	Academic Senate **SBVC**		ADSS 207 3:00 - 4:30

Minutes of February 15, 2012

Time	Topic	Discussion	Further Action
3:05	**Call to Order**		
	Approval of Minutes from Feb 1, 2012		**Motion** by C Huston, for approval of the **Minutes of Feb 1, 2012** **2nd** by E Millican. **Voice Vote** - Ayes unanimous. Abstentions - one.
	President's Report	J Stanskas read his report (see attachment) consisting of; **Prerequisites and Co-requisites, Accreditation, Committee Assignments, Work Schedules, and Planning**. K Kammer raised a question on the Co-requisite subject concerning an identification of students enrolling into a co-requisite course in addition to the course requiring the co-requisite. J Stanskas replied that currently registration is doing this, however the problem seems to be with those students enrolled in a pre-requisite class, subsequently not succeeding in the class. During registration the following semester, these students are not cleared from the roster of the class requiring the pre-requisite. This is a problem between Fall and Spring periods. **Committee Assignments** - L Hector conveyed a question she received about the changing committee times from previously established times, and whether it was possible to for committees to meet at their historical meeting times. J Stanskas replied that one of the reasons for establishing the published (and in some cases different committee meeting times) was to allow the appropriate administrator to attend the meetings they were required to attend.	

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	New Business	**Program Review Chair Selection -** J Stanskas reviewed the history of the conversation (from the Feb 1 AS meeting) and presented a "model" of the process based upon current language for selection of the Curriculum Chair contained in the By-Laws of the Academic Senate (see President's Report handout). C Huston supported the change based upon; a) the preparation that could occur for a newly elected Prog Rev Chair the spring semester prior to their assumption of duties, during the following Fall and, b) any schedule changes occurring as a result of the backfill for a Prog Rev Chair can occur before the Fall Schedule is set.	**Motion** by L Hector to adopt the proposed changes in the selection of the Program Review Chair. **2nd** by S Meyer. **Voice Vote** - Ayes unanimous.
		Pre-req, Co-req, and Asterisks - J Stanskas asked for a motion to direct A & R and District Computing Services to implement the automation of dropping students not meeting pre-requisite course requirements from class rosters after the submission of final grades of the previous semester. W Chatfield enquired about the possibility of preventing enrollment of a student unsuccessful in the pre-req course into the course requiring a pre-req. J Stanskas explained that (esp in the Fall) a student currently enrolled in a pre-req class is assumed to be successful in the courses that they are currently enrolled in. Therefore the submission of final grades will be the point in time in which a student is identified as an unsuccessful in a pre-req course. This new process should also allow time for the unsuccessful student to re-enroll in the pre-req course the following semester. R Pires enquired about the length of time to implement the change. J Stanskas stated that it was his impression from conversation with Glen Kuck that the required coding change will not be a large one.	**Motion** by A Avelar to direct A & R and District Computing Services to implement the automation of dropping students not meeting pre-requisite course requirements from class rosters after the submission of final grades of the previous semester. **2nd** by S Meyer. **Voice Vote** - Ayes unanimous.
		First Reading of Resolution SP 12.01 and Resolution SP 12.02 - the first reading of these resolutions were made by R Pires (SP 12.01) and M Ikeda (SP 12.02) see attached. J Stanskas explained that these resolutions were brought by the Ex Comm of the AS and can be modified, before adoption, by input from senators between now and the next AS meeting.	

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	Old Business	**Advancement in Rank -** J Stanskas made a brief announcement concerning the email sent recently on this topic and the March 2nd due date. J Lamore enquired about the occurrence of multiple nomination for a single candidate. J Stanskas stated that it is not unheard of but it is often better to collaborate on a single letter, but there is no problem with multiple letter. M Ikeda passed forward a question concerning the formation of the committee. J Stanskas stated that the AS President appoint some faculty and the President asks one of the VPs to attend. Past practice has been that all members are tenured and at least 1/2 of the committee are full professors. An effort has been made to pick members who come from the same areas as the candidates for advancement in rank.	

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3:53	**Committees**	**Ed Policy** - R Pires reviewed the ARCC report consisting of; College Performance Indicators, College Peer Grouping data, Longitudinal Report, and rough draft of the 2012 ARCC report (see attachments). R Pires encouraged feedback to be addressed to her and James Smith. **Student Services** - no report. **Personnel Policy** - no report. **Career & Tech Ed** - no report. **Financial Policy** - no report. **Equity and Diversity** - no report. **Legislative Policy** - no report. **Elections** - no report. **Basic Skills** - N Sogomonian reported on the distribution of funding to five areas which were; 1) Student Success Center Tutor Training, 2) Continuing Established Learning Communities (Tumaini, Puente, Valley Bound), 3) Counseling Services, 4) Extending hours in the Reading and Writing Centers, 5) Professional faculty development for Basic Skills courses. **Curriculum** - L Hector made a presentation on the Content Review Process (see attachments) as seen in two Pre-requisite forms (Math and Reading) and one form concerned with Content Review Process. J Lamore enquired about Step 8, a. as to whether the additional documentation identified that might be used for content review can be attached or simply provided as hard copies. L Hector indicated that they could be provided as attachments. J Lamore suggested that it might be beneficial to have submitted these documents as attachments. J Stanskas checked that all of these documents, with the exception of CORs are used for internal conversations within the College, not articulatory conversations. S Bangasser enquired about the requirement for a course syllabus for a course that has not been taught. L Hector and C Parish confirmed that all of these documents need to be part of the Content Review Process as specified by Title 5. M Ikeda asked about the requirement of conversations between Valley and CHC concerning courses taught at both Valley and CHC and are transfer courses that articulate with the identical courses at CSU or UC. L Hector stated that it may be best practice to have conversation between Valley and CHC concerning such courses but there is no requirement to agree upon the same content in such courses. L Hector also reviewed the list of disciplines up for Content	

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	Committees cont.	**Curriculum cont. -** Review next year (see attachment). J Lamore asked if it is possible to have CurricuNet to send a notice if a course is required to undergo Content Review. **Program Review -** C Huston reviewed the Program Review Report: Fall 2012 (see attachment). C Huston gave some information concerning programs (and their documents) that attended a draft review session offered by Program Review. She summarized by underscoring the unanimous success rate of programs who went through the draft program document review process. For this Spring efficacy is underway for; Athletics, Counseling, DSPS, Financial Aid, Oceanography, Geology, History, Nursing, Music, Modern Languages, Reading, Political Science, Physical Education and Health. Conditional Reports for Matriculation, Cal Works, Custodial, Outreach, and Theater Arts. **Professional Development -** N Sogomonian spoke on the success of the Great Teacher's Retreat, identifying James Robinson as playing a large part in its success and thanking the individuals who participated (16 faculty and counselors) and the persons who planned the event. She also reminded Senators to respond to the request for events to be offered on the upcoming Flex Day (Tues, April 3rd).	
	Additional Reports	**College President's Report -** Interim Pres Buckley presented a list of his activities since assuming the Presidency, and the areas of the campus he has visited specifically Student Services Programs, and Accreditation conversations. **SBCCD-CTA** - **District Assembly** - J Gilbert mentioned that the motion to have the Program Director a standing member of District Assembly was voted down. VC Fiscal Services Ng briefed the Assembly on the ramifications of the passage or failure of the Nov Tax Plan. Passage no change in offerings from current levels, failure would lead to approx 187 sections cut throughout the District.	
	Public Comments		
	Announce-ments	Gloria Fisher announced (as legally required) that she is the College's new Title 9 Coordinator. She encouraged individuals who are aware of cases associated with sexual misconduct or gender discrimination contact her immediately as mandated by Federal Law.	
4:32	**Adjourned**		