Cabrillo College Faculty Senate

Tuesday, October 16th, 2012

3-5 pm

Sesnon House

In Attendance: Winnie Baer, Cheryl Barkey, Arturo Cantu, John Govsky, Steve Hodges, Calais Ingel, Sheryl Kern-Jones, Brian Legakis, Jackie Logg, Michael Mangin, Robin McFarland, Diego Navarro, Lenny Norton, Ekua Omosupe, Jo-Ann Panzardi, Beth Regardz, Dan Rothwell, Pam Sanborn, Alex Taurke, Sylvia Winder, Eva Acosta, Marcy Alancraig, Rick Fillman, Tara DeSandres, Rhea Leonard

Guests: Kathie Welch, Michael Strunk, Dale Attias, James Weckler, Paul Harvell, Yaming Shen, Georg Romero, Barbara Schultz-Perez, Isabel O’Connor, Wanda Garner, Carolyn Jackson

Note Taker: Kayla Sikes

1. **Call to Order**
   1. The meeting was called to order at 3:05 pm.

2. **Minutes**
   1. October 2nd, 2012
      1. Revisions.
         1. Second to last page- should be Medical Assisting’s enrollment is down, not nursing.
         2. Motion to approve, second.

3. **Standing Reports**
   1. President (Michael Mangin)
      1. Waitlists
         1. Invalid emails are down to 1.5% in WebAdvisor.
         2. Instructional Council is proposing to move up the number of days waitlisted students have to claim a spot when it opens up- was 8, will move to 5.
         3. Number of students that sit on the waitlist has decreased in the last 3 fall semesters from 24% to 18%. Seemingly using the waitlist more efficiently.
            1. Has to do with acculturation, which basic skills students lack.
            2. Why don’t students first on the waitlist automatically get enrolled if a spot opens up?
               1. Because they can be on multiple waitlists and it creates a financial obligation on their behalf.
      2. Student Success Task Force- second web seminar will be held tomorrow.
         1. Lowenthal Bill (SB 1456) is now the Student Success Act of 2012.
         2. 5 areas of focus- common assessment, orientation assessment/ed plans, implementation of student services, BOG fee waiver conditions, and accountability score card.
         3. Accountability score card will publicize students’ success at getting their degree, will show students’ gender, ethnicity, and possibly economic status.
         4. Will re-purpose matriculation services- condensed 8 areas to a core 3.
   3. Prop 30 updates
      1. Annual Cabrillo College Town Hall- in the forum next Monday, 2:30-4. Will be
registering people to vote - last day.
2. The Munger proposition has cut into Prop 30 by 5%. Molly Munger called off attack ads yesterday but approval rate dropped from 55% to 50% after one week.
3. State Plenary Meeting in Irvine is November 8-10.
4. Renee’s retirement event - Michael, Steve, Rory and Beth will meet to discuss.
   1. Friday, Nov. 30th in Sesnon House. Need more volunteers.
   2. Robin and Winnie volunteer.
5. SSTF- getting to the implementation phase, want the most faculty voice as possible.
   1. Each division should have someone to serve on a task force to talk about implementation issues.
   2. Will probably have meeting at the end of the semester, and a few next semester.
   3. Need a few more volunteers. Beth volunteers.
6. Free Speech council to stress that the college is a free speech zone.
   1. Michael Robbins volunteered at the Board meeting.
   2. Steve volunteers.
2. Vice President (Steve Hodges)
   1. Increase in campus thefts of computers. Please be mindful.
      1. No police presence over the weekend. Costs more money to lose the technology than to have more of a security presence.
      2. Have also been vehicle break-ins. Part of the 300 building renovation budget included money for security cameras.
      3. When there have been emergencies in the library, police respond quickly. However, regular police patrols of the library at night have stopped. Should also take personal responsibility.
      4. At UC Davis there were student patrols- cheap eyes and ears when police weren’t available.
   2. Reduction and Elimination Task Force has a meeting coming up.
3. Technology Committee
   1. Recent hardware project- upgrading last parts of the network.
   2. Two key retirements/resignations in IT- need to replace the network administrator.
   3. New help request system called “Track It” is being configured. Centralized, will combine IT and facilities. Will allow reports through web interface and email. Inventory tracking, knowledge base, auditing.
   4. Piloting some of the tasks that used to be part of the Research Advisory Committee.
   5. VDI (Virtual Desktops) project is coming along. Lowered average cost of a desktop machine from $800 to $600. Accessibility issues are being investigated.
3. Secretary (John Govsky)
   1. Minor update to the website to make it easier to find old documents.
4. Treasurer (Lenny Norton)
   1. No responses to request for joining Faculty Senate so far. HASS reps still pushing.
5. CCFT (Paul Harvell, John Govsky)
   1. Event to promote Yes on 30 and No on 32. Making t-shirts.
      1. Paul’s letter- if Prop 30 loses, 1.8% pay cut to faculty.
      2. Voter Guide is out.
   3. Notify students they can register to vote online as well.
      1. Link on the library homepage.
6. CCEU (Rick Fillman)
   1. Phase 4 reductions haven’t been realized yet.
   2. Adjustments in staffing required to adapt to new student calendar, often not enough
flexibility to do so since so many reductions have been made.

7. Watsonville (Eva Acosta)
   1. Pacific Rim Festival this Sunday.
   2. This Friday, Solari Green Tech Center hosting an annual environmental breakfast at 8:30 am.

8. ASCC (Bianca Torres)
   1. Student Senate working on the First Annual Cabrillo College Town Hall- promoting the event as much as possible.
      1. Please promote it to your students.

9. SLO Coordinator (Marcy Alancraig)
   1. Proficiency report to the ACCJC is finished.
   2. ARC has started meeting.
      1. Institutional effectiveness (integrated planning)- many campuses have a committee for this purpose. Was voted down at cabinet. ARC will spend time at each meeting talking about the way planning processes work together.
      2. Will make recommendations to streamline planning.
      3. Many colleges are electronically reporting student success data. Group will meet to discuss our needs electronically.

3. Handout for SLO and AUO assessment at Cabrillo at October 10th.
   1. 975 active courses in the last 3 years- of those, 89% have SLOs. That means there are 126 courses that don’t have SLOs written.
      1. Many were rejected by the curriculum committee, then the departments didn’t do anything with them. Deans got a list of these.
   2. Of those courses with SLOs, only 61% have been assessed. Surprisingly low number.
   3. 90% of college programs have SLOs, 76% of those programs have been assessed.
   4. 100% of Student Service departments have SLOs, 92% have been assessed.
   5. In administration, transitioning to AUOs. 48% have AUOs, 9% have assessed.
      1. Paradigm shift- not what you do, but how can people use you.
   6. Only 23% of administration departments have completed a program plan in the last 4 years.
      1. If this doesn’t change, Cabrillo will probably get a recommendation at the next accreditation visit.
   7. How can we help these departments write SLOs and AUOs?
      1. Pay adjuncts to do it, or give flex credit.
      2. Remind faculty that assessment of SLOs is part of the reduction matrix.
      3. PC could give units to adjuncts- acculturate the departments that haven’t caught onto this yet.
      4. Have groups go to the departments and explain how to do SLOs.
      5. One college has their foundation give awards for doing SLOs.
      6. Another college has a department breakfast with the president if they don’t do SLOs.
      7. Website is being revised to explain to faculty and department chairs what to do with SLOs and AUOs.

10. VPI (Wanda Garner)

4. Unfinished Business
   1. Faculty Hiring Update
      1. 7 retirements announced at Board meeting.
2. 17 requests for Rick to run the numbers for new positions.
2. Jay, Tish, Brad and Calais will work with Isabel on reviewing HR search and selection process.

2. VPI Update
   1. 5 faculty members on the selection committee- Michael, Marcy, Paul, Peter Shaw, Francine Von Meter. 14 total members.
   2. Position closes on November 15th.

5. New Business
   1. Curriculum Committee Fall 2012 Report
      1. Handout on Fall 2012 curriculum had 108 deletes- a lot to do with the matrix and SLOs. More than usual.
      2. 281 modifications, 11 new courses went through.
      3. Big surprise is 143 new courses in for spring.
         1. Effect of the repeatability changes- departments that rely on repetition of students are looking to fix things.
      4. Courses are created, but units aren’t always created.
      5. Courses can be overlapped in scheduling.
      6. Motion to approve, second.
   2. Degree Audit and e-Advise
      1. E-advising will allow students to develop a worksheet online and to have counselors approve an electronic ed plan.
         1. Tied to Student Success Task Force.
      2. Builds on Degree Audit. For every degree program, there are various requirements. For CTE programs and AA degrees, it’s very consistent.
         1. Becomes problematic for most other transfer degrees. It has become increasingly important for students to meet the major requirements of the school to which they’re transferring.
      3. With new format for e-Advise, it’s much more user friendly.
         1. If students see that these are the classes they need for their specific major, that’s misleading if they’re transferring.
      4. Suggestion was to not attach the model programs from the catalog to the transfer programs in degree audit, so students aren’t going down the incorrect path.
         1. Proposal for language like the bottom paragraph on handout.
      5. A lot of work to be done- faculty needs to be aware of new proposals.
         1. Transfer students do the online worksheet, then do a 30 min. appt with a counselor to determine what major prep they need for their goal.
         2. Ed plans will be stored as part of WebAdvisor for them to view.
         3. Difference is that all students will be required to have an educational plan. E-advising will be linked to registration and to the “Search for Sections” part of WebAdvisor.
         4. How can Cabrillo faculty and staff inform students that they want to have an ed plan as soon as possible?
      6. Right now in WebAdvisor, it states “an AA degree requires at least 18 units in the major, to use ASSIST for major prep for transfer, and to see a counselor for admisement to ensure you are taking the best possible courses given your goals.”
         1. Proposing a broader statement here.
      7. AA-Ts are very prescribed and specific. They show up exactly how a student needs them.
8. More and more, students will use WebAdvisor rather than the paper catalog- won’t see the optional courses and won’t take them.
9. If model program says “take 18 units from a selection of 30,” what is misleading about it?
   1. If a student is transferring as a Literature major to UCSC, they need a foreign language as well as two literature classes. Many students transfer without an associate’s degree.
   2. Catalog says to take this, and this, etc. and adds up to 30 units. Doesn’t say you can graduate with 18 units.
10. If the program model says they need to take these classes, students may not realize these aren’t necessarily the classes needed to transfer into a certain major at a four-year school.
11. Students need this information before the semester ever begins.
   1. They should come into Cabrillo with an initial/uninformed ed plan which will be modified by a counselor.

3. BP 3190 and BP 3310
   1. BP 3190 on Articulation- nothing new here.
      1. Motion to approve, second.
   2. AR/BP 3610 Multiple and Overlapping Enrollments
      1. Changes so the 10 min. or less that is missed by the student must be made up under the direct supervision of the instructor.
      2. First sentence of AR 3610 means that you can’t enroll in two sections of the same course if they overlap- Comm 6, for example.
      3. New form for overlap that an instructor has to sign off on.
      4. BP 3610 will go back to IC for a small wording change.
   3. BP 3310 on Copyright, also no changes.
      1. Motion to approve, second.
      2. New in the AR 3310 are changes to online material and removed references to the old media copying service.

6. Adjourn.