Minutes
Sacramento City College
Academic Senate
Tuesday, October 6, 2009

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


1. Call to Order: 12:04 p.m.

2. Request to amend the agenda: President Connie Zuerner requested the addition of a New Business item for 1st reading of changes in the SCC Mission Statement; approved by consensus.

3. Introduction of Guests: Cathy Chenu Campbell, Library Faculty & Accreditation Tri-Chair; Jory Hadsell, Distance Education Coordinator.

4. Approval of Minutes: Minutes from September 22 meeting was approved by consensus.

5. Reports

   a. Connie sent out electronic copies of two Campus Issues that have been brought to Executive Council:

   i. Designated parking space for College President. A Campus Issues proposal has been made to designate a parking space for the exclusive use of the SCC College president. A question was raised regarding whether or not other administrators would also be allowed parking spaces. A Senator suggested that not having available parking for the upper administration might bring greater attention to the lack of faculty parking spaces due to students parking in staff lots. When asked if other district colleges have designated parking spaces for their presidents, Connie responded that, to her knowledge, there is no designated president parking space within our district, but that some colleges in other districts do have one. When asked where the parking space would be located on our campus, it was assumed that it would probably be near the administration buildings. One Senator noted that the President’s job included leaving for and coming from off-campus meetings several times during the day. It was moved & seconded to approve a designated parking space for the SCC President: the motion passed by a majority vote, with 1 opposed, and 3 abstentions.

   ii. Change the name of Mac/CAD computer Lab. A Campus Issues proposal was submitted to change the name of the Mac/CAD Computer Lab to
Advanced Technology Design Lab in order to better reflect the present technology. It was moved and seconded to approve the name change; the motion passed with consensus, no opposition or abstentions.

b. Accreditation and Distance Education. Connie asked if there was there any additional feedback regarding the Accreditation Team visits to DE classes. One concern was raised regarding a faculty member who was requested to open up her class to the accreditation team, including access to her grade book. Dean Catherine Fites said that Accreditation Teams are professionals and that she would encourage our cooperation. Cathy Chenu-Campbell added that site team members are bound by a set of ethics that would compel them to the confidentiality issues surrounding grade books. A Senator asked if there was strong right and/or need for the accreditation team to know this information. Cathy Chenu-Campbell proposed that the team does not care about access to a particular gradebook, but that they probably need to know if the faculty has access to useful grade keeping tools. Another Senator mentioned that on D2L you can see a template for a gradebook, so you wouldn’t have to see actual student grades. It was mentioned that all DE faculty who will be visited have already been contacted, so any concerns about access should or would have already been discussed.

c. Connie asked for approval to appoint Donna Nacey to a one-year term as an Adjunct Senator for the Business Division; the appointment was approved by consensus.

d. Connie reminded the Senate that Accreditation Site visit will take place next week and that the site team has requested to “observe” an Academic Senate Meeting. Since we don’t have a regularly scheduled meeting then, Connie invited Senators to meet with Team members as representatives of the Senate on Tuesday at 1 p.m. in South Gym 206.

e. On November 19, the hiring process for the Vice President of Instruction will move forward with an Impressions Meeting. If faculty have questions for the candidates, please forward them via e-mail to Ryan Cox.

6. Announcements – No announcements.

OLD BUSINESS

1. College Goals (1st/2nd Reading) - A College Goals document were sent out and Connie did not receive any feedback, additional comments or questions. It was moved & seconded to approve the new college goals; the document was approved by majority vote, with 1 abstention.

2. Accreditation Update - Cathy Chenu-Campbell informed the Senate that photos and information on the Accreditation site team are available on City College Homepage. The site team has made requests to observe committee meetings on the Wednesday of the site visit, but they have been informed that committees meet mainly on Fridays because of faculty schedules. Open forums will be held next Tuesday at Noon and 5:00 p.m. and Wednesday at 1:00, location TBA, either Student Center or Auditorium. On Thursday, time/location TBA, possibly Auditorium, the Site team will hold an exit interview, usually scheduled for 1 or 2 pm, but there is no definite time as yet. The team chair will present some comments and areas of concern.
NEW BUSINESS

1. **Sharing Student Information** - Catherine Fites wanted to address some recent student complaints regarding faculty sharing confidential information to third parties, for example, parents of SCC students. She distributed a handout with guidelines about the release of student information. This policy applies also to concurrent enrollment high school/SCC students. Even campus police must be directed to Admissions & Records in order to access student information. E-mails from student email accounts do not count as written permission; the appropriate forms must be submitted in person because parents often send e-mails through their children’s accounts. She will send out e-copies of the handout to the campus community.

2. **Faculty Code of Ethics (1st Reading)** - Norman Lorenz & Troy Myers, as a Senate subcommittee, submitted proposed amendments to the 1987 Faculty Code of Ethics. Most of the old code seemed to be response to sexual impropriety, and some proposed changes include: a new preamble with part of the Education Code in order to set the tone for the way the code of ethics is read; the change of the word “should” throughout the document to “shall,” e.g. regarding the acceptance of gifts from students, is it a “must,” “should” or “shall” not. It was mentioned by some Senators that some students come from cultural contexts in which gifts are appropriate. There was a consensus to use “should.” Additional edits in grammar and word usage were suggested and a reminder was given that the code of ethics were professional guidelines, not law. A discussion questioned whether we needed the preamble in its present form. Norman & Troy will make further edits and incorporate suggestions in the document, then bring it forth for a second reading at a future Senate meeting.

3. **Mission Statement** – Connie asked Senators to consider the addition of the “certificate & degree attainment” to the SCC Mission Statement. There was a brief discussion of whether the list does or should reflect objectives in order of perceived priority or in alphabetical order. It was moved & seconded to approve the amended mission statement as it was; the motion passed by majority vote, with 2 opposed and 3 abstentions.

4. **Hiring Prioritization / Considerations - C. Zuercher (this item was postponed for another meeting)**

5. **Class Cancellation Policy** – Connie described that, in the past, class cancellations were decided collaboratively with participation of both administration and faculty, but that recently the guidelines have not been honored by certain administrative groups. There is a feeling that faculty must be more actively involved in class scheduling and the Department Chairs Council has asked that the issue be brought before the Senate. Connie is requesting a strengthening of the Class Cancellation Guidelines document. Discussion regarding #3 (to be #2) under “Timelines and Considerations”: after the collaboration, do scheduling decisions ultimately come down to the Dean’s discretion? This semester administration cut classes across the board in order to address budget cuts. Administration responded to faculty protest about the way in which cuts were made by telling Connie that the process was “not for these times.” A Senator commented that the Class Cancellation policy had been effective in the past because there was consultation between Department Chairs and Division Deans, but this is no longer happening. It was suggested that there should be, in writing in the Class Cancellation Policy, a statement about a mandatory consultation meeting between the Chair & Dean before the class cuts are made. Connie shared that we have a college president who absolutely recognizes the importance of faculty input into this issue, and that the President and the Office of Instruction are planning to go to each Division to hold “town hall meetings” to share information and answer questions about class cuts and scheduling.
6. **Enrollment Management** - Connie proposed the creation of group in order to generate ideas about FTE and enrollment, so that there is faculty engagement in future class cuts and scheduling. The District is asking for colleges to send a report regarding justification of not cancelling non-essential "enrichment" classes. The issue was tabled for a future meeting.

**Meeting Adjourned:** 1:05 p.m.

NEXT MEETING: October 20\textsuperscript{th} & 27\textsuperscript{th} – 12-1p.m (Faculty Prioritization)
The CSPC requests that the Mission Statement be reviewed as it currently does not mention degrees and certificates directly. The following suggestion will be forwarded to Executive Council for consideration:

Current Mission Statement:
Sacramento City College is an open-access, comprehensive community college, serving a diverse student population. We provide a wide range of educational opportunities and support services leading to transfer, career advancement, basic skills development, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.

Proposed change:
Sacramento City College is an open-access, comprehensive community college, serving a diverse student population. We provide a wide range of educational opportunities and support services leading to transfer, career advancement, basic skills development, degree and certificate attainment, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.
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
**Timelines and Considerations**

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:

   - Is current class enrollment increasing or decreasing?
   - How often is the course offered?
   - Are there alternative classes, in the department or in any other discipline, which would meet the same student 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 a new time slot?
   - 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 load?
   - Is this class an effort to build offerings at an outreach center?

3. 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 students and provide assistance in identifying options for another class.
Recommended Revisions to the Hiring Process

• Separate out critical hires and counselors from the standard hiring process.

• Jump-start the hiring process by reviewing preliminary data from the previous semester. (This will probably have to start in Fall 2009 because the data analysis process for this year is already underway.)

• Include data from second eight-week classes. (That will not be available this semester unless it can be projected based on previous semesters.)

• Ask that hiring presentations be written and distributed in advance and that we have a three-minute question period for each position in place of a presentation.

• Ask that hiring requests specifically address unit plans as well as the college-wide mission. (Hiring requests are a type of resource request, all of which are supposed to be in the unit plan. As on other forms, the hiring profile form could be revised to ask how the request was prioritized at the department, division, and college service area levels. The completed packet would consist of the profile form, the additional-information page, the position description, and supplemental questions, if any. This information needs to be included in the initial e-mail from the Offices of Instruction and Student Services so that departments which have not previously considered including a supplemental questionnaire will have time to consider it and prepare one if they wish to use it.)

• We were asked to consider allowing more input by department chairs, but we are recommending that current opportunities be utilized rather than altering our current system. (Department chairs can play a role in developing the hiring materials, but voting on Senate matters is limited to elected or appointed members of the Senate. However, there is a provision whereby a senator can allow someone else from their division to attend the hiring presentations and vote in their place if they wish to do so.)