

<b>Academic Senate SBVC</b>	<b>AD/SS 207 3:00 - 4:30</b>
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## Minutes of November 4, 2015

Time	Topic	Discussion	Further Action
	<b>Call to Order</b>		
	<b>Approval of Minutes from October 21, 2015</b>		<b>Motion</b> by A Alsip for approval of the Minutes of October 21, 2015 <b>2nd</b> by J Lamore <b>Voice vote – unanimous save one abstention</b>
	<b>President's Report</b>	<p>J Gilbert reported on the following (attached):</p> <p><b>Staffing Plan Committee Update:</b> the committee met Oct. 23; members received the 2014-2017 Staffing Plan (actually, more data and recommendations) prepared by the College Brain Trust along with plans from four area colleges: Chaffey, Palomar, Mt. San Jacinto, MiraCosta. A timeline for completion should be established by Nov. 13.</p> <p><b>ACCJC Plenary:</b> Irvine meetings begin Nov. 5; resolutions have been mailed out. Please forward concerns to J Gilbert. The baccalaureate program is presently a major theme.</p> <p><b>Interim Management Evaluations:</b> are now underway. J Gilbert said that previously nothing in the AP prohibited it; directions are now explicit.</p> <p><b>AP &amp; BP Review Timeline:</b> an ad hoc committee from District Assembly used to work on these. It was decided to develop a six-year plan outlining the review process. All chapters were assigned to owners, e.g. the 2000's were given to the Board of Trustees. Senate Presidents will basically send out 4-6 per month for comment and review before going to District Assembly. J Gilbert will begin sharing these with Standing Committee chairs and VPs. Some APs are new, e.g. 4021; four samples were offered from other districts. Twenty-three must be done this school year.</p>	

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	<p><b>New Business</b></p>	<p><b>Student Enrollment and Financial Aid Implications:</b> April Dale Carter addressed late-add petitions and asked faculty for support in reducing the high numbers received. In Fall 2014, 412 requests came in; 311 were eventually registered. In Fall 2015, petitions were up to 57 daily during the post-enrollment period. The dilemma is that SBVC does not receive apportionment funds for late-add students. Instructors are encouraged to regularly take roll during the first three weeks, maintain rosters, and not permit unregistered students to attend for interminable periods. It is conceded that add-code malfunctions or financial-aid glitches sometimes contribute to the trend. J Murrillo asked about auto-texting technology that could alert students to pending deadlines; this is still being explored. At present, students are mostly informed through postings on the Web.</p> <p><b>Student Integrity Form Update:</b> a reviewing committee consisted of J Gilbert, H Kinde, R Hamdy, R Shabazz, R Carlos. Three changes for consistency and language clarification: 1) to be consistent with the Disruptive Students Form, reports are to be submitted to both the Division Dean and Dean of Student Life. 2) Under the section addressing Academic Integrity Information, the VP of Student Services “<i>may</i> (not <i>will</i>) take further action.” 3) In the supplemental form, the student contract has been changed to a student agreement. R Pires noted that this will be a trial form; further changes can be made.</p> <p><b>Resolution FA15.06 SBCCD District Reserve Funds [First Reading]:</b> J Gilbert read the resolution requesting that reserve funds be held at a 10% level, not 15%, and that full-time positions not replaced due to budget restraints be restored.</p> <p><b>AP/BP Updating Cycle:</b> the new six-year plan addresses how long since items have been reviewed, which ones need updating, and proposed new APs and BPs. He has a master spread sheet of all of them. The 4000s and 5000s come to Senate. Again, 23 need reviewing this year (four in Nov., six in Dec.) Please give feedback to chairs of standing committees.</p>	<p><b>Motion</b> by J Lamore to approve changes to the Student Integrity Form. <b>2<sup>nd</sup> – D Lee. Voice Vote – unanimous.</b></p>

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	<b>New Business (cont)</b>	<p><b>Flex Calendar:</b> following recent discussions, it appears the two campuses are at least open to either a flexible or compressed calendar. The Cal States are moving to a 16-week instructional calendar to align with most community colleges (all but 5). When computing a schedule, some variance in units is tolerated, i.e. a 3-unit lecture class can run from 48-54 hours (3x16 to 3x18). Our short-term classes tend toward the minimum benchmark. So although Friday/Saturday classes would need ten extra minutes, regular weekday offering could remain unchanged. By law we must have 175 instructional days; up to 15 flex days are allowed. The state does not differentiate between flex (optional) and in-service days (required); we do. The split between the two would need to be determined, as well as deciding on beneficial programming or options, e.g. SLO design days could now be flex. Short-term classes must calculate and compensate for holidays; regular classes don't need to. S Lillard asked if the college really wants to gravitate to the low end of the required-hours spectrum; the CTA is determined that faculty should not bear a two-day pay cut or an increased workload. R Hamdy cited data that student success measurably increases with a 16-week schedule. J Gilbert noted that a compressed calendar brings a host of new rules; no intersessions are being considered for the proposed possible flex calendar. He summarized that Senate appears to support keeping hours closer to 51 than the minimum of 48. He requests further feedback before the Nov. 17 meeting of Calendar Committee.</p>	

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	<b>Old Business</b>	<p><b>Student Equity Plan:</b> Johnny Conley said the plan is due to the State Dec. 18. A link has been sent to faculty members; he requested Senate feedback. J Gilbert sent out a list of what items could or could not be funded through Student Equity funds, e.g. first-year experience counseling can be funded, but not general counselors. His goal is to get a Senate vote to approve and submit the SEP. R Shabazz reiterated that SEP is for funds earmarked for groups specifically needing intervention, e.g. minorities. Responding to S Lillard, he said the Student Success Plan is committed to strongly track and capture students who are nearing graduation/transfer deadlines. J Lamore suggested that with such a large document, a subcommittee could have reviewed it and presented summary findings. R Shabazz conceded that the state's timeline and deadlines are aggressive.</p> <p><b>Faculty Vacancy Process Concerns:</b> un-tabled for this meeting. College Council had requested that Senate either clarify or modify the form. Either we remove the "past two years" clause, since from April 2015 on the process has run smoothly, or we clarify what happens during the period from April 2013 to the present. If hires are approved through the flow chart but there's no funding, does that supersede the Program Review process? A third option is to leave the form as it is and allow College Council to interpret its meaning. L Burnham said that only two unfilled positions are at stake. J Gilbert reviewed the recent trends and history of hiring, working with the first several names on the Program Review list, sometimes restricted just to instructional slots. "After April it's been clean." In his interpretation, after the latest College Council approvals, the process was considered complete. S Lillard stressed the need for a distinction between new funding and replacement funding; the recent 8 hires were from state conversion (PT to FT) funds.</p> <p><b>Committee Structure 2016-2018:</b> the intent is to be done early, so that before Spring scheduling starts, divisions can get a heads-up. Honors Committee has been added. There have been concerns regarding Budget Committee; when there was little discretionary money, it was felt that some budget matters could be referred to College Council. But in a desire to regain some oversight, Budget Committee was re-formed. Question: with several million dollars annually in reserve funds, could some be spent, e.g. programs proposed by Program Review?</p>	<p><b>Motion</b> by A Aguilar-Kitibutr to approve the Student Equity Plan. <b>2<sup>nd</sup></b> - A Alsip. <b>Voice Vote – unanimous.</b></p> <p><b>Motion</b> by L Burnham that College Council follow the Faculty Vacancy Process rubric as written and hire faculty that have retired or resigned within two years prior to the approval of the rubric date of April 2015 regardless of whether the position is funded. <b>2<sup>nd</sup></b> J Murrillo. <b>Vote: yes (9), no (7), abstain (5).</b></p>

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	Committees	<p><b>Ed Policy - no report.</b>  <b>Student Services - no report.</b>  <b>Personnel Policy - no report.</b>  <b>Career &amp; Tech Ed - no report.</b>  <b>Financial Policy - no report.</b>  <b>Equity and Diversity - no report.</b>  <b>Legislative Policy - no report.</b></p>	
	Additional Reports	<p><b>Elections</b> – D Smith reported that voting participation for Senate President was good; C Huston was elected 53-40.</p> <p><b>Curriculum - Program Review -</b></p> <p><b>Professional Development</b> – R Hamdy said faculty should expect emails about OU campus training.</p> <p><b>College President’s Report -</b></p> <p><b>SBCCD-CTA</b> – S Lillard sent out notices about the MOU and pending vote beginning Nov. 16; updates will follow. The voting process will involve lock boxes and double envelopes. “You need to vote your mind.”</p> <p><b>District Assembly</b> – met yesterday and addressed APs and BPs.</p> <p><b>College Council</b> – worked on the Master Plan, and facilitators came to answer questions; it will come to Senate Nov. 18. CC began budget committee discussions; \$1 million of reserve funds are available to be distributed. J Gilbert examined the budget to find six items, out of last year’s Needs Assessment list, looking to establish a budget; their needed total was \$14,725. He noted that we cannot fund ongoing programs with one-time money.</p>	
	Public Comments		
	Announcements	<p><b>A Alsip:</b> Health Fair Nov. 17 in Business Building: HIV testing, Rockers Against Drunk Driving, etc. “Come and play.”</p>	
4:40	Adjourned		

