

Commonly known as the "Ten Plus One," (as articulated in [Title 5 of the Administrative Code of California, Sections 53200](#)) the following define "Academic and Professional matters."

- Curriculum including establishing prerequisites and places courses within disciplines
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- District and college governance structures, as related to faculty roles
- Faculty roles and involvement in accreditation processes, including self-study and annual reports
- Policies for faculty professional development activities
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as mutually agreed upon between the governing board and the senate

	<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
1.	<b>Call to Order and Roll Call</b>	<b>Meeting Call to Order at 3:05 pm</b> Sign-in sheet and voting record	
2.	<b>Public Comments: non-agenda and agenda related (max. 10 minutes @ 2 minutes each)</b>	<p><b>Public Comments</b></p> <ul style="list-style-type: none"> <li>• <b>B. Tasaka:</b> We, as a campus, have talked a lot about low enrollment and enrollment management. The message that seems to be sent is that faculty should be encouraged to do outreach and promote their own programs to help boost enrollment. Of course, everyone wants to see their programs grow, but this is not necessarily faculty work. I was asked to bring forward where our presence is in the community. Faculty is pressured to advertise our own college, our own programs, and our own services. I've had several colleagues tell me, and I can vouch for this, that as they drive into campus, they see several billboards, signage, and other things for other campuses, including for-profits and private campuses. However, there are no advertisements for SBVC. On the flip side, departments are being told to create their own flyers and sometimes those flyers are not even promoted, which is what was promised. Social media such as TikTok is not enough or not the right avenue. These marketing strategies don't seem as serious, nor are they as externally facing. They seem to be very insular. What are we doing to be an actual part of our surrounding communities? Do we know what our communities think of us as a campus? I know enrollment is heavily connected to how we're perceived and the surrounding community. I live in Colton, born and raised in Colton. There are a lot of needs that we could be working to meet, and I don't necessarily think that we are. And I feel like all that's connected.</li> <li>• <b>S. Lillard:</b> I'm concerned that there are no action items on the agenda, and there have been very few action items in the past few Senate meetings. I'm also concerned about the presence of management and management updates that are not directly related to our Senate work. We even heard the chancellor say that she wanted to bring additional district personnel to give updates at Senate. I'm not sure that that is the best use of our time. Updates can easily be provided through an email. Our Senate meetings should be about doing work, faculty work, even making decisions about action items or having the discussions that will inform our decisions about action items. It should</li> </ul>	

		not be a place where we listen to updates for an hour or more. Our time is valuable and I don't believe that this is the best use of our representation for our divisions in our areas.	
3.	Senate President's Report	None	
4.	<b>Committee Reports</b> <b>a. Guided Pathways</b> <b>b. DE Committee</b> <b>c. Curriculum</b> <b>d. Other</b>	<b>Motion 1</b>  <b>Committee Reports</b> <b>a. Guided Pathways</b> <ul style="list-style-type: none"> <li>L. Cuny &amp; K. Giles gave a PPT presentation on the new SBVC website, currently in the review stage.</li> <li>K. Giles introduced the CAPs (Career &amp; Academic Pathways) function on the website.</li> <li>Access to edit the website will continue through OU Campus.</li> <li>L. Cuny introduced the creation of a communication Team for Film, TV, &amp; Media programs comprising faculty, counselors, and mentor students to interface with program students internally to keep them on track. The goals are to increase the number of students in the FTVM Department within ED plan, that they declared a major, and, finally, that they're outreaching and applying for internships.</li> </ul> <b>b. DE Committee</b> <ul style="list-style-type: none"> <li>The creation of a new definition for Web-Enhanced Courses to be introduced to students at the point of registration, on the UAP (Universal Access Point), and on class schedules was announced by S. Lillard.  RECOMMENDATION <ul style="list-style-type: none"> <li><b>T.Berry:</b> I would like to recommend that a list of possible terms, phrases, or language be provided as a guide on what may be added to the UAP.</li> </ul> </li> </ul> <b>c. Curriculum – B. Tasaka</b> <ul style="list-style-type: none"> <li>Last Thursday the state released an update about AB 928. A brief that addresses what this is and what it means will be sent out to the campus.</li> <li>At the last meeting we did approve of the Steering and Ad Hoc Committee. We are starting with appointments to the Steering Committee to make a timeline and plans.</li> <li>If you have questions, email B. Tasaka.</li> </ul> <b>d. Other</b> <ul style="list-style-type: none"> <li>None</li> </ul>	<b>Motion 1: Move Agenda item 7a before Agenda item 4.</b> <b>1<sup>st</sup>: S. Meyer</b> <b>2<sup>nd</sup>: S. Addington</b> <b>18 Responses</b> <b>Aye: 100% (18 votes)</b> <b>Nay: 0% (0 votes)</b> <b>Abstain: 0% (0 votes)</b> <b>Motion passes</b>
5.	<b>Additional Reports</b> <b>a. CTA</b>	<b>Additional Reports</b> <b>a. CTA</b> <ul style="list-style-type: none"> <li><b>B. Williams:</b> Two things. <ul style="list-style-type: none"> <li>A reminder about SBCCDTA General Membership meeting Thursday, February 23, 2023, from 5 PM to 7:00 PM, occurring at the SBCCDTA office, 1997 E Marshall Blvd, San Bernardino, CA 92404.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>• Educator’s Hike planned by Robert McAtee at Crafton Hills College, February 20, 2023, from 9 AM to 11 AM.</li> </ul>	
<p>6.</p>	<p><b>SBVC President’s Report</b></p>	<p><b>SBVC President’s Report</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. L. Fontanilla:</b>  Thank you. Happy Valentine's Day. We are reaching out to the Chancellor's office and applying for a Strategic Enrollment Grant. It's actually an application more than it is a grant because when we think of grants, we think of receiving dollars to do our work. With this application, the Chancellor's office is going to identify 15 colleges throughout the state, and those colleges are going to be asked to identify 10 people on their teams that will get an opportunity to work through the Chancellor's office with coaches on strategies around enrollment management. We believe this is important to our college.</li> </ul> <p>If chosen to be a part of that group, our district office will support us with funding to do the work. There will be a kickoff meeting in January for all the colleges participating in this project. Another meeting will occur in June, and a final meeting a year at the end of the year. This will be a year-long project. Talking with Davina and Dr. Oxendine, several people believe that this will give us an opportunity to dive really deep into our data and look at who our students are and how we need to target and serve them. I think that your questions and your concerns about enrollment management are timely and appropriate. We also need to create and update a new enrollment management plan.</p> <p>You are right to say enrollment management is not just a faculty job. No, enrollment management is the entire college's job. The outreach folks have a responsibility to go out into the communities and get potential students. Going to the high schools and making sure the high schools understand that we want their students to come to our college. As well, all parts of the college have strategies that they can do to help us connect people to the community and students. Although it is not your job, I note that there are times the career center or outreach department will come to faculty who want to get a program advertised and invite faculty to go out sometimes with them to speak on behalf of the programs. You're the ones who should be doing that, or creating information that can be passed along as long as they're briefed well and can take that information back. I would feel comfortable with this.</p> <p>Working as a community, we have to really think of enrollment management as something that everyone has a piece of. We also have to update our enrollment management plan, and being a part of this project would give us an opportunity to lay a foundation for looking at where we need to be with our enrollment management and then establishing a plan around that that would go beyond 2025 or 2026.</p> <p>I think what's really going to be important is that the Chancellor's office is going to offer us coaches to work with us on a monthly basis, mostly virtually. I know Dr. Thayer has been a coach in similar programs like this, primarily virtually, but they will come out to the college several times during that year and work with us. The 10 people who would be on this team would certainly be at least three faculty members, three classified, managers, research folks would</p>	

represent classified, and a student. We are looking very closely into working with Davina on who should be on that team.

The draft will be sent tomorrow and must be submitted on the 21st. This is a very quick turnaround for us. This is much like an I E P I grant or program whereby folks have an opportunity to work for a year on a situation at the campus. The only thing again is it didn't come with any money.

As far as enrollment is concerned, yes, we are down, but we are moving in the right direction. Our enrollment has increased 10% from where we were this time last year, but it is not where we needed to be pre-Covid. Currently, we are on a funding model called an Emergency Condition Allowance from the State. This model is giving us an opportunity to grow our funding back to a level where we will once again be a middle college and meet District goals. Our funding depends on our full-time equivalent student count. When that's down, our funding is down. Because we are on this Emergency Condition Allowance, we are able to continue to have the same funding that we did before we went into the pandemic.

Until 2025-2026, we're going to move from this Emergency Condition Allowance back to our student-centered funding formula, which was the formula before Covid. With that particular formula, what they look at for all colleges across the state is the FTES and lots of metrics of student success and demographics. They're going to give us some time to get back. We are headed in the right direction. Again, we're up 10% from where we were last year. This time we have a target district-wide of 12,939 FTS. Our goal, our part of that at Valley, is 9,001. I talked with Dina a number of times, and looking at where we are now, she feels that we are going to, exceed that. We're feeling good about where we are. If we can keep this momentum up and keep all the strategies that we are doing in place and add even more, we're going to be in good shape for reaching our targets and in the future.

Concerning the BOT students for those of you who had these students participating in your classroom, who have signed up and pretended they are students because they're interested in getting financial aid, we identified through the district IT system that there were over a hundred of those students. When it came down to really looking at students in classes, Dr. Thayer and his staff at admissions and records identified 84 of those students. Right now, I believe 71 of those students have been dropped. We're still in the process of looking at those that remain. If you believe that there are students in your class who are fake students, make sure that you let your dean know and your vice president. We want that information to get to admissions and records right away to put a hold on those students. We send them a message immediately telling them that they have 24 hours to contact us and if they don't contact us, a hold will be placed on their records, and they will be dropped if they don't show proof that they are one of our students.

#### **QUESTIONS**

- **D. Knight:**  
Have we determined how to spot those students?
- **Dr. D. Humble:**

		<p>An email to all faculty was sent a couple of weeks ago on what to look for and whom to contact if you notice any of those students in your classes. I will resend that email.</p>	
<p><b>7.</b></p>	<p><b>Information Items</b></p> <ul style="list-style-type: none"> <li><b>b. Michael Layne: Foundation Update</b></li> <li><b>c. Dr. Fontanilla: Student Enrollment Management Project Participation</b></li> <li><b>d. Thomas Berry: Senate Minutes- An Update</b></li> </ul>	<p><b>Information Items</b></p> <p><b>a. Michael Layne: Foundation Update</b></p> <p>I wanted to give everyone a brief update on what we've been doing at the foundation. We've made quite a bit of progress on scholarships to students.</p> <ul style="list-style-type: none"> <li>• This year, the foundation intends to award about \$450,000 in student scholarships.</li> <li>• Over a three-year period, we've given out just shy of \$1.4 million in students, scholarships, and about \$250,000 in emergency aid.</li> <li>• Our 401ks and other investment accounts didn't do well this past year. We weren't able to give out as much as we normally do.</li> <li>• We are aiming to bring in about \$2 million in grant funds by the end of June of this year. <ul style="list-style-type: none"> <li>– We recently received \$1.5 million allocated from Congressman Aguilar for the EV technician program.</li> <li>– We had \$300,000 awarded from San Manuel, which was an increase from 100,000 for the Valley Bound Commitment program.</li> <li>– These are two major chunks of that \$2 million. But that's a big jump for us in grant revenue.</li> </ul> </li> <li>• Our endowment right now sits at about \$5 million. That money is highly restricted, meaning we don't just dip into it for any reason. <ul style="list-style-type: none"> <li>– Our goal is to increase that endowment up to \$20 million within 10 years so that we can do more scholarships and programs through the interest earned on a larger endowment.</li> </ul> </li> <li>• Smaller donations include: <ul style="list-style-type: none"> <li>– Payroll deductions have more than doubled over the last three years.</li> <li>– An increase in contributions by faculty members</li> <li>– Our board members get donated or give a thousand dollars annually,</li> </ul> </li> <li>• Our student government, ASG, has historically gifted the foundation surplus money left over from their budget at the end of the academic year. <ul style="list-style-type: none"> <li>– All of that money goes back to the students. It has been used to purchase: <ul style="list-style-type: none"> <li>▪ hotspot devices for students.</li> <li>▪ for emergency assistance for students</li> <li>▪ scholarships</li> </ul> </li> <li>– The foundation does not keep a dime of ASG money, and it is gifted to us.</li> </ul> </li> <li>• I just wanted to extend the opportunity if anybody has any questions about payroll deduction or setting up an endowment, or changing their endowment, please come talk to us at any time.</li> <li>• I wanted to thank all of you for supporting the foundation over the years, and just let us know if we can do anything to improve how we do things on campus.</li> </ul> <p><b>b. Dr. Fontanilla: Student Enrollment Management Project Participation</b></p> <ul style="list-style-type: none"> <li>• Included in SBVC Presidents Report.</li> </ul>	

		<p><b>c. Thomas Berry: Senate Minutes- An Update</b></p> <p><b>T. Berry:</b> To assist in making the minutes brief and easier to read, I am following these guidelines:</p> <ul style="list-style-type: none"> <li>• Public Comments will be written in the minutes.</li> <li>• Reports are written in the minutes as brief summaries and key points.</li> <li>• Discussions, debates, comments, and clarifying questions are not included in the minutes.</li> <li>• Motions, Actions, and Recommendations derived from discussions, debates, or otherwise, are written in the minutes.</li> </ul>	
8.	<p><b>Consent Agenda</b></p> <p>a. Approval of the minutes for 2/1/23</p>	Motion 2	<p><b>Motion 2: Move to table Minutes for 2/1/23</b></p> <p>1<sup>st</sup>: B. Williams</p> <p>2<sup>nd</sup>: S. Meyer</p> <p>18 Responses</p> <p>Aye: 100% (18 votes)</p> <p>Nay: 0% (0 votes)</p> <p>Abstain: 0% (0 votes)</p> <p><b>Motion passes</b></p>
9.	Action Agenda	None	
10.	<p><b>Administrative Policy Tracking</b></p> <p>a. Level 2</p> <p>i. No items pending</p> <p>b. Level 3</p> <p>i. AP 4020: Program Curriculum and Course Development (feedback provided, pending chapter lead response to feedback, will return for A.S. support for changes made 3/1/23)</p> <p>ii. AP 5035 Withholding of Student Records (feedback provided, pending chapter lead response to feedback, will return for A.S.</p>	<p><b>Administrative Policy Tracking</b></p> <ul style="list-style-type: none"> <li>• <b>R. Hamdy:</b> This provides tracking for the AP's and is informational. Please review the levels each of these AP are currently at.</li> </ul>	

	<p>support for changes made 3/1/23 or later)</p> <p>c. BOT 1<sup>st</sup> Read</p> <p>i. 3420, 3430, 3433, 3434, 3435 (L2, legal update, non-10+1, constituent feedback complete, PPAC 2/13/23, BOT read 3/9 and 4/13)</p> <p>d. BOT 2<sup>nd</sup> Read</p> <p>i. 5030 Fees (1<sup>st</sup> read 1/12/23, 2<sup>nd</sup> read 2/9/23, constituent feedback provided)</p> <p>e. Future AP Work</p> <p>i. 2510</p>		
11.	<p><b>New Business</b></p> <p>Future actionable agenda items</p>	<p><b>New Business</b></p> <p>A request was made that a digital form (similar to the paper form) for New Business be provided.</p>	
12.	<p><b>Announcements</b></p> <p>a. <a href="#">2023 Spring Virtual Part-Time Faculty Regional Meeting: Equity in the California Community College System</a> February 24, 2023, 12:30-4:30 pm (free registration)</p> <p>b. <a href="#">Academic and Professional Matters: The 10+1</a></p>	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>R. Hamdy Spring Plenary will occur April 20-22 in Anaheim, CA. If you are interested in attending please contact Davina Burns-Peters.</li> </ul>	

	<p><a href="#">in Practice</a>: March 3, 2023, 12:00-1:00, Webinar presented by ASCCC Relations with Local Senates Committee, free registration</p> <p>c. <a href="#">2023 CTE and Noncredit North Regional Workshops</a>: March 6, 2023, Laney College (in person only), 9:00-3:00 pm, free registration</p> <p>d. Area D Meeting: April (date and registration link TBD)</p> <p>e. <a href="#">ASCCC Spring Plenary</a>: April 20, 2023-April 22, 2023, Double Tree by Hilton Hotel Anaheim (Virtual option available)</p>		
13.	Adjournment Next Meeting: March 1, 2023 <b>B100</b>	Meeting Adjourned at 4:24 pm	
		Approval Date: March 1, 2023 Academic Secretary: Thomas Berry Academic Secretary Signature: 	