Minutes
Sacramento City College
Academic Senate
Tuesday, November 3, 2009

President
Connie Zuercher
Vice President
Greg Rose
Secretary
Angela-Dee Alforque


1. Call to Order: 12:05

2. Approval of Minutes – Due to extenuating circumstances the minutes from the last meeting on October 20 were not sent out. They will be distributed via e-mail by Thursday November 12. Please hit “Reply All” for edits and comments.

3. Reports – No reports.

4. Announcements
   a) Senator Lorilie Roundtree, LRC Librarian announced that there have been 100% cuts to on-line library database subscriptions. The library currently is seeking other sources of funding to provide databases and e-books, as well as to support information competency. She is requesting a consensus to support to a resolution to this effect when Connie attends the State Academic Senate Plenary session next week. It was moved, seconded and voted to support the resolution.
   
   b) Compressed Calendar survey – Connie reminded all Senators to complete the compressed calendar survey, and to remind their colleagues to do so as well. The survey is accessible to all on the SCC intranet.
   
   c) Please submit to Connie by Monday any questions you have for the Vice President of Instruction Impressions session on November 19, time TBA.

OLD BUSINESS

1. Code of Ethics/2nd Reading – Senators Troy Myers and Norman Lorenz have been working as a Senate subcommittee to review and revise the Faculty Code of Ethics. Norman distributed a copy of the most recently amended documents, incorporating the feedback given at the last meeting. The Senate discussed whether the inclusion of the Title V paragraph at the beginning of the code may or may not be necessary. It was brought up that the Title V paragraph deals with discrimination and the code deals with personal boundaries. A suggestion was made to put the Title V paragraph at the bottom. An argument was made that it may give the code more seriousness, e.g. that the code is an addition to the law. It was moved and seconded to be left as
is with the Title V paragraph at the top. The motion passed by majority vote, with one opposition and one abstention.

2. **Class Cancellation Guidelines/2nd Reading** – President Connie Zaercher presented the most recently amended Class Cancellation Guidelines. Senator Lisa Gunderson mentioned the fact that the document does not have any consideration of the impact of class cancellations on students, since it can directly impact the students’ financial aid and other services. It was suggested that there might be an additional paragraph under the “Considerations” heading to allow for some thought to what happens to students who have already registered in cancelled class sections. There was a question as to whether the sentences or paragraphs belong in the document. There was some agreement that it should at least be written that the faculty recognizes the impact on students. Connie asked if Lisa and Senator Irma Rodriguez might want to work on wording for this and asked the Senate if they would like to extend the issue into a third reading. Lisa deferred to the Senate to decide whether or not they would like to take the issue into a third reading. Another question asked “What is the meaning of ‘program needs?’” Some programs require a specific course for program completion. It was moved and seconded that Lisa & Irma work on wording to strengthen the language regarding class cancellation impact on students, and that the document will therefore will go out for further suggestions and a 3rd reading. The motion was approved by consensus.

3. **Senate Hiring Prioritization Results** - Connie distributed the listing of voting results from last meeting’s faculty prioritization and asked for feedback on the process. There was some general agreement that the process was better that last year and that the new Hiring Profile forms worked well. It was suggested that next time the perhaps the unit plan ranking information could come directly from PRIE rather than the chairs.

**NEW BUSINESS**

4. **Cost v. Value of Printed Class Schedules** – Interim Vice President of Instruction John Ruden reported that the class schedule currently costs about $20,000 to print and that by the time it arrives it is usually out of date. Because of these considerations, printed schedules will be discontinued. Instead of having printed and bound class schedules for next semester, all counselors will receive a binder of the most updated class schedule and a packet of instructions and guidelines particular to our campus. Updates can be printed section by section from the SCC website. Corrections have been coming in. Students will have to use on-line schedules and work with counselors. ARC & Folsom currently use only on-line class schedules; CRC will phase out after Spring 2010. A Senator asked if there will be any accommodations for students who do not have computer access? John said that those students are primarily served by program-specific counselors (e.g. RISE and EOPS). A Senator commented that the “TAB” publication distributed to the community also is often out of date. Another Senator commented that there is other information in the schedules, e.g. the Final Exam schedule, academic regulations, fee schedules, etc., and asked how students will get this information. John said that there will be a smaller photocopied packet available in the bookstore with this information. Any additional questions regarding the class schedule may be directed to John via e-mail.
5. Distance Education Concerns/Discussion – Senator Troy Myers gave some background to Distance Education at SCC. Several years ago a three-faculty member committee including himself began the initial training and organization of on-line teaching programs. He would like to bring back a faculty-centered distance education committee, perhaps attached to the Senate, that processes and responds to issues concerning distance education now that it has grown across the campus. He explained that the key would be that it would be faculty-driven in shaping policy to support students and faculty in the on-line learning experience. A Senator suggested that the Distance Education Subcommittee of the Curriculum Committee be a part of this committee. A Senator asked if the function of this committee would be to help facilitate the creation of new classes. Troy said that the committee could help in this work but, that greater focus would be on advocating for more training for faculty, although the committee would not necessarily provide the training themselves. Rhonda Rios-Kravitz, Dean of Learning Resources, said that the LRC is supportive of a faculty-driven committee to bring issues forward that do not currently come forward to the current Distance Education coordinators, Jory Hadsell and Melissa Green. A Senator asked if the committee would work with only fully-online classes, or also hybrid. Troy said that he envisions it as focusing it on distance education because it is paradigmatically different from face-to-face classes. Another Senator asked that the committee also consider hybrid classes. Connie asked for interested Senators to volunteer to being exploring the formation of a committee. Senators Lonnie Larson and Tamara Cheshire volunteered to join Troy in discussing the form and function of a possible Senate committee.

3. Proposal for RT Pass For Faculty – Senate Vice President Greg Rose brought forth the issue of Regional Transit passes for faculty. He has been riding a bicycle 17 miles from home to work, and is looking for district support to support alternatives to driving to campus, similar to the privileges that students get with reduced-rate access to Regional Transit bus passes. It was suggested that since we are striving to be a “green” campus, it would be a good incentive. A Senator asked if it would be possible to focus the issue at our campus in particular since we actually have a Light Rail station on campus. Another Senator asked if California State workers get a deal. Yes, State employees get partial reimbursement for their purchase of a bus pass. Greg Rose & John Ruden will look into what we can do locally for our campus in regard to faculty RT passes.

4. Minimum Qualification Changes - Phil Cypret, Dean of Advanced Technology, asked the Senate to approve a resolution to increase the minimum qualifications for Career Technical Faculty. Right now the minimum qualification does not require even an Associate’s Degree. Coming from the 1950, the former policy did not require the AA, but a high school diploma or GED. The argument for this is that there is an assumption that there may be qualified applicants who do not have AA’s. He is asking that the minimum qualifications include at least an Associates Degree and that a resolution supported by consensus by the local Academic Senate so that Connie can present the approval at State Academic Senate Plenary session. The support was approved by consensus.

NEXT MEETING: November 17th – 12-1 p.m
Sacramento City College
Class Cancellation Guidelines

(Effective January 1, 2007)

Purpose of Guidelines

Sacramento City College is committed to ongoing enrollment management planning that serves the needs of its diverse students, offers comprehensive educational course work in academic disciplines and career/technical programs, and supports the college’s enrollment and productivity goals.

Enrollment management is a participatory process among the college constituencies to define enrollment goals and establish procedures to reach these goals, thereby providing Sacramento City College with appropriate mechanisms to control its size, shape, and character. These mechanisms must be flexible and based on dialogue among the Instruction Office, the Academic Senate, the Department Chairs’ Council, the Deans’ Council, and the college faculty.

One component of the enrollment management process is the class cancellation decision-making process that occurs each semester. Class cancellation decisions must be primarily based on program needs and student demand, including enrollment data, sequential courses, courses required for identified majors, and offerings needed for graduation, transfer, or career skills. In addition, Los Rios District Regulation 7131 provides the following guidance on minimum class size and cancellation exceptions:

3.1 A class that meets any of the following conditions may be continued: a) courses required for graduation; b) courses required in a major or in career subject areas; c) courses offered irregularly based on enrollment and need; d) combined courses meeting at the same hour with the same instructor.

3.2 Exceptions to minimum class size guidelines may also be based upon the following: a) limited classroom or laboratory facilities; b) campus size and geographical location; c) experimental or pilot programs; and d) statutory and State regulations mandating class size.

The purpose of these Class Cancellation Guidelines is to identify the participants, the criteria, and the time frames for effecting these decisions in a collegial manner and to
Spring classes that meet Mondays and Wednesdays may be allowed two class meetings in order to build enrollments (due to the MLK Monday holiday). When a class is cancelled, every effort will be made to contact the student and provide assistance in identifying options for another class.

Once a class cancellation decision has been reached, the Dean and the Department Chair will work to adjust the impacted instructor’s assignment, in accordance with the provisions of the LRCFT contract (Article 4.8.5.4), if appropriate. The Dean will be responsible for informing the impacted instructor(s) of the cancellation and for informing any affected students of the schedule change and available class options.

**Periodic Review of Guidelines**

The college and its constituencies recognize that enrollment management goals (growth, productivity, FTE) and student needs will change and revisions to the Class Cancellation Guidelines will be necessary to ensure effective class planning and decision-making. Annually, the Instruction Office, Academic Senate, Deans and Department Chairs Council will jointly review the Class Cancellation Guidelines to determine: 1) if sufficient enrollment data are provided to inform the process, and 2) to consider any needed revisions or modifications to the guidelines.

*Draft: November 15, 2006/Revised December 7, 2006*

*Document components prepared by: Craig Davis, Chris Iwata, Dyan Pease, Shirley Short, Debbie Travis, Donnetta Webb, and Connie Zuercher.*
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1. A class that meets any of the following conditions may be canceled:
   a) courses required for graduation;
   b) courses required in a major or in career subject areas;
   c) courses offered irregularly based on enrollment and need;
   d) combined courses meeting at the same time with the same instructor.

2. Exceptions to minimum class size guidelines may also be based upon
   the following: a) limited classroom or laboratory facilities;
   b) campus size and geographical location;
   c) experimental or pilot programs; and d) statutory and State regulations mandating class size.

The purpose of these Class Cancellation Guidelines is to identify the participants, the criteria, and the time frames for effecting these decisions in a collegial manner and to facilitate a decision-making process that is timely, consistent, appropriately communicated, and flexible in achieving college enrollment goals.

Recommended Revisions to the Hiring Process

Separate our critical hires and consultors from the standard hiring process.
Timelines and Considerations

"Following the publication of class schedules the office of instruction will consult with division deans and department chairs concerning class cancellation policy for the upcoming term. The discussions should include the effects of current college/district circumstances on class cancellation policy, and appropriate revisions of the class cancellation guidelines."

Instructional Deans will contact Department Chairs and faculty - via email and/or phone call - regarding Fall and Spring classes that are low enrolled* (*Low enrolled is defined as less than 20 or less than 60% of class maximum, whichever is larger) two weeks prior to the first day of class, or sooner if appropriate, and again one week prior to the first day of class. For classes scheduled at the college’s Outreach Center, the Outreach Dean will communicate pertinent low-enrolled class information to the appropriate division dean who will then contact the Department Chairs and faculty.

1. During the first week of instruction, Instructional Deans will consult with Department Chairs and faculty (via email and/or phone call) of low-enrolled classes to discuss options, using the following applicable considerations:
   - How often is the course offered?
   - Are there alternative classes in the department or any other discipline which would meet the same student’s needs?
   - Is the course one of a kind offering for degree/certificate/transfer completion?
   - Are there multiple sections of the class?
   - Is the class in question being offered in a new, modality or new discipline?
   - What is the historic enrollment and productivity for this class?
   - Is the class a sequential course?
   - Are there geographic constraints?
   - Has there been timely promotion of the class?
   - Is the class part of an experimental or pilot program?
   - Is the class needed to balance full-time faculty loads?
   - Is this class an effort to build offerings at an outreach center?

   We were asked to consider allowing more input by department chairs, but we are
   - Is current class enrollment increasing or decreasing?
   - How often is the course offered?
   - Are there alternative classes in the department or any other discipline which would meet the same student’s needs?
   - Is the course one of a kind offering for degree/certificate/transfer completion?
   - Are there multiple sections of the class?
   - Is the class in question being offered in a new, modality or new discipline?
   - What is the historic enrollment and productivity for this class?
   - Is the class a sequential course?
   - Are there geographic constraints?
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2. If enrollments are building, the Instructional Dean can decide to continue the class. If enrollments do not meet the overall requirements of the college, the Instructional Dean may cancel the class.

Recommended Revisions to the Hiring Process
Cancellation of Classes

Most cancellations should occur by the middle of the first week of instruction so that students can stabilize their class schedules and enroll in another class. This does not apply to weekend classes, one-day-a-week classes, or short-term classes. In addition, Spring classes that meet Mondays and Wednesdays may be allowed two class meetings in order to build enrollments (due to the MLK Monday holiday). When a class is cancelled, every effort will be made to contact the student and provide assistance in identifying options for another class.

Once a class cancellation decision has been reached, the Dean and the Department Chair will work to adjust the impacted instructor's assignment, in accordance with the provisions of the LRCTF contract (Article 4.8.5.4), if appropriate. The Dean will be responsible for informing the impacted instructor(s) of the cancellation and for informing any affected students of the schedule change and available class options.

Periodic Review of Guidelines

The college and its constituencies recognize that enrollment management goals (growth, productivity, FTE) and student needs will change and revisions to the Cancellation Guidelines will be necessary to ensure effective class planning and decision-making. Annually, the Instruction Office, Academic Senate, Deans and Department Chairs Council will jointly review the Cancellation Guidelines to determine: 1) if sufficient enrollment data are provided to inform the process, and 2) to consider any needed revisions or modifications to the guidelines.

Draft: November 15, 2000/Revised December 7, 2000

Document components prepared by: Craig Davis, Chris Iwata, Dean Pease, Shirley Short, Debbie Travis, Donna Webb, and Connie Zicarelli

Recommended Revisions to the Hiring Process

- Separate out clinical hours and course work from the standard hiring process.
- Jump start the hiring process by reviewing preliminary data from the previous semester.
- Increase data from second and fifth-week classes. (This will not be available this semester)
- Ask the hiring committee to review the position in place of a presentation.
- Ask the hiring presentation to be written and distributed in advance and that we have a three-minute question period for each position in place of a presentation (for previous semesters).
- Unless it can be projected based on previous semesters.
- (Year is already underway)
- This will probably have to start in Fall 2009 because the data analysis process for this year is already underway.
SENATE FACULTY PRIORITIZATIONS

1 AERONAUTICS
2 MECHANICAL ELECTRICAL ENGINEERING
3 OCCUPATIONAL THERAPY ASSISTANT
4 ACCOUNTING
5 COMPUTER APPLICATIONS/CORE WEB
6 READING
7 ENGLISH
8 ASSISTANT DIRECTOR OF FORENSICS
9 ASST. PROFESSOR 40%/LEARNING TECHNOLOGIES COORDINATOR 60%
  PHOTOGRAPHY
10 STUDIO ART PAINTING
11 PHYSICAL EDUCATION

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