



ACADEMIC SENATE MEETING MINUTES

Thursday, October 13, 2011

Present: Guillermo Colls, Dan Curtis, Greg Differding, Michelle Garcia, Donna Hajj, Mary Asher-Fitzpatrick, Nancy Jennings, Jesus Miranda, Brad Monroe, Angela Nesta, Mary Sessom, Patrick Thiss, Michael Wangler

Proxy: Pat Setzer for Paul Carmona; Seth Slater for Barbara Pescar

Absent: Reem Asfour, Lauren Halsted, Paul Carmona, Barbara Pescar

The senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action."

Call to Order

Michael called the meeting to order at 2:10pm.

I. Approval of Minutes

MSP (Differding/Nesta) to approved the minutes of September 22, 2011 (1 abstention).

II. President's Report

A. Announcements

Michael welcomed Seth Slater who will be filling in as proxy for Barbara Pescar for the remainder of the semester. A permanent replacement for Barbara will be selected during the regular election cycle in early February, with the Part-time Faculty Senator term beginning immediately after the election results are finalized.

Jesus Miranda is the note taker for the meeting and Seth Slater will take notes at the next meeting.

Michael added two items for Information:

- BPAP 2745- Governing Board Self Evaluation
- 2012-13 Academic Calendar

Michael also announced that the IPRPC Report is postponed until the next meeting.

Recent Legislation signed by Governor Brown will establish a common assessment tool for placement into English, Math, and ESL. The common assessment tools will be made available to all 112 California Community Colleges to use in determining whether individual students should enroll in college-level courses or if they should first take basic skills classes. The use of the common tests will allow students to take their results with them if they enroll at multiple colleges or want to transfer to a different community college. Colleges will be encouraged to adopt the common assessment instrument, but which assessment a college uses will remain a local decision. **(Attachment A)**

B. Budget & FTES Update

The District FTES Task Force met on Monday, October 10th to discuss revising the FTES goals for the current year. The new goal requires a significant increase in FTES for Cuyamaca for the Spring 2012 semester. Concerns were expressed about how the new goal will impact Cuyamaca's budget, and a suggestion was made that the income allocation model be adjusted upward for Cuyamaca to accommodate this unanticipated growth. This led to a discussion about the need to revisit the district's income allocation formula to better serve both colleges in today's fiscally constrained environment. Chancellor Miles indicated that a task force would be convened in Spring 2012 to begin this conversation.

C. CCC Task Force on Student Success & Fall Plenary Update

The California Community College Task Force on Student Success recently released their recommendations for improving student success. The recommendations are available on the State Chancellor's website: <http://www.cccco.edu/studentssuccess>, and input is being solicited through an online dialog at: <http://studentssuccess.ideascale.com/>.

The recommendations will be discussed at the ASCCC Fall Plenary on November 3rd and 4th, and several resolutions related to these recommendations will be up for debate and voting on November 5th. Michael will send out an electronic copy of the task force recommendations, and encouraged Senators to share with their constituency groups. These recommendations along with the ASCCC Fall Plenary resolutions will return for action at the next Senate meeting on October 27th.

D. Peer/Manager Faculty Evaluation Form

Discussions continue between the Senate Officers at both colleges, and a new draft of this form will be available for review at the next Senate meeting on October 27th.

E. Reception for Newly Tenured Faculty

A tentative date for this event has been set for March 22, 2012, 4-6 pm at the Water Conservation Garden. The President's Office has agreed to co-sponsor the event, and will help out with logistics. There will be 22 newly tenured faculty honored at this event, going back to 2009. A proposal for the Senate's contribution for this event will return for action at a future Senate meeting.

III. Vice President's Report

A. SOC Committee Appointments

Nancy Jennings reported the following faculty appointments to committees:

Cuyamaca Diversity, Equity, and Inclusion Committee

3 Full Time Faculty ~ Alicia Munoz, Raad Jerjis, Nancy Jennings

1 Part Time Faculty ~ Jennifer Smith

Facilities Planning Committee

1 Faculty Member – Carol Lloyd

Research Planning Committee

1 Faculty Member – Tammi Marshall

IV. Committee Reports

A. IPRPC Report

This report was postponed to a future meeting.

V. Action

A. Institutional Research & Planning Committee

Michael shared a new revision to the committee charge, based on a recommendation from the District Coordinating Educational Council.

MSP (Setzer/Differding) to endorse the revised Institutional Research & Planning Committee charge and composition (1 abstention) **(Attachment B)**

B. 2011-12 Basic Skills Action Plan

MSP (Hajj/Nesta) to endorse the 2011-12 Basic Skills Action Plan (1 abstention) **(Attachment C)**

C. Student Services Faculty Staffing Plan

MSP (Hajj/Differding) to endorse the Student Services Faculty Staffing Plan for 2011-12. (1 abstention) **(Attachment D)**

VI. Information

A. Basic Skills Committee Charge & Composition

The proposed revisions to the Basic Skills Committee Charge & Composition were presented for discussion. There were no questions, comments, or concerns. This item will return for action at the next Senate meeting on October 27th.

B. BP/AP 2745- Board Self Evaluation

The proposed revisions to BP/AP 2745 were presented for discussion. The reason for the proposed changes is that the current language in the policy and procedure is outdated and the proposed revisions reflected current practice. A concern was expressed that details of the evaluation results were not available to the public. This item will return for action at the next Senate meeting on October 27th.

C. 2012-13 Academic Calendar

The proposed 2012-13 Academic Calendar was presented for discussion. The Calendar Committee is recommending a slight adjustment to the Fall 2012 semester to accommodate the extra Monday holiday. The recommendation is for an additional day of instruction on Monday, December 10th, with finals running from Tuesday, December 11th through Monday, December 17th. The grade deadline will be Wednesday, December 19th.

The proposed Summer 2012 Calendar was also presented for discussion. The summer term will begin on June 11th, with 4, 6 and 8 week options. Both proposed calendars will return for action at the next Senate meeting on October 27th.

In conclusion, Michael shared the results of the Spring Break survey: 53% of respondents preferred to keep Spring Break as it is, while only 25% wanted to move Spring Break to the 9th week of the semester; 17% had no preference, and 5% had other suggestions. As a result, the Calendar Committee is recommending that Spring Break continue to be scheduled the week before the Easter holiday weekend.

VII. Announcements/Public Comment

There were no announcements or public comment.

The meeting adjourned at 3:50pm.
Recorded by Joy Tapscott

Attachment A



CALIFORNIA COMMUNITY COLLEGES

CHANCELLOR'S OFFICE

PRESS RELEASE

October 10, 2011

Contact: Paige Marlatt Dorr

Office: 916.327.5356

Cell: 916.601.8005

Office E-mail: pdorr@cccoco.edu

Mobile E-mail: pmarlatt@comcast.net

California Community Colleges Chancellor Jack Scott says New Bills Signed by Gov. Brown Will Save Students and Colleges Time and Money

Common assessment system and eTranscript bills become law and remove redundancies, confusion

SACRAMENTO, Calif. - California Community Colleges Chancellor [Jack Scott](#) today thanked Gov. Jerry Brown for signing two bills designed to simplify the educational process for students and create more efficient placement testing within the 112-community college system. The new legislation will save colleges tens-of-thousands of dollars as more modern and efficient services are used, and students will benefit from a streamlined assessment system and will have the ability to request and view their transcripts online.

Chancellor Scott noted that dozens of different standardized assessment tests are currently being used throughout the California community college system to place students into courses. Many campuses only recognize the test they use and require students who take placement exams at a different community college to be reassessed. This creates an additional hurdle for prospective students and results in costly and duplicative testing by campuses.

“These two pieces of legislation go a long way in saving colleges’ time and money and allowing us to efficiently and seamlessly serve our students,” Scott said. “The centralized assessment system and the new eTranscript infrastructure will help our 2.6 million students achieve their educational goals faster by eliminating redundant practices and using technology to allow our students to access their records online and to share the information quickly with other institutions.”

Signed on Oct. 8, [Assembly Bill 743](#), authored by Marty Block (D-San Diego), requires the Chancellor’s Office to establish uniform assessment tests for English, math, and English as a second language (ESL). The common assessment tools will be made available to all 112-campuses to use in determining whether individual students should enroll in college-level courses or if they should first take basic skills classes. The use of the common tests will allow students to take their results with them if they enroll at multiple campuses or want to transfer to a different community college.

Assessment is a critical tool for students, many of whom begin their community higher education underprepared for college-level work. Taking an assessment prior to placement in a course is a critical step towards increasing student success. Colleges that use the new common assessment exams will realize a significant cost savings because the system will purchase the tests in volume

Attachment A

and offer them to campuses at little or no cost. This will allow more students to be assessed while the colleges realize cost-savings that they can keep locally and reinvest in other priority programs.

Assembly Bill 743 also allows for the creation of an online pre-test application that students can use to prepare to take the assessments. This will help students to improve their placement scores by allowing them to brush-up on skills they may have forgotten and as a result, enroll in the appropriate classes – thus helping them to succeed faster in degree or certificate completion and/or in transferring to a four-year university.

The California Community Colleges Chancellor's Office received a one-time allocation of \$500,000 from the California Assembly for the common assessment project. This funding, in addition to grant money from the Hewlett and Gates Foundations, will combine to provide \$850,000 in necessary start-up costs for the system-wide initiative. The bill was supported by multiple community college campuses and districts, the Community College League of California, and the Faculty Association of California Community Colleges. It will take effect in January 2012.

[Assembly Bill 1056](#), authored by Paul Fong (D-Mountain View), requires community colleges to convert from a paper-based transcript process to an electronic system called eTranscripts that is highly efficient and student-friendly. The conversion to an electronic system will save the colleges \$4 to \$10 per transcript through reduced paper consumption, fewer staff hours, and decreased postage costs. The simplified process will allow students to request, transmit, track, and download their transcripts and have continuous access. It will also shorten the transmittal time from approximately three weeks to 24-hours when transcripts need to be sent from one campus to another. Many community colleges are already using this system or an alternate e-transcript service. The newly signed legislation will make the practice universal.

The California Community Colleges Chancellor's Office received a one-time allocation of \$500,000 from the state Assembly to help fund the cost of converting from the paper to an electronic transcript system. This funding is estimated to cover the initial conversion costs as specified in the bill. Maintenance expenses will be addressed through savings generated by the use of a more efficient, electronic system.

Assembly Bill 1056 is an important first step for creating even greater efficiencies in the future. By investing in this statewide technology, California is building the crucial infrastructure to support future automated projects such as degree audits, around the clock counseling, and the ability to quickly send student transcripts to institutions out of the state.

The [California Community Colleges](#) is the largest system of higher education in the nation. It is composed of 72 districts and 112 colleges serving 2.6 million students per year. Community colleges supply workforce training, basic skills courses in English and math, and prepare students for transfer to four-year colleges and universities. The Chancellor's Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges.

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Attachment B

INSTITUTIONAL RESEARCH & PLANNING COMMITTEE (Committee Reporting to the Districtwide Coordinating Educational Council)

Charge

The Institutional Research & Planning Committee (IRPC) supports a culture of inquiry by providing quantitative and qualitative data to inform planning and decision making processes throughout the district, improve student learning and achievement, and enhance institutional effectiveness through the process of continuous quality improvement. At the end of each spring semester the IRPC will review and rank research requests submitted by the colleges and District Services. The IRPC makes recommendations to the District Coordinating Educational Council (DCEC), and periodically evaluates the annual district research and planning agenda. The IRPC provides guidance to the District Office of Research, Planning & Institutional Effectiveness regarding annual research priorities, during the preparation and evaluation of districtwide plans, and development of annual institutional effectiveness reports. The IRPC also acts as an Institutional Review Board (IRB) regarding both internal and external requests for applied educational research, when needed.

Chair

Senior Dean, Research, Planning & Institutional Effectiveness

Composition

Vice President of Instruction, Cuyamaca College
Vice President of Academic Affairs, Grossmont College
Vice President of Student Services, Cuyamaca College
Vice President of Student Services, Grossmont College
Vice President of Administrative Services, Cuyamaca College
Vice President of Administrative Services, Grossmont College
Academic Senate President or designee, Cuyamaca College
Academic Senate President or designee, Grossmont College
Vice President Classified Senate (2)
Student Representative, Cuyamaca College
Student Representative, Grossmont College
Planner or designee, Research, Planning & Institutional Effectiveness

Meeting Schedule

Meetings to be held once per semester, or as needed.
Special meetings may be called by the Chair.
Reports to DCEC at least once per semester.

Attachment C



2011-2012 ONTRACK ACTIVITY REQUESTS FUNDED

Activity #	Contact Person	Description	Amount Funded
1.3	M.Bucky	Reading: Embedded Reading Tutoring Program	\$ 5,000.00
1.8	A.Munoz	ESL: ESL Link for Student Success	\$ 4,000.00
1.11	R.Steinback	Admin: Basic Skills Support Staff	\$ 14,700.00
1.13	D.Hajj	Counseling: Freshman Year Experience Program	\$ 10,000.00
2.2	M.Graham	English: Faculty Professional Development through (FIG)	\$ 1,000.00
2.4	B.Viersen	DSPS: Adjunct DSPS Specialist-Counselor	\$ 8,000.00
2.5	D.Hajj	Counseling: Counselor and peer-advisors to assist ESL students with application, assessment, advising and registration	\$ 5,040.00
2.6	E.Preibisius	Math: Evaluate and Respond to the Department's 2010-2011 assessments	\$ 5,400.00
2.9	L.LeBlanc	S&E: STEM Center. Improve workshops and study sessions.	\$ 5,000.00
2.11	M.Bucky	Reading: Reading Lab Aid	\$ 3,000.00
4.2	M.Graham	Writing Center: Expand Tutoring Program	\$ 15,000.00
4.3	M.Graham	Writing Center: Embedded Tutoring	\$ 8,000.00
4.5	E.Preibisius	Tutoring: Hire Tutors (Math)	\$ 15,000.00
4.6	J.Resto	Library: Develop Tutor Training Program	\$ 2,000.00
4.15	A.Munoz	ESL: Establish ESL Language/Study Skills Lab for hourly aid (expanded services on Friday)	\$ 4,560.00
5.8	R.Steinback	Admin: Travel	\$ 4,000.00
TOTAL FUNDED			\$ 109,700.00

Attachment D

MEMORANDUM

DATE: September 22, 2011

TO: Cuyamaca College Community

FROM: Student Services Program Review and Planning Committee (Voting Members: Sheryl Ashley (absent), Julianna Barnes, Danene Brown, Travis Gallegos (did not vote), Mary Graham, Donna Hajj, Scott Herrin, Nanyamka Hill, Julie Kahler, Teresa McNeil, Ray Reyes, Susan Topham, Beth Viersen, and Lauren Weiner. Non-voting member: Tammi Marshall)

SUBJECT: Student Services Program Review and Planning Committee **Faculty** Recommendations

The Student Services Program Review and Planning Committee (SSPRPC) has completed its review and analysis of all Student Services Department Plans and Requests for Resources. Requests have been ranked and prioritized based on the Strategic Plan, as well as weighted District criteria.

Based on the prioritization of the SSPRPC voting members, our critical faculty recommendations for 2011-2012, in ranked order, include:

1. Veterans Education Transition Services	Veterans Counselor (1.0)
2. Disabled Student Program & Services	DSPS Specialist Counselor (1.0)
3. Extended Opportunity Program & Services	Counselor-EOPS/UP! (1.0)
4. Counseling	Counselor (1.0)

JB:jr