

SBVC Academic Senate

Meeting Minutes

January 15, 2020

AD/SS 207 3:00 – 4:30 P.M.

Topic	Discussion	Action
1. Call to Order and Roll Call	<ul style="list-style-type: none"> Meeting called to order at 3:04 p.m. by C. Huston [President] Roll call via sign-in sheet [see attachment: AS Documents, Sign-in Sheet]. 	
2. Public Comments	<ul style="list-style-type: none"> None. 	
3. Senate President's Report C. Huston	<ul style="list-style-type: none"> [see attachment: AS Documents, AS President's Report] At the December 12th Board meeting, Chancellor Baron announced his retirement, and J. Torres is the Interim Chancellor. The Board of Trustees is planning to hire a new Chancellor this semester. They are planning to be inclusive and having participation from constituencies in all locations. I was at adjunct orientation during the last Board Meeting, so A. Avelar spoke and urged them to have a public forum before the semester is over. Other changes around campus: <ul style="list-style-type: none"> L. Hector is dean over Arts. P. Quach is doing double duty over ACAD and Tech C. Jones and J. Lamore are co-chairs of Program Review B. Tasaka has .2 to clean up our webpage and Senate files. A. Alvear is our President-elect. EDCT and PCT concerns: I emailed J. Torres and R. Gallope to outline my concerns. They responded that they will meet with either a small group of us or the entire senate to discuss how to serve our community in the best possible way. D. Humble talked to EDCT director of workforce development about the ED To Go and the overlap with our programs, including programs in such length of time that they could've completed a 3.0 unit class in that time. Those are still on our radar. Accreditation- the review of the first draft of the ISER is underway. We'll work through the standards this semester, in a way where you look at it and report back. Please encourage people to visit forums, we've had very poor attendance so far. Encourage students to attend as well. We have 3 forums coming up (Standards II.B and C). We had a date set for January 30th, but we had to change the dates because it covers Tutoring Services and Library and many will be at a training that day. They approved 3 sabbaticals for SBVC. Please congratulate them and ask them about their sabbaticals. <ul style="list-style-type: none"> J. Lamore in fall EJ Jones in spring C. Huston in spring 2021: It's being written around program review and assessing our program review process, especially 	

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3. Senate President's Report, continued C. Huston	developing our needs assessment list and funding for that list. <ul style="list-style-type: none"> • Save-the-dates 	
4. Committee Reports	<p>a. Ed. Policy [J. Bjerke]</p> <ul style="list-style-type: none"> • No report. <p>b. Personnel Policy [J. Notarangelo]</p> <ul style="list-style-type: none"> • J. Notarangelo passed information on what the committee worked on for Advancement in Rank over to Crafton. When I talked to their president last week he thought they will pass it. If we get that started right away, we can run our advancement in rank this semester under the new process. <p>c. Student Services [A. Aguilar-Kitibutr]</p> <ul style="list-style-type: none"> • No report. <p>d. CTE [J. Milligan]</p> <ul style="list-style-type: none"> • On a positive note, a lot of the CTE programs are running noncredit classes for the first time and they seem to be filling well. Conversations on new building are slow because of the break. We were told that the welding inspection lab that was previously in the building is not going to be in the new building. So, they are downsizing us further. There are concerns about the timing of those. We made a proposal to the executive team. We're waiting for a document. They want those safety concerns written down, like OESHA requirements. We're waiting on the PDF sketch of the building plans still. Not much happened over break. The President did express that she wants the Welding program to grow so we will explore that. • A lot of our CTE programs are experiencing growth. <p>e. EEO [R. Hamdy]</p> <ul style="list-style-type: none"> • We had a meeting scheduled in December and it was the same day that CHC had a power outage, so they cancelled it. There's another one scheduled in January • I'm working with them on a job fair, HR is doing most of it, but we want to keep the faculty diversification conversation going. We did a workshop with HR at adjunct orientation about how to get a full-time job. <p>f. Professional Development [R. Hamdy]</p> <ul style="list-style-type: none"> • There's a lot going on. Our committee doesn't meet until February. If you have any conference requests, please send them to us. I've been busy we had a great opening day and adjunct orientation. I know you've seen my emails. If there's anything workshop related or pd related reach out to me. • And flex time- please don't forget to submit that. The committee is checking. I know they did a lot over winter break. We have a lot of faculty to get through, so please know we're checking even if it doesn't get approved right away. <ul style="list-style-type: none"> ○ D. Burns-Peters: Are you able to speak to what the training at the end of the month is about? ○ R. Hamdy: Yes, so not everyone got invited, we only have 100 seats. I'm working with HR; it's under the umbrella of the District. There's a Leading at the Speed of Trust training program by Steven Covey. We were able to negotiate a really good price for it. They're a huge company and they do all sorts of trainings. A trainer coming out, we split everyone into groups. If you got an invite to that that's awesome; if you didn't, I apologize, but this is our first rollout. 	

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<p>4. Committee Reports, continued</p>	<p>We're hoping to get everyone trained. We need anyone who's a leader. The list was really picked based on your position (classified leaders, faculty leaders, faculty chairs, managers, etc.) and those up-and-coming leaders who are taking on roles. I've been through this training and it was really amazing.</p> <p>g. Elections [D. Burns-Peters]</p> <ul style="list-style-type: none"> • There's a lot going on. The most immediate were to try to fill some of the vacancies we have in senators seats this semester lingering from fall. We were able to successfully fill one. I'd like all of us to welcome L. Cuny [applause]. We also have K. Barnett filling in a spot, but she won't start until the fall. We are almost at capacity, so if you have a spot vacant, I'll be sending a reminder email. Remind our faculty that our voice isn't being heard as strongly if they aren't represented. Thank you, A. Pave for your hard work in your division. • The other thing is committee selections. We were asking for these to be done by the end of the month. This will allow the elections committee and C. Huston to confirm them in time for us to get schedules done for fall. I'll be sending a reminder email for those who have vacancies coming up in the fall. • In the next couple of Senate meetings, we will do a call for VP and call for Secretary. • Also start thinking about your outstanding professors for the year; it's early but start thinking about nominees. Don't forget we're going to do an adjunct faculty member for this year to include them in the Spotlight Awards. <p>h. Curriculum [M. Copeland]</p> <ul style="list-style-type: none"> • No report. <p>i. Program Review [C. Jones]</p> <ul style="list-style-type: none"> • We're going to have our first meeting this Friday. Hopefully by the end of this month we'll send out the efficacy forms. I'll send a general email to everyone about upcoming workshops. • R. Hamdy just send an email about the SLO Disaggregation workshop. I'll send the email to everyone so you can see if you're up for efficacy. One of the biggest things is we now want you to disaggregate your SLO data for Program Review. Whether or not you have to do efficacy, they're on Monday, January, 27, from 2 - 4:30 in LA-208, and Tuesday, February 11, from 12 – 1:30 p.m. in LA-208. I'll send an email as well tonight or tomorrow. We'll have additional help for the document itself on February 21 and March 6, both from 9:30 – 11 a.m. in B-204. <p>j. Accreditation & SLOs [C. Huston]</p> <ul style="list-style-type: none"> • The committee meets next week. • I mentioned forums earlier and it's on the agenda later. 	
<p>5. Additional Reports</p>	<p>a. SBCCD-CTA [K. Lawler]</p> <ul style="list-style-type: none"> • Elections are coming up in March. You'll be getting emails from me in the coming months about elections because I'm the elections chair. • Executive Board meeting: We moved and voted on having two meetings per month. One will be here and the other will be at CHC. Emails will go out as well so you can attend if you want. They'll be held on Fridays here on campus. • Negotiations: That's S. Lillard's area, but we talked about Article 13 (lecture/lab parity) we'll probably have a proposal going out to the District this spring on that, and a counter-proposal on Article 16 (evaluations). • The president position will be up for election, so will both VPs at both CHC and SBVC, and treasurer, and secretary. If any of you want to run, I urge you to. 	

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5. Additional Reports , continued	<p>b. District Assembly [B. Tasaka]</p> <ul style="list-style-type: none"> We haven't met yet. <p>c. Guided Pathways [T. Simpson]</p> <ul style="list-style-type: none"> We're scheduled to meet tomorrow for this first time this semester. Tomorrow we're going to host Chancellors' Office Guided Pathways Retreat. On the 30th of this month, we're hosting the ASCCC Guided Pathways taskforce meeting. We're still working on the mapping so we can get it to the website design team. Hopefully get it up by the fall. <ul style="list-style-type: none"> C. Huston: The thing that showed up on my calendar that says tomorrow, is that the one you're talking about? R. Hamdy: I got one too. I think someone else did it by accident. T. Simpson: Yes, I realized someone else sent out the calendar invitation and I contacted them to let them know. The 28th is the first meeting. 	
6. Consent Agenda	<p>a. Minutes</p> <ul style="list-style-type: none"> I forgot to re-send out the agenda with the minutes, so we'll hold off until the next agenda. 	
7. Old Business	<p>a. Campus Committees [C. Huston]</p> <ul style="list-style-type: none"> There was some confusion. Some of the committees list went without Guided Pathways being included. We also found out after the fact that some meetings changed their official meeting times and that was not reflected on the list. Committee chairs, can you let me know when the meeting times are? Are there any questions? We have the best practices, FAQs, how is it going? <ul style="list-style-type: none"> D. Burns-Peters: I would say in our division, we have about half. A. Pave: I have almost everybody except maybe three or four of them. I had maybe four faculty members say they want to be on the Budget Committee. C. Huston: It says on the list that the Budget Committee's membership is limited. Our elections committee will reconcile those issues so it's not just one person making the decision. T. Allen: I can't remember, was there a term limit for being on any one committee? C. Huston: We talked about it, but we didn't implement that change. I don't think we implemented any change at all. <p>b. CTE Minimum Qualifications Toolkit [C. Huston]</p> <ul style="list-style-type: none"> Last time we asked you to talk to your divisions and introduce them to the toolkit. Hopefully you had an opportunity to work as a team of senators and get the information out there. Especially in CTE, we were looking for a list of disciplines who want to participate and have minimum qualifications apply to GE in their areas. I want to know how that's going. I know in our own division we had concerns about the social sciences and the equivalency to the GE for social sciences that was listed. <ul style="list-style-type: none"> A. Pave: I haven't had any feedback. In reviewing it myself, it seems like a pretty big spiderweb. Maybe if one area is thin it will be caught in another area. I had no massive qualms myself. I want to review it and put something in writing. C. Huston: There was a big component in English. Did you have a chance to take it out to your division? M. Copeland: No. C. Huston: Math? The quantitative and sciences? Or CTE? V. Alvarez: I brought it up at our division meeting. I haven't heard feedback, but I sent it to them. C. Huston: The assignment remains the same. I'll send the email to you again. The library, which is a CTE program, 	

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7. Old Business, continued	<p>decided not to use the CTE minimum quals handbook.</p> <p>c. EDCT [C. Huston]</p> <ul style="list-style-type: none"> • I updated a lot on that in my President's report with D. Humble having a conversation with EDCT. I also reported that I invited J. Torres and R. Gallope to a meeting in February, and they wanted a chance to talk before. Okay, we will follow up when there's more. 	
8. New Business	<p>a. Meeting Norms [C. Huston]</p> <ul style="list-style-type: none"> • These were established in 2019. I wanted to briefly go over this because we had the presentation on the Brown Act and Roberts Rules of Order. In conversation with both the Exec and full Senate, we aren't really interested in using pro- and con-mics. We want to make sure we're looking at our time limits for reports and allowing everyone to speak and not repeating opinions. We want to allow everyone to speak so we're getting more voices in. • The other thing that's a concern is under attendance: a senator must attend or use a proxy. The Brown Act says we can't use a proxy. We need to reconcile that. Exec will look at our by-laws and make a recommendation. You'll notice that with the agenda for this meeting I also sent out an agenda for the Exec Committee for our next two meetings. All our Senate subcommittees should be putting our agendas out at least three days prior to the meetings. We also have to post them. <ul style="list-style-type: none"> ○ M. Worsley: Would there be a disadvantage to not having a proxy? Because there's sensitive information? ○ C. Huston: The only disadvantage is with the voting. Your division would not be well-represented in a vote if you're not there and you can't send a proxy to vote for you. The Brown Act says we can't send a proxy to vote. ○ B. Tasaka: You can still send a proxy; they just can't vote for you? ○ C. Huston: Yeah. ○ M. Copeland: It was my understanding that you can't send a proxy with the idea that they must vote a specific way. The idea is it's an open forum, so there would be discussion and then the proxy could vote. I could be wrong with that. ○ C. Huston: The problem wasn't sending a proxy; it was that Brown Act said we can't have them. Certainly, you don't have to be a proxy to attend or participate at Senate. Senate is a public meeting so anyone can come. ○ M. Copeland: The Brown Act says explicitly that a proxy cannot vote? Maybe we should talk more at Exec. ○ C. Huston: It says we can't have a proxy. ○ J. Buchannan: Grey area- what's a proxy? ○ C. Huston: Well the Board of Trustees is a Brown Act Body. We couldn't say that the President is a Board member because another one can't attend. They can't just take their place. ○ R. Hamdy: I think Exec needs to take a deep dive into the Brown Act. I think it's a larger conversation. Is there a distinction between a 5-person governing body like the Board of Trustees or a 30-member body with committee membership like this one? ○ C. Huston: According to the people from the statewide senate. We can redo out committee structures, so our standing committees are ad hoc. We could call them when needed, so they're not under the Brown Act. ○ R. Hamdy: There are some committees of the Senate, but not everyone is a committee of the Senate. ○ C. Huston: They're all in our AP, which is approved by our Board, which is a Brown Act body. ○ R. Hamdy: Which we also need to look at. ○ A. Avelar: There was also the issue of quorum. If someone can't attend Senate all semester long, then that person should official be replaced or it should become a vacancy. ○ R. Hamdy: Right. That person should just give up their seat. 	

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<p>8. New Business, continued</p>	<ul style="list-style-type: none"> ○ C. Huston: There's going to be more to come. Since we seem to favor not doing Robert's Rules of Order, let's also try to make sure we adhere to our guidelines for discussion. ○ J. Buchannan: So, are the Senate norms to replace Robert's Rules? ○ C. Huston: We can choose which of Robert's Rules we want to follow because they aren't law. ○ R. Hamdy: Robert's Rules kind of follow Brown Act. Of course, we aren't following it to the tee, but we're in the spirit of those rules. <p>b.AP 3505 [C. Huston]</p> <ul style="list-style-type: none"> ● [see file: Academic Senate Documents, AP 3505] ● This was very timely showing up at District Assembly after some of the issues we had going on here and at CHS. ● I wanted to give you all a chance to look it over before the next District Assembly meeting on Tuesday, February 4. ● Please get feedback to B. Tasaka (District Assembly representative) or J. Bjerke (Ed Policy Chair). ● We will also probably have our own local plan here. That's what I heard at District Assembly. We did pull it off so we can have the senate look at it before it's approved. ○ T. Vasquez: I'm part of the Facilities Committee and that's part of the plan. ○ D. Rodriguez: I don't think we'll see it go for approval before March. ○ C. Huston: We have time to review. ○ R. Hamdy: Start working with chief of police on training. ○ D. Rodriguez: S. Stark is working with the Chief of Police on a training schedule for the entire campus, not just managers or certain groups. This document really was a collaboration with CHC, the District, and Paul Walker and Michael Nguyen. <p>c.Accreditation Activities [C. Huston]</p> <ul style="list-style-type: none"> ● At our Exec Committee on 1/9/20, we talked about how we can review our accreditation document in the Senate without cluttering up the meetings with huge presentations. ● We already held two campus forums. Over 50% of those who attended the forums were on the Accreditation and SLOs Committee- we really need to garner some outside involvement. ● We would like the Senate to review the accreditation standards. We're going to assign subcommittees to standards. Look for corrections (errors of fact, unclear statements, items that were not fully addressed) and omissions (additional facts, analyses, evaluations, or action plans). We don't need people to look for typos. We have English faculty who will look at grammar and punctuation before the final draft. ● The feedback needs to go with the standards; they need to be fact-based not opinion-based. I'll be sending out subcommittee assignments 10 – 12 days prior to a Senate meeting. The committee chair can bring that back to Senate as either a written report or an oral report. We were looking to start with our 5th Wednesday meeting, but the CTA announced they're going to talk about student loan forgiveness for faculty at a special meeting that day. There's no way to give you 10 – 12 days of reading time if we do it then. <ul style="list-style-type: none"> ○ Standard II.A assignments <ul style="list-style-type: none"> ▪ Corrections: Personnel policy ▪ Omissions: CTE ○ Standard II.B assignments 	

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<p>8. New Business, continued</p>	<ul style="list-style-type: none"> ▪ Corrections: Elections ▪ Omissions: Ed Policy ○ Standard II.C assignments <ul style="list-style-type: none"> ▪ Corrections: Student Services ▪ Omissions: EEO • The final draft will come to us on April 15 (first read) and on May 6 (second read). Following that it will go to Board for a first and second reads. We're trying to get all our feedback prior to Spring Break to get the final draft ready to get to the rest of the campus and have time to review. <ul style="list-style-type: none"> ○ R. Hamdy: I think it's a good strategy because we've had a hard time getting people to forums. I'd like to know why we're having trouble getting people to sign up. ○ C. Huston: We had an easier time last time. Maybe people are too happy? ○ D. Rodriguez: Even if people are happy, and I'm glad we are, it would be nice to write why we're happy into the document. If you can't get to the forums, look at the document and let us know where it fits. ○ R. Hamdy: Or send it to C. Huston. She knows the Standards inside and out. ○ C. Huston: You can also reach out to B. Tasaka and A. Avelar. They're also on the Accreditation Committee. We'll try this as a model so we aren't spending all our time covering standards. Subcommittees can divide it up however they want. • Standard II is out for review right now with our committee, College Council, and the President's Cabinet. This is where it is today, but it's still evolving. We had a lot of work from the Accreditation Committee and Program Review. • Also D. Humble is working on our QFE and she'll bring us something at the next meeting. 	
<p>9. SBVC President's Report</p>	<ul style="list-style-type: none"> • I want to give a thanks to the Black Faculty and Staff Association for their event yesterday, the Shout Your Dreams Event. The San Bernardino Sun is going to do a story about it. They did an excellent job. Thank you, Dr. Thayer, for putting it up. • Accreditation, I think we talked a lot about it already, but I want to encourage you to participate. We want as many eyes on the document as possible. • In the first week of March, I'll be leading an accreditation team for Mission College. Going through that experience and working with one of the VPs of ACCJC will provide me a lot of information and feedback to help me prepare for the visit. C. Huston will be with me. We should be able to bring back a lot of do's and don'ts. • Our enrollment is looking good. It was a little anxious for a bit there as we were closing the fall term, because we were on track to have so many unfunded FTES. We did some adjustments; thank you all for your willingness. Thank you to the Office of Instruction, the deans, and faculty. I think we did good and won't have to come out of pocket so much. • Some of the hot topics coming out of Sacramento include student housing, the issue of faculty diversity and hiring, and financial aid and the true cost of attending community college. There is still a lot of conversation on the funding formula, and the need for apprenticeships. I see these as hot topics for the next 6 - 8 weeks. If you have info or feedback or things that will help with the advocacy of our students, let me know. I'll be meeting with elected officials in about two weeks. If you have things by then I would appreciate it. • For the online college, Cal Bright, the CEO for that institution resigned. There are rumors going up and down the state, I have no idea what happened. I just want you all to be aware of that. • J. Milligan talked a little about our conversations with CTE. thank you for sending the documents. We don't have resolution yet, but I think we are a little bit closer. What I think is the main concern is the ability to grow. Having the facilities to grow 	

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9. SBVC President's Report, continued	<p>the program in a safe environment. First and foremost for me, and I stressed this to J. Milligan and B. Camacho on Friday, are the safety issues. We don't want our students in an environment that's dangerous. I want all our programs to have the ability to expand and grow. One challenge is we're having too much enrollment. We must be strategic about that. I still want us to grow when we can grow. I think it's going to involve all of us thinking outside the box.</p> <ul style="list-style-type: none"> • We are still working on how we might obtain the property across the street. We have a lot of needs and we need space and we can only move up right now. 	
10. Announcements	<ul style="list-style-type: none"> • C. Jones: MESA has a workshop in two weeks. There are handouts there. <ul style="list-style-type: none"> ○ R. Hamdy: Faculty should go because Dr. Bandgasser is doing it and she's amazing at it. • T. Heibel: On Thursday in B-100 there will be a college community forum on air quality. 	
11. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 4:15 p.m. • Next meeting: February 5, 2019, at 3:00 p.m. in AD/SS 207. 	