

MINUTES

Regular Meeting ♦ March 27, 2018

	LAST NME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2018
X	Cabuto	Froylan	Liberal Arts	2019
X	Casas	Ralph	Health Occupations	2018
X	Falcon	Dennis	Humanities/Social Science	2019
	Garriott	Don	DSPS	2017
X	Greenberg	Bruce	Business Education	2019
X	Griffin	April	Liberal Arts (Secretary)	2018
	Hitch	Ryan	Part-Time Representative	2018
X	Hoppe-Nagao	Angela	Liberal Arts	2019
X	Juntilla	Tim	Liberal Arts	2018
X	Krayer	Adelle	Health Occupations	2018
X	Lacy	Tor	SEM	2018
X	Lewellen	Michelle	Humanities/Social Science (President)	2018
X	Lovejoy-Robold	Niki	Liberal Arts	2019
X	Lundeen	Brittany	Counseling	2019
X	May	Russ	HPE/A	2019
X	Maz	Andrew	Fine Arts	2018
X	Miller	Kirk	Fine Arts	2019
X	Moore	Deb	Library	2017
	Moriarty	Cindy	Business Education	2018
	Mulleary	Joe	Technology	2019
X	Mullins	Terrance	Humanities/Social Science	2019
X	Negrete	Bernie	SEM	2019
X	O'Neil	Scott	SEM (Vice President)	2019
X	Obasohan	Victor	Humanities/Social Sciences	2018
X	Richardson	Chris	HPE/Athletics	2018
X	Salgado	Martin	Part-Time	2018
X	Soto	Armando	Counseling	2018
X	Stieber	Michelle	SEM	2019
X	Ukita	Traci	Counseling	2019
X	Vega	Frank	Technology	2018
X	Voorhies	Ann	Health Occupations	2019
X	Worrel	Dara	SEM	2019

X	Rosenblatt	Stephanie	CCFF Liaison <i>(Non-Voting)</i>	
X	Motesdeoca	Sarah	Student Liaison <i>(Non-Voting)</i>	

GUESTS: Robert Hammond for Ryan Hitch

1. CALL TO ORDER (11:05 A.M.)
 - Pledge of Allegiance
2. ANNOUNCEMENTS/INFORMATION ITEMS
 - A. Shelter in Place Drill – 4/19 @ 10:19am and 7:19pm
 - B. SLO Extravaganza April 6, 8am-breakfast and lunch provided
3. APPROVAL OF MINUTES
 - A. Minutes for 3/6/18
 - B. Motion for approval from Senator O’Neil
 - C. Second from Senator Ukita
 - D. Minutes approved
4. APPOINTMENTS/ AND NOMINATIONS
 - A. Planning & Budget – 1 Senate rep
 - B. Deb Moore for the rest of the year
 - B. Guided Pathways Coordinator:
 - B. This position was requested by the Faculty Senate President. There should be a faculty lead on GP to ensure faculty voice is being heard. Since management leads are being compensated, the faculty lead should as well.
 - C. Faculty lead has a total of 60% reassigned time
 - D. One year (since budget for GP is year by year)
 - E. This is not a reoccurring senate reassigned time position like SLO coordinator, so no need to go through the nomination process
 - F. Senator Ukita and Frank Mixon are already doing much of this work, so it seems natural to have them in the lead positions.
 - G. Each faculty lead would receive 30% reassigned time for GP for the 2018-2019 academic year
 - H. Motion to approve from Senator O’Neil
 - I. Second from Senator Moore
 - J. Motion approved
 - K. Senator Falcon opposing
5. STANDING COMMITTEE REPORTS
 - A. Professional Relations – Joe Van De Mortel
 - a. List of outstanding faculty award winners
 - b. Concerns from the committee
 - i. Ethical concerns regarding self nomination for the award
 - ii. Professional conduct standards, what are these? The committee is not sure this is in their purview?
 1. These have already been done and shown to the senate by the previous committee chair. The request was that these be written in the affirmative.
 2. Senate president will visit next committee meeting to discuss concerns and then report back to the senate.

- B. Enrollment Management – Michelle Lewellen
- C. Coordinating – Michelle Lewellen
- D. Student Equity – Michelle Lewellen
- E. Planning & Budget – Michelle Lewellen
- F. Board Meeting – Michelle Lewellen

6. SENATE DISCUSSION/ACTION ITEMS

- A. Vice President Hiring Procedures – Tim Juntilla
EMP Goal D – Improving Internal and External Communication
EMP Goal E – Upgrading Educational Infrastructure
- B. Guided Pathways – David Fabish
 - a. GP workplan has received input from multiple constituent groups. It is now coming back to the senate for approval so it can be sent by 3/31 to be used as our official workplan so that we meet all deadlines for funding
 - b. Senator Juntilla motions approval
 - c. Senator Hoppe-Nagao second
 - d. Motion approved
 - e. Senator Falcon opposing
 - f. Senator Negrete abstaining
EMP Goal A – Strengthening the Culture of Completion
- C. 3SP Update – Dr. Johnson
 - a. Comprehensive Ed plans and connecting with at risk students are places where we could be doing better
 - b. At risk students are those who are in various stages of academic probation (about to be on probation, initially on probation, close to leaving school, etc.)
 - c. Working with ASCC to create a peer to peer push to go see a counselor. Student leaders have met with counseling and are training student leaders to visit classrooms to talk about the importance of counseling.
 - d. Next steps are working with CSEPS to ensure they are consistent with GP meta majors and that students can have a CSEP after 15 degree applicable units
 - e. Increasing awareness needs to happen with the continued support of classroom faculty
 - f. New holds on accounts of students who are considered at risk.
 - i. The holds prevent them from enrolling until they have met with a counselor
 - ii. In the past we have done mandatory holds and recommended holds
 - iii. Just need to frame this in a way so that it is an educational experience for the student and not a deterrent to enrollment.
 - iv. How many students are affected by the mandatory hold?
 - 1. A couple thousand are going into probation and a few hundred are nearing dismissal
 - v. CSEP delivery is multi modal (individual, small group, large group, online)
 - vi. High Schools need to know about those resources, so we need to partner with EPP
 - vii. There is data support for 3SP counts
 - 1. SS06-SS11 which are CSEPs, contact with at risk students, etc.
 - viii. Counselors will individually report their output (CSEPS, student contact, at risk students, etc.)

1. This can be reported online or via physical form
 - ix. There is need for an automated tool so that students who are identified as at risk are appropriately counted during counseling appointments
- D. Are our comparisons to other local colleges a true comparison? For example SMC is a model for 3SP and we are in a growing stage. We should make sure we are comparing apples to apples and not comparing ourselves to a campus that is not the same as ours.
- E. Tell students about the importance of progress reports
- F. Focus on connection, entry, progress, and completion
- G. There is urgency to move things along and ensure student success
- H. Help us reach students. How can we reach your students?
- I. Contact Traci or Armando if you would like a counselor to come to your classroom
 - i. *EMP Goal A – Strengthening the Culture of Completion*
- J. IT Software Purchasing Process and Committee – Felipe Lopez
- K. Website, universal access has its own page now
- L. Purchase of technology with regard to 508 compliance
- M. Taskforce does not look specifically on software, looks broadly at all usage across campus
- N. Universal Access page lists the taskforce members and the process and the software purchasing steps.
- O. IT has already vetted some software, but all other software has to go through this taskforce.
- P. Taskforce works with requestor or department to determine if there is a way that student needs can be met if the software is not completely compliant
- Q. Issues are
 - a. What is the process to improve accessibility?
 - b. The person we have been told is charged with improving the accessibility is not listed on the taskforce
 - c. What is the timeline for approval
 - d. Purchases have been denied for reasons beyond compliance approval
 - e. Why aren't faculty on the committee?
- R. Taskforce is not charged with determining the accessibility
- S. There is one person who determines compliance, but they do not determine if the software is approved.
- T. Office of Business/Finance is working on a timeline for communication regarding the process
- U. Database is now being kept making sure that we know what requests are in the queue
- V. Chancellor's office has indicated that as long as there is a back up plan for those that need accommodation
 - a. There is not a place in the process to include the accommodation plan in the software purchasing process
- W. Dr. Raphael is the ADA coordinator...her job is so comprehensive we need a separate ADA coordinator

- X. The procedures are being worked on. The goal is to get those done before the end of the semester
- Y. Dr. Johnson: OCR is what we have to comply with, compliance most of the time will be reached with the student voicing the need for compliance and working with DSPS to get accommodation for the software
- Z. Software that has been used in the past is being denied, even when it is just an upgrade to current software.
- AA. Accommodation planning happens in DSPS with the students. This is an interactive process with students, DSPS staff and faculty, and the faculty involved.
- BB. We need a reason for denial in the process
- CC. Those that are installing the programs want to know how the software works and the software won't get installed unless the IT staff understands how to work the software.
- DD. The term that may be the issue is universal access which is not part of 508 compliance.
 - a. 508 compliance indicates there should be a reasonable accommodation not that there should be software that should be accessible to everyone
 - b. Who decided universal access was the norm? Why are we following it when that is not the law?
 - c. The memo to the senate is that universal access is what is the base for compliance
- EE. Some of the software are the only software available to execute a specific task or outcome. For example, career services uses software that administers career assessment and that is the only program available for use.
 - a. Options are scantron
 - b. What about having a person read the test questions?
 - i. DSPS indicated that would not be appropriate because what if the person who was reading the question based some questions with their tone of voice.
- FF. We need a process to submit an equally appropriate accommodation plan
 - a. Give the accommodations
 - b. List the challenges that you may encounter even with the accommodation
- GG. Sole provider exceptions
- HH. Need a process for how an appeal is handled

EMP Goal D – Improving Internal and External Communication

EMP Goal E – Upgrading Education Infrastructure

II. Faculty Hiring Prioritization Process – Angela Hoppe-Nagao

- a. Presenting to the deans next

EMP Goal D – Improving Internal and External Communication

EMP Goal E – Upgrading Education Infrastructure

7. REPORTS

- A. Student Senate Liaison (Sarah Montesdeoca)
- B. Financial legislation update-tabled for now
- B. CCFF Liaison (Stephanie Rosenblatt)
- B. Check your union negotiation update emails

- C. Secretary (April Griffin)
- D. SanFACC open until April 6, 2018
- E. Senate Vice President (Scott O'Neil)
 - B. No report
- F. Senate President (Michelle Lewellen)
 - B. Next week nominations for faculty senate officers