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| **Exec Officers**  **2018-2019**  Kate Williams Browne *President*  Jesse Raskin  *Vice President*  **Minutes**Thursday 21 February 2:10pm – 4:00pmrm. 6203  *Mission: to empower and transform a global community of**learners*  Jing Folsom  *Secretary*  Mustafa Popal  *Treasurer*  [non-voting]  Leigh Anne Shaw Past President | **Non-voting members**  **Committee Chairs**    Jessica Hurless  *Curriculum*  Absent  Nathan Jones *Educational Policy Chair*  Absent  Rika Yonemura-Fabian  *Professional Personnel Chair*  **Ex-Officio Representatives**    Sherrie Prasad/Michelle Haggar  *Classified Senate* Absent  Bianca Rowden-Quince  *AFT Rep*  Absent  Michelle Chee *ASSC Rep*  Courtney Mogg  *GuidedPathways/DesignTeam Liaison*  Bianca Rowden-Quince  *OER Liaison*  Absent | **Representatives**  **Divisions**  Bianca Rowden-Quince  *ASLT*  Absent  Dick Claire/Dan Ming *BEPP*  Courtney Mogg/RichardTorres  *Counseling*  Jarrod Feiner/Erinn Struss  *Language Arts*  AmberSteele *KAD*  Bridget Fischer/  Lisa Cresson[F] John Ulloa[S]   *SSCA*  Jing Folsom/Carla Grandy  *SMT*  **Groups**  Ronda Wimmer  *CTE Liaison*  Barbara Corzonkoff/  Lisa Cresson  *Adjunct Senators* |

**Opening Procedures [2:10]**

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**Skyline College Academic Senate**

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| **Item** | **Presenter** | **Time** | **Details** | **Action/ Info**  **/Procedure** |
| Call to order | President | 1 |  | Procedure |
| Roll/Introductions | Secretary | 1 | Quorum is 7/13 voting members: 1 vote/each GC member,  1 vote/each Division and each Group | Procedure |
| Consent agenda | President | 8 | *BEPP Division Faculty Tenure Committee membership*  J. Johnson [AUTO], C. Richardson [COSM], L. Whitten [ACTG], K. Williams Browne [EDU/CD], H. Zhang [ACTG]  *SSCA Division Faculty Tenure Committee membership*  Jennifer Merrill (Psychology), Steve Aurilio (Administration of Justice), and Arthur Takayama (Art/Photography).  *Dean Screening Committee revisions*  Dean: Business, Education, & Professional Programs  Ruben Parra (Auto-Faculty)  Soledad McCarthy (Business-Faculty)  Kate Williams Browne (Education/Child Dvpt-Faculty)  Angelica Gorostiza (Staff, BEPP)  ~~Jim Houpis (Admin)~~ *–Luis Escobar (Admin}*  Wissem Bennani (Admin)  Ray Hernandez (Dean SMT, Chair)  Dean: Language Arts  Robert Williams (LA-Fac)  Lucia Lachmayr (Eng-LA Faculty)  Luciana Castro (World Lang.-LA Faculty)  *Jessica Hurless (Comm-LA Faculty)*  Kenyya Ruiz (Staff)  Gabriela Nocito (Admin)  Joe Morello (Admin)  Danni Redding-Lapuz (Dean LA, Chair)  *CB 21 ESL Workgroup* (ASCCC group, tasked with amending CB21 and MIS codes related to transfer-level English and Math)  *Appt: Leigh Anne Shaw, ESOL Faculty, Skyline College* | Action/  Materials |
| Adoption of today’s agenda | President | 1 | M: /S:  Changes to the Agenda  Motion: Struss / Second: Ming  Passed with 0 “no” votes and 0 abstentions  Consent Agenda: forwarded without discussion | Action/  Materials |
| Adoption of previous mtg. minutes | Secretary | 1 | M: /S: Minutes: Edit to correct the title for Dean Redding-Lapuz  Motion: Amber / Second: Popal | Action/  Materials |
| Timekeeper | ----- | 1 |  | Cresson |
| Public Comment | Public | 2 | Public Comments: Can the Senate make a request for an adjuncts shared working space in the rooms being vacated because CTTL is moving to Bldg. 5. AS will inquire about availability and process. | Information |
|  | TOTAL | 15 |  |  |

**Deep Dive Discussion [~2:25-3:50] Key Question- Why/What does the ASenate need to know/do?**

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| **Item** | **Presenter** | **Time** | **Details** | **Action/ Info**  **/Discussion** |
| Announcements | Browne  Yonemura-Fabian | 2 | ASCC/BOG Hayward Award winner: Ivan Silva, Counseling [part-time faculty category] | Info |
| D3: Student-Ready Faculty & next steps | Raskin | 10 | Survey Results, Definition vote, Resolution draft task group  Jesse: Here are the results of the survey on the draft definition of “Student Ready”.  To date, we’ve received 67 responses in total, from faculty in ASLT, BEPP, Counseling, Creative Arts / Social Sciences, KAD, Language Arts, and SMT.  Of the respondents, about 60% are fulltime and about 40% are part-time faculty.    More than **82%** of our colleagues who responded are **in favor** of the definition we proposed, about 6% favored the definition we proposed with a modification, about 12% were against.  In addition, we received numerous qualitative comments which will be useful if we draft a resolution.  If you have questions or concerns about these results, please let me know.  Michelle Chee: ASSC preliminary discussions but no consensus from students. More discussion needed.  Motion to form a task group on drafting a resolution on student ready. Interested parties should contact Jesse within the week.  Motion: Raskin / Second: Popal  Passed with 0 “no” votes and 0 abstentions | Discussion/ Action |
| D3: Enrollment | Yonemura-Fabian | 30 | Follow-up from Info item at 2/7 meeting. Discussion for insights, concerns, and next steps.  Rika and Kate had meeting with VPI before AS meeting today.  Administration:  pressure to maintain the target FTES/FTEF ratio to ensure efficiency  AS/Faculty:   * Impact on students * Impact on sequence completion * Department Division specific policy * Create more leeway in the policy * Timing of class cancellation * Lack of communication (with sutdents and faculty) * Equity concerns   AS requested data from VPI about class cancellation. And VPI agreed to provide the class cancellation information. Things AS is asking from the administration.   1. The guideline for cutting courses, including what are the criteria to cut a class, when to cut the class, how to follow through with students? 2. Class cancellation history for the last 5 years 3. CRNs of all cancelled classes, how many students was enrolled in those classes? 4. The dates that classes were cancelled (to see the impact on the students and faculty) 5. The follow up on the students whose class was cancelled, did they find substitute classes, did they come back to skyline College, did the go through the program eventually?   Comments and suggestions:  Ronda: when low enrollment happened, all party involved should support to increase the enrollment, including administration, faculty, staff.  Find information from other schools to see if they have done similar work.  VPI should lead a discussion about class cancellation policy with Deans. | Discussion |
| D3 Skyline NOW | Popal | 25 | What we know of “Skyline Nights, Online, & Weekend” for working adults, Information from proposed Programs, challenges, next steps  Skyline Now: A program focus on supporting working adults (age 29 or older, right now 16.7% of our students are 29 or older) through college. It is an accelerated cohort program, 6-8 weeks. NOW stands for Night, Online and Weekends.  Identified Programs: ~~computer science~~, psychology, business and communication (most popular programs).  Discussed with other faculty around campus, feedback such as:  Idea and concept of NOW is neutral or ok, but question or concern raised: who is going to execute, who teaches weekends? PT or FT? How to calculate the assignments?  More concerns: Timing, rolling too fast and it is difficult to cohort a group of students in 6-8 weeks course, especially they are working during the daytime  Support needs: PD support for work adults, compressed teaching schedule, Online ≠ F2F  Are there any student services available during nights, online and /or weekends?  More AS Questions and Comments:  -AS wasn’t informed before forming Skyline NOW  -end point for skyline NOW students: Certificate or degree?  Answer: mostly for transfer purpose  -enrollment #? 20 or more??  -funding sources to support this program?  -budget to identify key personnel to be in charge  -who are the students and what their needs? What are the recruitment strategies?  -It is not easy to compress 18 weeks curriculum to 6-8 weeks. Who is going to compress the curriculum?  - Retention rate, complete rate?  -Core class and GEs are different to teach | Info/ Discussion |
| D3: Skyline College President Plan | Galatolo  Bailey  Browne | 20 | SMCCD Chancellor Ron Galatolo and Chief of Staff Mitch Bailey will discuss plans for interim appointment of College President.  Postponed as Chancellor award in So Cal; rescheduled to 3/7 meeting. | Discussion |
| Dean Screening Committee ASLT | Joe Morello | 5 | Proposed Committee membership:  **Faculty:** Bianca Rowden-Quince**,** Jesse Raskin**,** Pia S. Walawalkar  **Staff:** Karen Dimalanta  **Administrators:**Gabriela Nocito**,** Lasana Hotep  Discussion: ASLT oversee the Learning Center, should a GEs faculty be in the committee?  Should tenure -track faculty be on the screening committee?  Dick suggest we should have policy to have only tenured faculty on the committee.  Motion to approve this committee:  M: John; S: Amber  Motion fails; faculty appointments not approved.  This committee is not approved; 2/3 faculty are not tenured and 1 has their supervisor as administrator; no Learning Center or S-Instruction expertise. | Discussion/ Action |
|  | TOTAL | 90 |  |  |

**Final Announcements and Adjournment [~3:50-4:00]**

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| **Item** | **Presenter** | **Time** | **Details** | **Action/ Info** |
| Adjournment  Next Meeting Th 3/7/19  RUB [Reports, Updates, Business] – Skyline NOW, Equity, State Plenary, Elections, QFE, Year-End Awards & AS Scholarship | Browne | 5 | M: Mustafa / S: Jesse  Minutes submitted by: Jing Folsom | Action |
|  | TOTAL | 110 |  |  |