

Academic Senate SBVC	AD/SS 207 3:00 - 4:30
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Minutes of October 5, 2011

Time	Topic	Discussion	Further Action
3:04	Call to Order		
	Approval of Minutes from Sept 21		Motion by P Buckley, for approval of the Minutes of Sept. 21 2nd by S Meyer. Voice Vote - Ayes unanimous.
	President's Report	J Stankas read his report (see attachment) consisting of Student Success Task Force draft recommendations and Prerequisites and Content Review . J Stankas added that the final version of the report from the Student Success Task Force is due in Dec to the Board of Governors, who will then forward it to the Legislature.	
	Additional Reports	College President's Report - (Pres Daniels report was moved up due to a meeting that she needed to attend). Management Evaluation Process - Pres Daniels emphasized that faculty should not feel obligated to respond to the evaluations surveys if they have not interacted with the managers being evaluated. Pres Daniels then addressed the fate of information after the evaluation surveys have been submitted by the evaluator. She made particular note of reviewing the fate of comments made on the evaluation with (and without) a faculty signature. Comments are only retained if evaluation has been signed. This process pre-dates Pres Daniels tenure, however James Smith conveyed that the signatures are required so that the authors explicitly expressed ownership of the comments. However the comments' authors are never divulged in the evaluation process. The original surveys and signatures are destroyed after the results & comments are recorded. The confidential employees handling the evaluations are subject to dismissal if confidentiality is breached as a part of this process.	

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3:23	Committees	<p>Ed Policy - no report.</p> <p>Student Services - no report.</p> <p>Personnel Policy - A Au reminded the Senators about the new Individual Faculty Dev Plans occurring on Oct 28th. The forms are available after logging onto Flex Trac, and have been previously emailed out to the faculty.</p> <p>CTE - no report.</p> <p>Financial Policy - no report.</p> <p>Equity and Diversity - no report.</p> <p>Legislative Policy - no report.</p> <p>Elections - no report.</p> <p>Basic Skills - no report.</p> <p>Curriculum - The BP and AP related to Curriculum (and validation of prerequisites) has been taken up by the committee. However the complexity of the AP a detailed report will be made at the next Senate meeting.</p> <p>Program Review - no report.</p> <p>Professional Development - C Hunter reported that she will be leaving Valley and the Prof Develop Committee has been meeting to discuss the transition in the interim between C Hunter leaving and her replacement taking up the position. The recommendations made by the committee were; a) Re-envisioning organizational development for the campus through the Academic and Classified Senates, b) Following step a, in January 2012, the Prof Dev committee recommends a job announcement be created for a full time faculty position. The position would have a start date of Aug 2012, c) day to day operations through this transition will be taken care of through interim solutions coming from both Pres Daniels and VPI Buckley aimed at identifying some individual to guide the Prof Dev Committee. C Hunter extended her thanks to the Senate.</p>	

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	New Business	<p>Substantive Change Document for ACCJC - Jack Jackson reported on behalf of the On-Line Program Committee concerning a Substantive Change in the processes of the college for a report to ACCJC. In this instance a threshold has been reached involving >50% of courses required for a degree, or program, are available through courses that are Distance Ed courses. In the Spring of 2011 a task force from the On-Line Program Comm was convened examining this situation. A draft report was developed in the summer, and has been reviewed by the Technology Comm and the On-Line Comm, and other required committees to come. An anticipated approval for this report is June 2012 to the ACCJC. In order to process approvals in a timely manner the Acad Senate should provide final input by end of Nov. J Jackson will return to the Senate in 2 weeks to answer any questions after the Senators have had time to look at the draft report.</p> <p>Title 5 Change to course repetition - J Stankas opened up the discussion about course repetition quoting language concerning limits of course repetition (a student who has enrolled in a course 3 times and has received a substandard grade (D or F), or a W may not enroll in the course again for apportionment). This must go into effect by July 2012. J Lamore enquired about arguments for early implementation. J Stankas' opinion was that since it is an enrollment management tool it should be implemented sooner, since data suggests that said individuals are unlikely to be successful. Alternatively implementation later (7/1) would signal to the student that a spring enrollment in a twice (or more) repeated course is their final opportunity at Valley. D Angelo contributed that this change can be implemented in Nov for Spring Registration. J Marquis supported a later implementation to allow for last chance signaling the student in the Spring. L Hector pointed out the linkage to appropriate pre-requisite for courses. J Gilbert enquired about avenues to message to students this change in repetition. J Stankas imagined that signals could be made via counseling, instructors, Schedule of Class message, DCS registration notification during registration, etc. D Angelo volunteered that currently a student wanting to repeat a course for the third time must appear at A&R for a manual override to allow enrollment and that this could be an opportunity to deliver the above message. D Angelo voiced his opinion that in light of the limited access to courses already in place due to budget, should seats be available for a repeating student, or a first time enrolling student? He would vote for the latter. A Aguilar-Kitibutr voiced the value of signaling repeating students their final opportunity.</p>	<p>Motion by E Millican, for approval of implementation of a July 1, 2012 change in course repetition with the stipulation that announcements to students be made between now and July 1.</p> <p>2nd by R Pires.</p> <p>Show of hands - Ayes 12, Nays 7, Abstain 1.</p>

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	New Business cont.	<p>Title 5 Change to course repetition - cont. J Stankas recounted circumstances where students are planning to withdraw, might be upended by changing repeatability in the Spring. M Slusser expressed caution about early implementation due to student reactions at not being informed about such changes before hand. C Schwartz enquired about process to assist classroom faculty in identifying students who might not be eligible. J Stankas responded that this will be important to work through after the change has been implemented. S Briggs supported earlier implementation would signal an inevitable change in the behavior of repeating students is now upon them.</p> <p>Enrollment Processes - J Stankas led a review of the steps that students follow for enrollment into the college. A Aguilar-Kitibutr detailed the steps of the process introducing Marco Cota, Joseph Nguyen, Dan Angelo.</p> <p>Step 1 - Student applies on-line through CCC Apply. Within 24hrs the student will receive an ID. A follow-up email will contain info about mandatory orientation and assessment. The student then has the option of orientation on-campus or on-line. Instructions are given to access Web Advisor for on-line orientation. On-campus orientation meeting are dispersed throughout the day and evening to meet the demand (although it has been declining).</p> <p>Step 2 - Make an appointment for assessment and will need to provide documentation of completion of orientation. Info is also given to the student about on-line practice for assessment test.</p> <p>Step 3 - Assessment. Information given about Ed Plan for the first semester and alternate classes to any identified remedial classes. Advisement about FASFA application is also given, as well as BOG waiver information.</p> <p>Step 4 - Registration for classes. Fees for these classes must be paid within 3 business days.</p> <p>Changes in priority registration were also noted and will be going to the Board this month.</p> <p>J Nguyen (Dir of Financial Aid) spoke financial side beginning with FASFA online. Within 3 days this info is received and a determination is made about qualifications for a BOG fee waiver. If a BOG fee waiver is granted the only remaining fees to be paid are Health Center Fee and Student Center Fee. The</p>	

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	New Business cont.	<p>Enrollment Processes cont. - alternative to an online application is an in person paper BOG application (not encouraged). A determination on this will be made within 24hrs after receipt.</p> <p>L Hector enquired about restrictions associated with financial aid. J Nguyen stated that students do not have to be full time but are eligible for a greater amount if they are full time. If students drop the class before the 60% day of the semester a calculation is performed to determine the amount that may need to be paid back. R Pires enquired about the avg amount of financial aid. J Nguyen estimated between \$6k to \$7k full time students for the year. Pell Grants and Cal Grants award approx \$1500 each. Various repayment patterns were reviewed with withdrawals from class and student strategies concerning receiving financial aid. J Stankas also recounted the link to last date of withdrawal changes.</p>	
		<p>College President's Report - See above. SBCCD-CTA - Next meeting Friday, Oct 14 at 12:30 at the SBCCTA offices at Del Rosa and Marshall. <sbctta.us> District Assembly - J Stankas reported that recommendation of District Assembly to the Board was not to raise parking fees. Also noted was that the Board does not have to follow these recommendation. W Chatfield enquired about removal of Social Security numbers. J Stankas noted that this is in progress. J Stankas also reported that some program review type processes are occurring at the District in HR and Contracts to streamline these processes. The EDCT requested that they become permanent voting members</p>	
	Public Comments		
	Announce- ments	<p>K Kafela encouraged Senators to announce to their classes the Transfer Fair occurring Wed, Oct 12.</p> <p>An announcement about Dena Peters and Vanessa Engstrom as Co-Chairs of...?Professional Development</p>	
4:30	Adjourned		