went to the last Board Meeting and they should be there the first week of November. ○ K. Weiss: Can we invite that person to come to Program Review? ○ President Rodriguez: I think that is a good idea. It will suit them well to see what all the needs of the campus are. It will give a global perspective and heighten their awareness of what grants to look for and pay attention to. 	
Committees		
a. Ed. Policy	No report	
b. Personnel Policy J. Notarangelo	<ul style="list-style-type: none"> • One of our charges was to go back and look at advancement of rank. I interviewed J. Lamore and I'll be talking to our committee, then I will bring back what we discussed. 	
c. Student Services A. Aguilar-Kitibutr	<ul style="list-style-type: none"> • Regarding the charge given us about the recommendation for 50% time allocation for the counselor for study abroad. There was a first meeting. Attendees were R. Hamdy, L. Gomez, P. David, M. Cota, and myself as the faculty chair.. There will be another meeting whereby R. Hamdy and L. Gomez will be presenting something about the objectives of the program over the next three years. The other part was that the vision and goals would need to include something to the effect that there will be some kind of initiatives within our college so faculty who want to do their own study abroad would be encouraged and have some kind of structure set up. There will be some kind of revitalized recruitment and heightened collaboration with the 	

	study abroad entities. Those in the student services committee will come together again and the dean will have a meeting with the senate. Then we will bring our report back to the Senate.	
d. Career/Tech S. Meyer	No report	
e. Equity/Diversity	No report	
f. Elections J. Demsky	No report	
g. Curriculum M. Copeland	<ul style="list-style-type: none"> We have hundreds of courses, literally, in our review process, so be patient if you are waiting for something to come through. Be flexible if you get an email saying your course is up for review. She is getting replies of when people want specific schedules and it is getting difficult to organize. Remember that you can send a representative if you cannot make the technical review. With that said if you are thinking of doing new courses, please meet with either me or the articulation officer or both. We have many new courses that fall into CurricUNET and then they make their way through the process and go through all these approvals and they may even make it to tech review, but they should not have gone that far because they need a lot of work. It puts a lot of work on our end. Meeting with people before you get that process started will save work in the long run. 	
h. Program Review P. Ferri-Milligan	No report	
i. Accreditation & SLOs C. Huston	No report	
j. Professional Development R. Hamdy	<ul style="list-style-type: none"> Come to fitness Fridays. It is awesome. Please join us every Friday in Gym 214. 	
Topic	Discussion	Action
Additional Reports		
a. SBCCD-CTA A Avelar	<ul style="list-style-type: none"> We have two meetings on Friday. <ul style="list-style-type: none"> The first is from 10-12 at the union office give updates or to answer questions to anyone on the negotiations team. She did not get a lot of replies from the email. That means there will be a large number of topics to cover. If they don't get 	

	<p>help with research the it will go to the backburner. They will only move forward with topics where they do have help with the research.</p> <ul style="list-style-type: none"> ○ The other meeting is afterwards, starting around 1:00, and it is an envelope stuffing party. They need to send the membership cards in the mail. We need to actually put the cards in envelopes and put them in the mail. It is helpful if they can get more people involved. The more people involved will make the union stronger. <ul style="list-style-type: none"> ▪ A. Jennings: Can we go after yoga? ▪ R. Hamdy: Yoga ends at 12:15 so it will be after. ▪ A. Avelar: Friday 10 – 12 is the negotiation meetings and negotiation research. Afterwards, at 1:00, there will be an envelope party. The address is 1997 E. Marshall Blvd in San Bernardino at the union office. 	
b. District Assembly C. Huston	No report	
8. Announcements	None	
9. Public Comments	None	
10. Adjournment		4:29 p.m.

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

1. Call to Order: Roll Call (sign in)		3:00 pm
2. Approval of Minutes from 10/4/17		
3. Senate President's Verbal and Written Report		3:05
4. New Business		
a. Academic Senate President Nominations Closed	J. Demsky	3:15
b. Financial Aid	E. Nery	3:20
c. Dual/Concurrent Enrollment	W. Johnson	3:25
d. Student Success Center Update	S. Briggs	3:30
e. Program Review: Emerging Needs	P. Ferri-Milligan	3:40
5. Old Business		
a. Campus Committees		3:50
6. College President's Report	D. Rodriguez	4:05 pm
7. Committees		4:15 pm
a. Ed. Policy		
b. Personnel Policy	J. Notarangelo	
c. Student Services	A. Aguilar-Kitibutr	
d. Career/Tech	S. Meyer	
e. Equity/Diversity		
f. Elections	J. Demsky	
g. Curriculum	M. Copeland	
h. Program Review	P. Ferri-Milligan	
i. Accreditation & SLOs	C. Huston	
j. Professional Development	R. Hamdy	
8. Additional Reports		
a. SBCCD-CTA	A. Avelar	
b. District Assembly	C. Huston	
9. Announcements		4:25 pm
10. Public Comments		
11. Adjournment		4:30 pm

Policies & Procedures for 1st Read

BP 3226 Awards
BP 5075 Course Adds, Drops, and Withdrawals
AP 7100 Commitment to Diversity
BP 7100 Commitment to Diversity
BP 7120 Recruitment and Hiring
BP 7130 Compensation
AP 7213 Part Time Faculty: Benefits
AP 7240 Confidential Employees
AP 7365 Discipline and Dismissal - Classified Employees
AP 7385 Salary Deductions

Policies & Procedures for 1st Read (Academic & Professional)

AP 4060 Delineation of Functions Agreements
BP 4060 Delineation of Functions Agreements
AP 4070 Course Auditing and Auditing Fees
BP 4070 Course Auditing and Auditing Fees
AP 4101 Independent Study
BP 4101 Independent Study
AP 4102 Career and Technical Education Programs
BP 4102 Career and Technical Education Programs
AP 4103 Work Experience
AP 4110 Honorary Degrees
AP 4227 Repeatable Courses
AP 4228 Course Repetition - Significant Lapse of Time
AP 4229 Course Repetition - Variable Units
AP 4240 Academic Renewal
BP 4103 Work Experience
BP 4110 Honorary Degrees
BP 4240 Academic Renewal
AP 5040 Student Records, Directory Information, and Privacy
AP 5150 Extended Opportunity Programs and Services
BP 5040 Student Records, Directory Information, and Privacy
BP 5150 Extended Opportunity Programs and Services

Academic Senate Sign-In Sheet October 4, 2017

	SENATOR	INITIAL
A	Aguilar-Kitibutr, Ailsa	<i>AK</i>
	Avelar, Amy	<i>AA</i>
B	Barnett, Kellie	
	Beebe, Yvonne	<i>YB</i>
	Burnham, Lorrie	
	Burns-Peters, Davena	<i>BP</i>
C	Calderon, Colleen	<i>CC</i>
	Copeland, Mary	<i>MC</i>
D	Demsky, Jeffrey	<i>JD</i>
F	Ferri-Milligan, Paula	<i>PF</i>
	Fozouni, Daihim	<i>DF</i>
G	Gilbert, Jeremiah	
H	Huston, Celia	
J	Jennings, Amy	<i>JA</i>
	Jones, Carol [Soha Sobhanian, proxy]	<i>CS</i>
	Jones, EJ	
	Jones, Patricia	<i>PJ</i>
K	Kafela, Kathy	<i>KK</i>
L	Lopez, Leonard	
M	Massad, Sana	
	Melancon, Kenny	
	Mestas, Marie	
	Meyer, Stacy	<i>SM</i>
	Moeung, Botra	

N	Murillo, Joan	<i>MJ</i>
	Notarangelo, Joseph	
R	Rosales, David	
S	Slusser, Michael	<i>MS</i>
	Smith, David	
T	Tasaka, Bethany	<i>BT</i>
V	Vasquez, Mary Lou	
	Vasquez, Tatiana	<i>T.V.</i>
W	Worsley, Margaret	<i>MW</i>

FREQUENT VISITORS	
Briggs, Stephanie	<i>SB</i>
Hamdy, Rania	
Rodriguez, Diana	<i>RD</i>
Smith, James	
Thayer, Scott	<i>ST</i>
Weiss, Kay	<i>KW</i>

VISITORS (Print Name)	INITIAL
Wallace Johnson	<i>WJ</i>
Ernesto Nery	<i>EN</i>
Ron Hastings	<i>RH</i>

See back if more sign-in space is needed

SBVC Academic Senate President's Report 10/18/2017

@ the 10/12/2017 Board Meeting: Constituency groups reports were given according to past practice. Resolution Fall 17.01 was read to the Board. The agenda items recommending no sabbaticals for the 2018-2019 academic year was pulled prior to the meeting. Jeremiah Gilbert was approved as the Interim Executive Director of Research, Planning and Institutional Effectiveness through June 30, 2018.

Ed Policy: Until such time as a new Ed Policy chair can be identified Ed Policies will be placed at the bottom of our agenda for first and second readings. Please review the Ed Policies and notify me if you'd like to suggest any policy changes. Board Policies and Administrative Procedures can be found on the District website at [http://www.sbccd.org/Board of Trustees/Policies , -a-, Procedures](http://www.sbccd.org/Board_of_Trustees/Policies,-a-,Procedures)

Non-Credit Coordinator: Recruitment for a new Non-Credit Coordinator for Spring 2018 will start in November.

AB 705 (Irwin), as of 05/30/17 ASCCC Position: Oppose Unless Amended: The current language of AB 705 seriously limits the ability of the colleges to recognize and respond to the needs of the diverse student populations we serve. The selection of appropriate multiple measures is dependent on the circumstance and life experience of each student. AB 705 limits the ability of colleges to select the most appropriate measures to best reflect the needs of the individual student by subjecting all students to the same measures.

VPI Search: VPI finalists will address the Academic Senate at our November 29, 2017 meeting.

Assembly Bill 19: Signed by Gov. Brown. AB 19 opens up the possibility that California's community colleges will offer free tuition to all full-time first-year students, regardless of financial need. Details for implementing the bill, as well how it will be funded, still need to be worked out by the Legislature.

Upcoming Academic Senate of California Community College Events

All events are free. Registration Information is at <http://www.asccc.org/calendar/list/events>

- 10/21/17 CTE Regional Meeting, South INTECH Center at Chaffey College (Fontana).
- 10/28/17 Civil Discourse & Equity Regional Meeting South, Fullerton College
- 11/18/17 Fall Curriculum Regional Meeting South, Long Beach City College

Save the Date

2017 Fall Plenary, Nov 2-4, 2017, Irvine: Mary
Accreditation Institute, February 23-24, 2018, Garden Grove
2018 Spring Plenary, April 12-14, 2018, San Mateo
CTE Institute, May 4-5, 2018, Southern California
Faculty Leadership Institute, June 14-16, 2018
Curriculum Institutes, July 11-14, 2018 Southern California

Current Resolutions @ Fall Plenary

http://asccc.org/sites/default/files/F17Resolutions_AreaMtgs.docx

- *1.01 F17 Emeritus Status for Paul Setziol
- *3.01 F17 Support for DACA Students
- *4.01 F17 Support Students Transferring to UC, CSU, and Private and Out-of-State Institutions
- *7.01 F17 Creating Guidelines for Veteran Resource Centers
- *7.02 F17 Identify and Remove Barriers to Offering Noncredit Distance Education Courses
- *9.01 F17 College Autonomy and Faculty Purview for Determining Meta Majors or Areas of Focus
- *10.01 F17 Revise the Minimum Qualifications for Credit Apprenticeship Faculty
- *10.02 F17 Dialog and Collaboration on Apprenticeship Faculty Minimum Qualifications
- *13.01 F17 Recognition of Course Sections with Low-Cost Text Options
- *14.01 F17 Allow Students to Repeat Substandard Grades at Other Regionally Accredited Institutions
- *15.01 F17 Aligning Transfer Pathways for the California State University and University of California Systems
- *17.01 F17 Faculty Involvement in Scheduling of Courses
- *17.02 F17 Local Academic Senate Role in Developing and Implementing Guided Pathways Frameworks
- *17.03 F17 Application of Faculty Policies to Apprenticeship Instructors
- *17.04 F17 Local Senate Purview Over Placement of Apprenticeship Courses Within Disciplines

Program Review Committee
Review of Emerging Needs Requests Outside of the Needs Assessment Cycle

The process accommodates emerging needs outside of the needs assessment cycle. These include needs that, if not met, hinder the ability of an existing program to function effectively and grant opportunities.

Rationale for Addition to Process: The Program Review Committee is revising its process to include the review of emergent requests outside of the needs assessment cycle. Since the regular programmatic needs assessment of instructional and service area programs occurs only in the fall semester, the Program Review Committee has developed a process that will incorporate emergent needs throughout the year.

Link to Program Review Purpose: This process conforms to the Program Review purposes, which include: providing a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals; aiding in short-range planning and decision-making; improving performance, services, and programs; contributing to long-range planning; contributing information and recommendations to other college processes, as appropriate; serving as the campus' conduit for decision-making by forwarding information to appropriate committees.

Types of Requests:

- Grants
- Emergent needs to general budgets (not emergency)

Review of Requests:

- Program Review Committee/Program Review Sub-Committee

Timeline to Review Requests:

- Two-weeks for general requests
- Less than two-weeks for time sensitive requests (ex: grant application)

Process:

- Submit requests to Program Review Committee Co-Chairs
- When feasible, the Program Review Committee will review requests. For time-sensitive requests, a sub-committee will be called.
- Report results to Academic Senate as informational items.
- Report results to College Council as recommendations.

Form:

- Limited to 3 pages (Grant requests will be asked to submit the grant application/draft of grant proposal.)
- Information for needs assessment form (will accommodate both grant requests (categorical) and emergent needs (general funds):

What is needed?
What is the cost?
What specific college need is being addressed by this request? (demonstrate the need through data analysis)
Why is it not feasible to submit the request through the needs assessment cycle?
What would be the consequences of waiting for the new Program Review Needs Assessment Cycle?
How does this needs request support the College Mission and the Strategic Plan?
What is your plan for institutionalization?