Minutes  
Sacramento City College  
Academic Senate  
Tuesday, April 6, 2010

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


1. Call to Order – 12:05 p.m.
2. Introduction of Guests – Annette Barfield, LRCFT SCC President; Andrea Diaz-Vaughn, Graphic Design Faculty; Catherine Fites, Dean of Enrollment & Student Services; Thomas Greene, Associate Vice President of Student Services; Travis Silcox, English Faculty.
3. Approval of Minutes – A Senator noted that the minutes from the March 16 meeting had a missing word. With this correction, the minutes were approved by consensus.
4. Reports - President Connie Zuercher announced Share the Air campaign, a campus non-smoking drive. SCC aims to protect the well-being of community and the Los Rios District will demonstrate zero tolerance for non-smoking areas. This policy will be enforced by police writing up students and, if needed, having the student go through the student discipline process. A question was asked regarding what the consequences would be for staff or faculty, but it currently is unknown due to the recent announcement of this new policy. It may be that the Area Dean of the Staff or Faculty member who is smoking will be notified. Also, the campus ashtrays are currently placed 30 feet from building entrances, so information on these will be shared in the new campaign. It was asked if the issue could also be addressed from the standpoint of littering cigarette butts, but this particular issue currently is not addressed by this policy.
5. Announcements
   a. Annette Barfield, LRCFT SCC President, announced the LRCFT March for Education will be coming from across the state to Cosumnes River College on April 19th and to Sacramento State University on the 20th. The march is scheduled to reach the State Capitol on April 21st March. She is strongly encouraging faculty and their students to participate.
   b. Senator Ed Gallup apologized for being “abrupt” with one of our guests at a prior meeting.
c. Connie announced that the District Academic Senate has authored & endorsed a resolution that recognizes the service of Barbara Davis-Lyman. The resolution will be presented to Barbara at the State Academic Senate Plenary session.

d. Election announcement – Angela-Dee Alforque, Senate Secretary, announced that Greg Rose won the 2010 election for Senate Vice-President. This was the only contested position. An updated Senate roster for 2010-2011 will be sent out shortly. Angela asked if there were any comments or feedback from the Senators regarding the election process. There was none from the Senators, but Connie expressed thanks to the Election committee members, Angela. Nich Miller & Lorilie Roundtree, for their work on this year's election.

OLD BUSINESS

1. Textbook Loan Program - Thomas Greene, Associate Vice President of Student Services, presented an update on the Textbook Loan Program, reporting that they have been looking at generating philanthropic revenue for this program. He has requested that the next step be for the Senate to assist in getting the word out to faculty, especially in encouraging faculty to consider the textbook adoption guidelines to help increase the shelf-life of the textbooks in the program. He hopes that faculty would also donate textbooks in exchange for a tax deduction, with assistance from the SCC Foundation Office. Connie asked if Senators were interested in working as a subcommittee with Thomas in developing the loan program. Senators Lisa Gunderson and Simeon Okoroike volunteered to serve on the committee. A question was asked if older editions might fit into the program as maybe a reference resource. Senator Lorilie Roundtree, an LRC Librarian, responded that the library routinely keeps older editions of textbooks in the collection. Thomas said that they envision that the editions kept in the program would be those that may be used in a current semester. If faculty allow older editions to be used, then, yes, they might be included.

2. Roster Management - Catherine Fites, Dean of Enrollment & Student Services, reported that two components to roster management currently are under discussion: 1) late adds and 2) dropping students. The discussion concerns determining whose responsibility is it to drop a class and at what point in the semester. Both of these issues have great impact on financial aid, on student services, course repeatability, etc. Catherine is proposing a new format that would transform the late add form into a more formal petition that has more restrictive deadlines. She hopes that these new guidelines for late adds may teach students about enrollment responsibility. Connie asked if there was any additional feedback from the Senators. A request was made for Catherine to send an electronic version of the old form, the new petition, and highlights reasons for the changes. Catherine agreed to do so.

3. Rebrand Project Report - Andrea Diaz-Vaughn, Graphics Design Faculty, announced that the college Public Information Office is releasing a campus-wide survey this week regarding changing the visual identity logo fro the college. She stressed that the project is one initiated by SCC President Kathryn Jeffrey, and that it is in alignment with the curriculum and program goals of the Design Program. The further work on the design logo will not replace the pioneer logo. A question was raised about the expense of changing/reprinting the letterhead, etc. Andrea said that we would go through all the print products we have now, and in the beginning only the electronic media (e.g. college website) would be changed in the meantime. A question was
asked about clarifying how the new logo would make the college more credible. Andrea responded that the new logo would better illustrate the current core values, demographics, ideals, etc., of the college. Connie and some Senators expressed the feedback they received when the rebrand project was initially proposed, i.e. that they found no current support for any of the proposed logos. Other Senators suggested that perhaps apathy toward changing the logo might also be affecting faculty response. Andrea asked the Senate to at least consider the potential rewards that the students will receive from this project in gaining professional design experience, and that input on the survey will help the students further develop the logo with as SCC as a client.

NEW BUSINESS

1. Incomplete(s) Policy – Senator Troy Myers asked the Senate to consider the language of the college Incomplete Policy, which currently does not have very strong guidelines. He suggested that perhaps the language can be strengthened and then included in the Faculty Handbook, including mention of best practices regarding the assignment of an “I” to student instead of a grade. Catherine Fites, Dean of Enrollment & Student Services, added that it is important to educate students about Incompletes. A Senator also supported educating faculty about best practices, including what the Incomplete is intended to be and how it impacts the students’ futures. A more complete policy may 1) inform students about when an Incomplete is appropriate and 2) the faculty would have more substantial guidelines in guiding students. The following Senators have volunteered to work on a subcommittee with Troy on the language of the policy: Lynn Giovanetti, Rick Woodmansee, and Greg Rose.

2. Wait List/Enrollment Management – Connie Zuercher – This item was re-ordered during the meeting to follow “3. Curriculum, Chair Proposal”

2. Curriculum Chair Proposal – Senator/Curriculum Committee Chair Ginni May is asking the Senate to consider adopting a formal policy for choosing the Curriculum Chair as well as adding the position of faculty Co-Chair. She and Connie both mentioned that the learning curve for chairing the curriculum committee is huge and currently there is no formal process for selecting a chair or for selecting a co-chair who might potentially serve as a successor. A document was sent out to the Senate this morning that currently outlines the selection of Subcommittee Chairs, and Ginni is interested in working with the Curriculum Committee to draft a similar formal policy in choosing a Curriculum Committee Chair. This proposal would include a consideration that would require the chair/co-chair to have served on the committee for a minimum amount of time. A motion was made, seconded and passed to support Ginni in drafting a policy for selecting a Curriculum Committee Chair and Co-Chair.

3. Wait List/Enrollment Management - Connie encouraged all faculty to read the recent Chancellor’s update regarding further section cuts. She also mentioned the flurry of e-mails from faculty across the district in response to an e-mail from District Senate President Phil Smith which suggested a wait list limit of 5. She clarified that this was only a suggestion, and that District Administration is not putting pressure on our college to reduce waitlists to any specific number, nor is District demanding a limit in the number of permissions numbers provided for each section. District, at this time, is also not
removing our ability to add beyond the course cap. That said, Connie reminded us that, district-wide, Los Rios is 19 percent over cap, serving almost one in five students without compensation from the State. This limits our ability to provide student services as well as secure adequate funding. Hence, Connie strongly encouraged all faculty to hold to course caps. She will be sending a bullet-list regarding recent questions over enrollment management. She also noted that English voluntarily has reduced all its Composition class wait lists to 10 and is glad for the chance to have control over waitlist length. Any department may shorten the wait list for a given course.

Connie and Catherine Fites also discussed related enrollment issues such as the enforcement of pre-requisites and the need to communicate pre-requisites to students early and clearly. Then Catherine noted that part of the eventual degree audit process will include online checking for pre-requisites, and that this may help faculty manage roll sheets, attrition and adds.

Finally, Connie asked us to consider the question: how many times should a student be allowed to repeat a course if the student has failed it repeatedly? A Senator noted that in some disciplines students repeat courses where they have succeeded in the past in order to remain current in their fields. What should our repeat policy be? These issues will be addressed further on future agendas.

Meeting adjourned: 1:04 p.m.

NEXT MEETING: April 20, 2010 – 12-1p.m
Sacramento City College  
Class Cancellation Guidelines  
(Effective January 1, 2007)  
Revised: 4/2010  

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, courses required for student readmitance, and offerings needed for graduation, transfer, or career skills. In addition, the process should take into consideration the impact cancellations have on students’ eligibility for student support services and financial aid that require full time status and thus would prohibit students from attending college. (COMMENT: Question the feasibility of making decisions based on this statement.)  

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.
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.

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. When a class is cancelled, every effort will be made to contact the student and a “class cancellation list” will be created and sent to the student support units. This list will serve as verification to assist student support units in identifying students whose status has changed from full time to part time due to classes being cancelled. Further, when a class is cancelled, every effort will be made to provide assistance in identifying options for another class. This Deans may include sending the class cancellation list of students to faculty who have other sections of the cancelled class. The faculty member may then use his/her discretion to consider enrolling (verified) students whose classes were cancelled per appropriate waitlist/add procedures.

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.