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

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


1. **Call to Order:** 12:06 p.m.
2. **Approval of Minutes** – The following edits and corrections were offered for the November 17 meeting minutes: References to Service animals could not be found in the areas listed in the minutes; despite the notification that it is available on-line, more than one Senator reported that it could not be found. Typo in item #2 “changes.” With these changes, the minutes approved by majority vote, with one (1) abstention.

3. **Reports**
   a. **RT Report** – Vice President Greg Rose reported that Regional Transit officials said that ridership was higher than they anticipated and consequently they are losing money on the student contract. The addition of faculty/staff to free privileges will not be negotiated.
   b. **Faculty Prioritization List** - President Connie Zuercher will forward an electronic copy of the faculty prioritization list from Office of Instruction.

4. **Introduction of Guests:** Christy Garcia and Laurie Llanillo, Graphic Communications students; Wendy Gomez, College Nurse; Cathy Chenu-Campbell, Learning Resources Center faculty.

5. **Announcements**
   a. **H1N1** – Wendy Gomez shared some information about how the H1N1 flu virus is affecting our campus. She reported that it is not more dangerous than the normal seasonal flu, but we don’t have an immunity to it. It is not necessarily dangerous unless you have any preexisting lung-related health issues. It is estimated that 95% of people in Sacramento with flu symptoms have H1N1 (fever, headache, body ache, chills, sometimes cough, nasal congestion), most of whom are people 24 years and younger, and people with pre-existing conditions. Currently the SCC Health Center sees about 10-15 people with flu-like systems. Information is being shared across the campus by posting fliers and health center staff also can do classroom presentations by request. There has not been much guidance from the LRCCD District regarding dealing with large numbers of students out sick from class. There is no official policy, and she encouraged faculty to be creative with attendance policies during the upcoming finals schedules when stress tends to further compromise students’ immune systems.
OLD BUSINESS

1. Service Animals on Campus: Connie asked for further feedback on the proposed service animals regulations. Although some Senators had trouble finding on-line versions, the feedback from the Senate generally saw no problem with the proposed regulations. Connie will ask about the on-line accessibility, but in the meantime e-mail Connie with concerns that she can forward to the District Senate. A Senator mentioned that service animals in training should explicitly be included as allowable on campus. A Senator asked for more information on consequences for bringing non-service animals to campus.

2. Class Cancellation Guidelines/4th Reading: Senators Lisa Gunderson & Irma Rodriguez have been working on the revisions to the Class Cancellation Guidelines. Lisa raised a question in response to an e-mail sent from Catherine Fites to Connie, about whether the faculty has the discretion to determine the number of waiting list spots, or if Peoplesoft determined the waitlist. Ginni May said that the number of waitlist slots can be determined by faculty, but the same number of slots must be assigned to all sections of the same class. With this information and additional questions, further discussion on the waitlist policies in particular will be re-agendized. Under the section heading “Timelines and Considerations” Connie drafted an additional paragraph regarding a suggestion made previously by Senator Michael Richardson; Senators generally agreed on the wording of this section. A typo was noted: “… whose status has changed from...” A Senator asked if there should be specific wording in the bulleted list under Timelines & Considerations regarding student cultural diversity. Lisa suggested wording for this and Connie asked if there could be agreement to edits made at this meeting with the understanding that the document could be further refined in the spring. It was moved, 2nd and approved by majority (with 1 abstention) to adopt the Class Cancellation Policy.

NEW BUSINESS

1. Enrollment Management/DAS – Re-agendized for next meeting.

2. Senate Resolution - Connie shared that the Chancellor Brice Harris and Vice Chancellor Bill Karns have asked if the Senate could postpone voting on the resolution until they, Brice and Bill, could discuss the concerns further. They would like us to know that there are larger strategic considerations that they believe may be impeded if the SCC Senate passes the resolution today. Senator Troy Myers, who drafted the resolution, mentioned that just because the State Legislature has the authority to make fiscal decisions that impact the colleges, they should not dictate the pedagogical value of some classes over others. He believes that strong language in the resolution reinforces this. Senator Irma Rodriguez suggested that in the 8th paragraph “instructional faculty” be changed to “faculty” to include the student services faculty. Senator Lisa Gunderson suggested a longer period of time to discuss the document, but not to postpone discussion all the way to the next Senate meeting which is not scheduled until February 2010. Connie asked if Senators would be willing and available to have a special meeting for this item next Tuesday, December 8 so that further information can be shared between Chancellor Harris and the SCC Senate. It was moved, seconded and approved by majority vote (with 1 opposed) to hold a special meeting next Tuesday December 8.
3. **New Visual Identity** - Christy Garcia and Laurie Llanillo, SCC Graphic design students, were invited by Amanda Hamilton and Dr. Kathryn Jeffrey to work on re-branding the image of Sacramento City College. After collecting some opinion data from discussions and surveys, they developed five different new logo concepts. These five were further narrowed to three by Dr. Jeffrey and a few others. They shared these three with the Senate, which they will send to Connie in PDF form for further dissemination to Senators. Each image has different objectives, e.g. emphasizing the academic and historical image, or cultural aspects such as diversity and urban location. They would appreciate feedback on the three choices from the whole campus community.


NEXT MEETING: February 2, 2010 – 12-1p.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, courses required for student re-admittance, 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.

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 facilitate a decision-making process that is timely, consistent, appropriately-communicated, and flexible in achieving college enrollment goals.

Timelines and Considerations

"Following the publication of class schedules the office of instruction will consult with division deans and department chairs from both instruction and student services 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 all 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’s needs?
   - Is the course a 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 for student disciplinary for readmission procedures?
• Is the class needed to balance full-time faculty load?
• Is this class an effort to build offerings at an outreach center?

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 provide assistance in identifying options for another class. And a “class cancellation list” will be created and sent to the student support units. This list will serve as verification to student support units in identifying students whose status as 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 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 their discretion to save a certain number of seats on their wait list for (verified) students whose classes were cancelled.

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 Class Cancellation Guidelines will be necessary to ensure effective class planning and decision-making. Annually, the Instructional 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.
Enrollment Management Plans Proposal:
The district academic senate, which is comprised of the officers of each of the four Los Rios college academic senates, proposes that each Los Rios college develop enrollment plans under three budget planning scenarios: minimal, moderate, and extensive class section cuts.

General Principles:

- Each plan must be specific and detailed, including which class sections will and will not be offered, so that such plans may be used with minimal modifications if circumstances warranted.

  Let’s do this painful, hard work thoroughly and completely one time so that we won’t have to revisit these decisions over and over.

- Each plan must state the specific criteria used to justify the decisions in the plans. All aspects of the plan must be fully justified.

  Let’s avoid hidden agendas and backroom deals. Let’s keep the process open, transparent, and consistent with stated Los Rios values and goals.

- The development of these plans is an attempt to help us navigate tough budgetary times. If any part of these plans is enacted, Los Rios is committed to returning to normal operational levels when the budget situation improves.

  Let’s remember that our current budget situation won’t last forever and let’s make strategic decisions now that will help us return to standard operations.

- All planning activity in the document must conform to the provisions of the contract between the LRCFT and LRCCD and any memoranda of understanding (MOU) between the LRCFT and LRCCD. In any situation in which these plans may inadvertently conflict with provisions in the Contract or jointly developed MOUs, the language of the Contract/MOU will prevail. Further, any enrollment management plans developed under this process will honor Los Rios’s commitment to avoid lay-offs of full-time employees.

  Our existing operational frameworks and commitments have served us well in the past. Let’s continue to operate within them.