Minutes
Sacramento City College
Academic Senate
Tuesday, September 1, 2009

President
Connie Zuercher
Vice President
Greg Rose (appointment approved 9/1/09)
Past President
Linda Stroh
Secretary
Angela-Dee Alforque


1) Call to Order: 12:03 p.m.

2) Introduction of Guests: Randy Clem and David Raught, SCC College Store; Holly Piscopo History Faculty and Staff Development/CDI Coordinator; John Ruden, interim Vice President of Instruction; Cathy Chenu-Campbell, Faculty Tri-Chair of Accreditation; Albert Garcia, Dean of Language & Literature Division; Joanie Mitchell, Classified Senate President; Annette Barfield, Counselor and LRCFT SCC President.

3) Approval of Minutes: May 5, 2009 minutes were approved by consensus.

4) Reports

a. Announcements: President Connie Zuercher announced that there are still some Senate vacancies in the following areas. Any corrections to this vacancy list should be sent via e-mail to Angela: Advanced Technology 1 FT/1 PT; Behavioral & Social Science 1 FT/2 PT; Business 1 FT/1PT; Student Services 1 FT; Humanities & Fine Arts 2 FT/2 PT; Language & Literature 1 PT; Math, Statistics & Engineering 1FT; Science & Allied Heath 3 FT. Greg Rose reminded senators that, as they recruit faculty to fill these positions, please let remind them not to take shared governance process for granted.

b. Appointment of Vice President/Senate Approval: Connie requested Senate approval to appoint Greg Rose as Vice President to complete David Rasul’s term. David has recently been appointed interim Dean of Counseling. A motion was made, seconded and approved by consensus to approve Greg as Vice President. C

c. CDI/Staff Development Position SCC President Dr. Kathryn Jeffery welcomed everyone to new a semester and shared a change in a faculty coordinator position. Last semester then-Vice President of Instruction Debbie Travis brought a Cultural Democracy Initiative (CDI) coordinator position forward to the Senate, which was approved as a .20 reassigned time. The current college budget situation, however, resulted in reducing one of two college-wide Staff Development
positions by 60%. Since .20 had already been assigned to the CDI position, Dr. Jeffrey made the decision to bridge the reduced Staff Development assignment with the CDI Coordinator position in order to make one funded re-assignment. Holly Piscopo (History Faculty) has been reassigned to this position and will develop Staff Development programs and workshops in the coming year on both the Cultural Democracy Initiative and on Staff Development’s current theme: “Engagement & Empowerment.”

d. **Presentation:** Pres. Jeffrey. Gave thanked and acknowledged Cathy-Chenu Campbell for serving as Faculty Tri-Chair for Accreditation.

e. **Faculty Mentors:** Connie asked for Senate consensus to work with the district Senate Union Joint Issues Committee (SUJC) in revising the responsibilities of faculty mentors. The current language is extremely vague. Connie would like to bring it to SUJC to work on clarification.

f. **Reminder:** 2009-2010 Senate Orientations are outlined in handout that has been distributed via e-mail; some copies were available at this meeting. The next one will be held next Tuesday September 8 at Noon regarding Hiring Presentations.

**OLD BUSINESS**

1) **Hiring Allocations for Fall 2009:** Connie shared that the hiring allocation decisions made for this Fall were made in consultation with the Senate and Division Deans. Five positions were hired, but budget cuts prevented the hiring of some others that had been approved in the Spring 2008 prioritization process.

**NEW BUSINESS**

1) **Textbook Adoption/Shipping Issues** Randy Clem and David Raught from the College Bookstore reported on some changes to textbook ordering procedures. Freight costs have risen dramatically, often due to faculty changing making last-minute changes in their textbook orders, requiring the bookstore to order new shipments and sending some shipments back to the publishers. They have requested that divisions and departments ask part-time faculty hired at the last minute, if possible, to use the book(s) that had been previously required and ordered. Also, if other sections of the same course have already stocked texts, perhaps a last-minute adjunct hire could use one of those. After a presentation at Dean’s Council, a decision was made that any textbook changes must be approved by the Division Dean because the Dean has info on related costs to the bookstore. When asked by a Senator how that was that decision was made, Randy responded that currently all textbook adoptions need Dean’s signature for approval anyway, and that this change would apply specifically to last-minute changes. If it’s a definite necessity to change a book, they will do it, but they want to make sure that it’s really needed. Randy and David reported other factors affecting the declining Bookstore budget: Book sales are down 30% in CA, and there is an increase in textbook rentals; some faculty are switching to loose-leaf books that are non-returnable/non-refundable, are expensive and also require the purchase of a binder. They are asking for better communication between the bookstore and faculty. Lisa Gunderson mentioned that Sac State is renting
textbooks, and asked if SCC will be doing that. The response was that it is unlikely anytime soon because book rental programs are very expensive and require a lot of paper work. CRC is doing book rental right now as an experiment. At SCC, there currently is a textbook loan program.

2) Approval of Faculty Handbook and Discussion of Code of Ethics (p.12): Connie reported that during this summer she and a committee (Senators Angelia Jovanovic, Tamara Cheshire, and Laura Leek) reviewed the Faculty Handbook. Connie noticed that in the preambles to The Code of Ethics, the document had been drafted in Spring 1987, so she is asking that the Senate review and give feedback and suggested changes. Senator Troy Myers suggested revising the wording regarding inappropriate remarks. Senator Norman Lorenz noted also in regard to #2, that there are additional protected classes that have been updated in federal guidelines. Troy & Norman agreed to help draft the edits for #2, and then bring that draft back to the Senate. Greg Rose reminded the Senate that changes, even relatively minor, would need a second reading and a vote. Connie requested that everyone read the faculty handbook and bring additional suggestions to the next Senate meeting.

3) New Department Hiring Profile Forms: Connie and Albert Garcia, Dean of Language & Literature, presented the updated Hiring Profile Forms. Last semester a Senate Subcommittee (Toni Hilligoss, Linda Stroh, Albert Garcia, Marcia Bonawitz, Connie Zuercher, and Barbara Toupidakis) convened to draft a more user-friendly hiring profile forms. The committee used the Folsom Lake College form as a model, and then made revisions appropriate for use at SCC. Connie asked for feedback and suggestions in addition to ones that have already been brought to her attention prior to this meeting. Connie shared this feedback with the Senate and asked for any others. Albert Garcia also noted some differences in the new form, such as a section on Unit Plan Prioritization, in order to tie hiring into Unit Plans. This form contains a lot more boxes for ease of filling out; the idea was to make the forms easier for departments to complete and easier for the Senate to make sense of them during the prioritization process. Some suggestions were made regarding how to determine the current number of division faculty, and from which semester the data is drawn. Other suggestions included the consistency of outline numbering for clarity in finding information on a page; and a place to designate whether the position is a general content area or a specialization. A question was also asked regarding a word limit or specific format (e.g. paragraph or bulleted list) for the narrative. In the past it has been one page, but the current form does not specify. Another Senator noted that the form currently seems geared for instructional faculty, not student services and suggested that boxes include options for student services/counseling positions. Discussion on the form will be on-going.

4) Photocopier Usage Policy: (note: this agenda item was brought forth in response to a campus-wide policy determined by SCC administration to place a quota on the use of division photocopiers by faculty. The policy was rescinded shortly before this Senate meeting). Senator Rick Woodmansee noted that circumstances had changed since he submitted division concerns regarding the photocopy policy implemented at the beginning of the semester. He said concerns, however, still
exist regarding the use of paper on campus. He would like to see a strong faculty voice in the decision-making process and volunteered to serve on an ad-hoc committee to consult administration on paper and copier usage on campus. Cathy Chenu-Campbell mentioned that instructional supplies such as paper and where, when, and how many copies are an instructional issue, and thus under the purview of the Academic Senate. Senator Norman Lorenz suggested that perhaps more training for Desire 2 Learn (D2L) would alleviate some of the dependency on hard copies of documents that could be made available online. He did acknowledge, however, that current training resources are inadequate for the number of faculty who would need to learn that system. Connie & Senator Ginni May confirmed that currently students in a traditional face-to-face class cannot be required to use D2L. Senator Lori Ann DeLappe-Grondin suggested that D2L support can be offered as an option for those with reliable access to the internet, and that assignments can be submitted electronically, thus further reducing the need for paper; students can print their own copies and she would provide copies for those without internet access. Rick responded that the cost per copy for the students is higher if they make copies themselves, and there’s no guarantee that they will print their own copies and bring them to class. Connie agreed that a Senate subcommittee would be appropriate to look further into this issue and report back to the Senate at a future meeting. The following Senators volunteered to serve on this committee: Rick Woodmansee, Tamara Cheshire and Lori Ann DeLappe-Grondin.

Meeting adjourned at 12:59 p.m.

NEXT MEETING: September 15th, 12-1p.m.
Faculty Code of Ethics
Preamble: The following is a statement defining some areas of ethical behavior towards students by faculty. It is based on discussions held at a workshop for faculty and staff in the spring of 1987. The Equity Committee unanimously passed the following statement. This statement has been endorsed by the Academic Senate (http://www.scc.losrios.edu/~asenate/) and sent to all members of the faculty and to all administrators as a statement of professional standards.

1. Recognizing that, at times, students will offer us gifts or favors, we must be aware of potential implications. Acceptance of such offerings should be avoided.
2. Recognizing that student sensitivities must be respected, we must appreciate that remarks based on gender, race, religious or ethnic group, physical handicap or sexual orientation are inappropriate in the classroom environment.
3. Recognizing that instructors are concerned with the welfare of students and that students will, at times, wish to share information of a personal nature, it is appropriate for faculty to listen sympathetically to students but not to elicit, reveal or exploit confidential information.
4. Recognizing that while amorous relationships are appropriate in other circumstances, we accept that such relationships are always inappropriate when they occur between any faculty member and his or her student. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power. It is incumbent upon those with authority not to abuse, nor appear to abuse, the power with which they are entrusted.
5. Recognizing that under certain circumstances touching students may be appropriate, we acknowledge that sexual touching of a student by an instructor is never appropriate.
6. Professional interaction between students and instructors should always take place in an academic setting.
7. Instructors should never engage in nor condone sexual harassment. In the academic context, the term "sexual harassment" may be used to describe a wide range of behavior. The fundamental element is the unwelcome personal attention by an instructor who is in a position to determine a student's grade or student employment or otherwise affect the student's academic performance or professional future.
Implementation of the New Policy on Photocopier Usage

MSE Division Comments and Concerns

1. Concerns about the decision-making and implementation process:
   a. Ability to create handouts is an academic and professional matter – the senate should have been consulted in advance.
   b. Notice was short and came during a time when the majority of faculty members were off-contract. Quality of instruction on first day of class was impacted.

2. Quiz / Exam Security has not been adequately addressed.
   a. The forms do not allow for us to easily identify whether materials are exams or quizzes.
   b. To what extent has the staff of duplicating services been instructed to handle confidential materials such as exams and quizzes?
   c. What measures will be taken to keep student workers away from exams that are photocopied?
   d. Will jammed papers that are cleared be shredded when they are from exams?
   e. The online submission form is not secure.

3. Basic skills concerns
   The MSE supplies list is minimal and the MSE division considers access to photocopier essential to fostering student success in math classes, especially in basic skills classes where daily handouts and quizzes are an important part of our instruction.

4. If saving paper is the important issue, then any photocopier allowance should be limited by the number of pieces of paper printed rather than by the number of impressions.

5. The online submission form needs to be improved. Faculty input should be sought regarding ways to improve the form.
   a. One example. Instructors would like the ability to submit multiple documents on a single request and direct the duplicating services staff as to how to assemble the documents.