



Academic Senate Council Agenda Unapproved Minutes
November 13, 2015: 2:30-4:30 p.m.
SLO Room 3142 (PDC) | NCC Room 3213 (Polycom)

X	Lara Baxley President	X	Katy Neidhardt Vice-President	X	Cherie Moore Curriculum Chair	X	Debra Stakes CCFT President
	Matthew Aleman ASCC Student Rep.	X	Allen Dailey Part-time At-large	X	Matt Knudsen Full-time At-large		Cynthia Wilshusen N. County At-large
	Silvio Favoreto Biology	X	Tanya Downing/ Amy Stapp Business	X	Glenda Moscoso Counseling		VACANT DSPA
X	Gary Villa / Stacy Millich Engineering & Tech.	X	Matt Fleming English	X	Jarred Pfeiffer Fine Arts		Tricia Bramsen Human Development
	Allison Grant Kinesiology, Health Science, and Athletics	X	Betsy Dunn Lang. & Communication Erich Tucker substitute	X	Carina Love Learning Resources	X	Michael Mogull Mathematics
X	Monica Millard Nursing		bree valle / Jennifer Martin Performing Arts	X	Patrick Len Physical Sciences	X	Lise Mifsud/ Fionnuala Butler Social Science
	VACANT Student Development and Success						

Cards: Matt Knudsen ___ **Time Keeper: Monica Millard** ___ **Computer: Carina Love** _____

I. APPROVAL OF AGENDA (1 min.)

Approved—Consensus reached

II. APPROVAL OF MINUTES (October 23, 2015) (2 min.)

Approved—Consensus reached

III. PUBLIC COMMENT: *All public comments will be limited to three minutes in length for each speaker. Opportunities for public comment will also be provided for each agenda item during discussion on each item and before proposals are called for approval.*

None

IV. PRESIDENT’S REPORT (3 min.)

- eLumen trainings—Lara attended eLumen training today and found the program to be very user-friendly and encourages faculty to attend trainings.
- Book of the Year fundraiser—tonight at 5 pm at Humankind!
- Jack Sullivan says hi
- Plenary last week—resolutions just published—Lara will report later
- 10 + 1 added to bottom of senate agendas for reference
- tour today

V. BUSINESS AGENDA: *Be sure to discuss these items with your division faculty so you can adequately represent your division in reaching consensus on these items.*

Contents

1. Academic Senate Council Meeting November 20, 2015
2. Revisions to BP 5500, Standards of Conduct (Second Read)
3. Distance Education Syllabus Standards (Second Read)
4. Student Equity Plan (First Read)
5. SLOCCCD Mission Statement (First Read)
6. BP/AP 5050 Student Success and Support Program and BP/AP 5110 Counseling (First Read)
7. Faculty Service Areas
8. Adoption of Canvas Course Management System (First Read)
9. EOPS/CalWorks/FosterYouth facilities/office space (First Read) **Time-Sensitive 4:00**

1. Academic Senate Council Meeting November 20, 2015 (L. Baxley - 3 min.)

Background: The Academic Senate Council is scheduled to meet twice a month, on the 2nd and 4th Fridays. However, in the month of October there was not a meeting on the 2nd Friday due to flex day and in November there will not be a meeting on the 4th Friday due to Thanksgiving. The absence of half of the meetings over two months has created a backlog of items for the Council to consider before the end of the semester. Therefore, I would like to call for a meeting on November 20 to replace the missed meeting that would be scheduled for November 27 if there were not a holiday.

Proposal: The Academic Senate Council approves an extra meeting on November 20, 2015.

Approved—Consensus reached

2. Revisions to BP 5500, Standards of Conduct (Second Read) (McLaughlin - 10 min.)

Background: This Board Policy, last fully updated and Board approved in 2014 is being revised to include (1) language from SB186, revising Ed Code language as related to sexual assault (Violence Against Women Act language), (2) reference to student use of unauthorized personal electronic devices, (3) the addition of e-cigarettes in the language about smoking on campus, and (4) the addition of bullying language against District employees.

Supporting Documents:

- [Proposed BP 5500 Standards of Conduct](#)

Proposal: The Academic Senate Council approves BP 5500 Standards of Conduct with feedback provided at the November 13, 2015 meeting.

Approved—Consensus reached

3. Distance Education Syllabus Standards (Second Read) (L. Baxley - 10 min.)

Background: During spring semester 2015, a taskforce comprised of five faculty members created a DE Syllabus Template to be used by faculty teaching in the distance education modality. The template was approved by the Distance Education Committee on May 8, 2015 and by the Academic Senate Council on May 15, 2015.

In Fall of 2015 when the use of the DE Syllabus Template was implemented, many faculty members found the template very usefully and some even used the relevant parts when creating syllabi for their face to face classes. However, were other faculty members misunderstood how to use the template, believing that the template was to be used as a form to fill out in the order presented and that all of the text in the template was required, rather than just the items in blue font. In order to clear up the confusion about the template, the document has been altered to include instructions and to make clear that it is a checklist rather than a form that must be completed as-is and to make it clear which parts are required and which are optional. In addition, it was felt that part of the confusion arose from the use of the word “template”. Therefore, the name has been changed to “Distance Education Syllabus Standards”.

New to this meeting: This version incorporates feedback from the October 23, 2015 Academic Senate Council meeting. When the Distance Education Syllabus Template was approved by the Academic Senate Council in May 2015, there was a recommendation that the template be included in AP 4105 Distance Education. When the Academic Senate Council approved changes to AP 4105 in September, we did not include the syllabus, but we may wish to add it at this time.

Supporting Documents:

- [Distance Education Syllabus Standards – lineout](#) (edits from last meeting)
- [Distance Education Syllabus Standards – clean](#)

Proposal: The Academic Senate Council approves the Distance Education Syllabus Standards with feedback provided at the November 13, 2015 meeting.

Approved—Consensus reached

Proposal: The Academic Senate Council approves adding the Distance Education Syllabus Standards to AP 4105.

Approved—Consensus reached

4. Student Equity Plan (First Read*)

(Albertson - 10 min.)

Background: The intent of student equity funding and planning is to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, disability, or economic circumstances. For purposes of this plan, student equity is defined as a helping students achieve equal outcomes on success indicators as compared to either their own percentage in the community or college student body, or to other student groups. Success indicators set by the state include: Access, Course Completion, ESL and Basic Skills Completion, Transfer, Degree and Certificate Completion.

Each community college is required to maintain a student equity plan that includes campus-based research as to the extent of equity for high-need student groups; goals for access to, and completion of courses, basic skills improvement, transfer and degree and certificates for all students and for high-need students; and a set of evidence-based activities to help students and the college meet these goals. Colleges should also use student equity planning as an opportunity to determine how campus policies and practices foster or hinder equitable outcomes for students and to develop the capacity of campus practitioners to address the specific student needs. The plan is due to the Chancellor’s Office on December 18, 2015.

About this draft: Five activity plans from the 2014-2015 SEqP are still under construction and not included in this draft. These activities are accounted for in the summary budget table. The following is a list of these activities: Curriculum Specialist, Director of Student Equity and Success Centers, Net Tutor, eLumen and Instructional Aides (funded through general funds). Please note that the formatting of this draft (including tables) is NOT indicative of the final product. As we receive feedback on this draft, tables and sections will shift and therefore the presentation of the plan will be finalized before being sent to the Chancellor's office on 12/18/15.

*This plan must go to the Board of Trustees on December 2, so it must be approved by the Academic Senate before that date. Therefore, if we do not approve a November 20 meeting, we will have to move this to a second read and approve the plan at the November 13 meeting.

Supporting Documents:

- [Student Equity Plan](#) Draft

Proposal: The Academic Senate Council will provide feedback on the Student Equity Plan 2014-2017 (updated plan for year 2015-2016).

Approved—Consensus reached with the following feedback:

- Page 46 – no stats listed for certain populations (e.g., Black/AA)—explain on document why or why not
- Goal of 2% improvement may be unrealistic for small populations where 2% is only 1 or 2 students.

5. SLOCCCD Mission Statement (First Read)

(G. Baxley - 10 min.)

Background: The Educational Master Plan is driven by the District's Mission Statement. Therefore, College Council approved Fall 2015 review of the mission during the August 25, 2015 meeting, and appointed a Mission Statement Ad Hoc Group in the September 8, 2015 meeting. The Mission Statement Ad Hoc Group facilitated dialogue and feedback on the mission statement in the October 15, 2015 EMP workshop. After the workshop the Mission Statement Ad Hoc Group discussed each suggested change, reviewed ACCJC standards, and as a result, the Mission Statement Ad Hoc Group recommends a revised mission statement.

Since the Mission Statement will drive the Educational Master Plan, which is already in development, it is important that it be approved in a timely manner. In addition, since the proposed changes to the Mission Statement are minor, the Ad Hoc Group requests that the Mission Statement be moved to a second read for approval at the November 13, 2015 meeting.

Supporting Documents:

- [SLOCCCD Mission Statement proposal](#)

Proposal: The Academic Senate Council will provide feedback on the SLOCCCD Mission Statement.

Approved—Consensus reached with no feedback

Proposal: The Academic Senate Council moves the SLOCCCD Mission Statement to a second read for approval at the November 13, 2015 meeting.

Approved—Consensus reached

Proposal: The Academic Senate Council recommends approval of the SLOCCCD Mission Statement.

Approved—Consensus reached

6. BP/AP 5050 Student Success and Support Program and BP/AP 5110 Counseling (First Read) (Munoz/Lastreto - 10 min.)

Background: With the emergence of the Student Success Act, the Community College League of California (CCLC) published new/updated template language for board policy and administrative procedures as related to Counseling and the Student Success and Support Program.

- BP 6010 Counseling will be updated and renumbered to BP 5110 Counseling. We propose to add AP 5110 Counseling.
- BP 5050 Student Success and Support Program and AP 5050 will be added.

The proposed board policies and administrative procedures will bring the District's policies and procedures into alignment with Ed Code, Title V, and will follow CCLC template language.

Supporting Documents:

- [BP 5050 Student Success and Support Program](#)
- [AP 5050 Student Success and Support Program](#)
- [BP 5110 Counseling](#)
- [AP 5110 Counseling](#)

Proposal: The Academic Senate Council will provide feedback on AP/BP 5110 Counseling and AP/BP 5050 Student Success and Support Program.

Approved—Consensus reached with no feedback

7. Faculty Service Areas (Stakes - 5 min.)

Background: Faculty Service Areas, as described in Appendix C of the faculty Collective Bargaining Agreement and California Education Code section 87743, are used to determine the order by which faculty may be laid off when a district is facing reduction in workforce of faculty. Each faculty member is placed into one or more FSAs as appropriate at the time of hire. After initial FSA assignment, a faculty member may apply in writing to the FSA committee for assignment to an additional FSA for which the faculty member has met both the minimum qualifications and competency requirements. According to Ed Code, the union shall propose FSAs to the District, after consulting with the Academic Senate. The current FSA Disciplines List used by Cuesta College was last updated in 2004. Since that time, many courses have been added and existing courses have changed names and/or prefixes. Therefore, the FSA Disciplines List must be updated to include these changes. CCFT has requested a joint CCFT-Academic Senate task force to proposed an updated FSA Disciplines List.

Please note that FSAs are not the same as minimum qualifications, although the two are often confused, and certainly overlap. Regardless of FSA, a faculty member may only be assigned to teach courses in which the faculty member meets the minimum qualifications.

Supporting Documents:

- [Cuesta College FSA Disciplines List](#)
- [Collective Bargaining Agreement](#) (see Appendix C)
- [California Education Code 87743-87746](#)
- [Qualifications for Faculty Service In The California Community Colleges](#) (see pg. 12)

Proposal: The Academic Senate Council approves the formation of a joint CCFT-Academic Senate task force to propose a new FSA Disciplines List for the District.

Approved—Consensus reached

- Taskforce:
- Lara Baxley
- Matt Knudsen
- Katy Neidhardt

8. Adoption of Canvas Course Management System

(Stengel - 5 min.)

Background: “The DE committee recommends that Canvas be the next learning management system including replacement of MyCourses for all courses and that the District develop the support, services and timelines for implementation.” [Passed unanimously, 10/16/2015]

The Online Education Initiative (OEI) of the California Community Colleges announced the completion of a contract for Canvas by Instructure as the Common Course Management System (CCMS) in June, 2015. The selection was the result of a months-long Request for Proposal (RFP), vendor evaluation and selection, and contract negotiation process. Nearly fifty people from the community college system, including students and faculty as well as OEI staff, participated in the evaluation and decision; Canvas was the overwhelming favorite.

Why this move makes sense for Cuesta:

- Canvas was deemed the most user-friendly platform by students and faculty involved in the OEI decision.
- Cuesta will have to pay no licensing fees for Canvas, at least through the 2018-19 academic year. The costs are covered by state funding for the OEI. Savings will be used for faculty professional development and support.
- Migration to Canvas will help position Cuesta for inclusion in the Online Course Exchange, the next phase of the OEI.
- Ellucian will officially end support for Luminis Portal IV on 6/30/2016, so Cuesta will be implementing a new portal (MyCuesta, MyCourses) soon. Because Canvas is intended as the management system for all courses, not just DE courses, it will replace MyCourses.
- Evening and weekend tech support will be provided by Instructure as part of their contract with OEI.

Considerations:

- **Timeline:** If a decision is made this semester, we could conceivably implement Canvas across all courses in Fall 2016. While this target date meets the need for a replacement of MyCourses, it would require rapid implementation of technology integration (with Banner et al) and large-scale training and support for faculty in migrating course content and building effective courses in Canvas. Cuesta would work with @One to supplement the training and support provided by Instructure and our in-house experts.

One advantage of the aggressive schedule is the cost savings (\$30,000) of not having to renew our Moodle contract for another year; the current contract runs through summer session 2016.

Supporting Documents:

- [CCMS Implementation Announcement to Colleges](#)

Proposal: The Academic Senate Council will provide feedback on the adoption of Canvas as the district Learning Management System, including replacement of MyCourses for all courses.

Approved—Consensus reached with the following feedback:

- Request for training and rollout schedule to be provided at Dec. 11th meeting
- Determine how soon we can get courses into Canvas shells for faculty to work on during trainings.

9. EOPS/CalWorks/FosterYouth facilities/office space (First Read) (McLaughlin - 15 min.) (Time Sensitive – 4:00 p.m.)

Background: EOPS/CalWorks/FosterYouth programs is proposing a change in space, switching the current EOPS/CalWorks/FosterYouth space with the Professional Development Center (PDC). The reason for the proposed move is to better serve the growing number of students in this program. See Background Information and Motivation for Move, linked below, for more information about why this move is being requested. The proposed PDC space is wider, but significantly shorter than the current PDC space (see Facilities Plans linked below). The new space would still fit the same table for meeting space and allow more furniture on the sides, but will not have the large space behind the table that is currently mostly open space, but does include a couch and other furniture. In addition, the move would allow the Academic Senate to use an adjacent office space in any manner determined to be useful to faculty (see Proposed PDC Space Dimensions linked below). The Academic Senate Council will be given a tour of the proposed space at 4:00 followed by discussion. Facilities has indicated that a winter break move is possible and will reduce the disruption to program/room functions to a minimum.

Supporting Documents:

- [Background Information and Motivation for Move](#)
- [Facilities Plans:](#) 1st drawing is current PDC, 2nd and 3rd drawings are possible PDC configurations in proposed room (excluding the office).
- [Current PDC Dimensions](#)
- [Proposed PDC Space Dimensions](#)

Proposal: The Academic Senate Council will provide feedback on moving the PDC to the current EOPS space and use of the current EOPS office as an Academic Senate Office/Faculty Space.

Approved—Consensus reached with the following feedback:

- We need assurance that the new space will be a designated faculty space with faculty priority for its use
- Secure days and times on the calendar for new space to be used for faculty professional development until new space designated for PDC
- Request for refrigerator and coffee maker be provided in the new space
- Request that when new building constructed additional space be set aside for a new PDC
- New room needs to support the emergency preparedness center

Proposal: The Academic Senate Council approves the formation of a task force to propose a plan for how to optimize the use of the new PDC and office space.

Approved—Consensus reached with the following taskforce:

- Kevin Bontenbal
- Lara Baxley

VI. INFORMATION ITEMS: *Please share these items with your division faculty.*

1. **Summit Agenda/Minutes** – none at this time
2. **Statewide Academic Senate Resolutions** – The statewide Academic Senate Fall Plenary took place in Irvine, CA Nov. 5-7. Newly adopted resolutions will be posted on the ASCCC website at <http://www.asccc.org/resources/resolutions>. All faculty, and particularly Academic Senate Council and Curriculum Committee representatives are encouraged to read the new resolutions once they are posted.
 - **Email coming of which ones to pay attention to**
3. **BP/AP 5140 DSPS** – A new [BP 5140 and AP 5140 Disabled Students Programs and Services](#) have been approved by College Council and will be sent to the Board of Trustees. Faculty are encouraged to review the new BP and AP.

VII. SUMMIT ITEMS

Are there any items, campus issues, and/or divisional concerns/issues that anyone has that he/she feels need to be taken to “Summit” for answers/clarification?

VIII. Senator Tasks:

1. **Agenda Items:** As always, solicit feedback from your constituents on the **Business Items** in the agenda. Share the **Information Items** with your constituents as well.
2. **Mission Statement:** We have been asked to approve the Mission Statement at this meeting. Discuss the Mission Statement with your constituents so that you will be able to make a decision at this meeting, if necessary.

IX. STANDING REPORTS (Time permitting – max. 3 min. per report)

1. Curriculum—Moore
2. College Council—L.Baxley
3. Planning & Budget— L.Baxley
4. FPDC— Bontenbal
5. Workload Committee—Moore
- a. **Taskforce to alter the resource allocation rubric**
- b. **Taskforce to reassess the need and size of contingency funds**

6. DE Committee—Fleming
7. Book of the Year—Love
8. CCFT—Stakes
9. Stakes signed extensions for the Distance Education, Large Lecture and insurance pool MOU,s though the end of spring semester. This was motivated by the need to modify the insurance pool MOU to allow us to redistribute funds to both two party and family rate payers, which we did this semester. District has indicated their willingness to continue to renew this MOU for the three years of the new contract, but not to incorporate this into the contract.

DE MOU trying to improve the implementation, but the problems have to do with the student evaluations that are no part of this. The questions for the DE student evaluation tool need to be updated. We have a draft and the original joint taskforce will get together to review and bring to the different faculty groups before the review cycle next semester.

- The more problematic issue is the low response rate for students and the use of outdated student rosters that include students that dropped the course. The hiccup with the large lecture has to do with overloads and conflict with the 140% limit. Trying to get an exception for this.
10. Article 5--large lecture; I solicited input and recommended changes to the article about the Workload Committee. Will get district response quick November 18.
 11. Article 7 trying to finalize specific due dates for different components of the evaluation files. Looking for some people to take the baton from the existing task force to focus on the second half of article 7 about tenure process.
 12. Article 4-- discussed at length in the Council of Reps.
 13. CCFT has concerns about the workload increases associated with the implementation of eLumen and the adoption of Canvas. We will pursue a demand to bargain with the District.

X. OTHER REPORTS—AS NEEDED (email Lara if you have a report)

- | | |
|----------------------------------|---------------------|
| 1. Basic Skills Initiative—Voge | 4. Sabbatical Leave |
| 2. SLOA Committee—Finger/Iredale | 5. Web Committee |
| 3. IPPR—Grant | |

Carina Love: Active Shooter info:

- Rolling out use of lights in classrooms
- Opening day presentation conversation/ training will happen with smaller groups
- Disaster preparedness in general and not just active shooters
- Ask for PPT draft from public safety

Next Meeting: Friday, November 20, 2015 | 2:30 pm | Room 3142 (PDC)

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10+1 Matters:

1. Curriculum including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.



<http://www.cuesta.edu/departments/academicsenate/>