Members Present:
President.................................................................Ardon Alger
Vice President—Language Arts...............................Neil Watkins
Secretary/Treasurer—Senator-at-Large..................Angela Bartlett
Curriculum Chair......................................................Marie Boyd
Business & Applied Technology..........................Joy Haerens
Business & Applied Technology..........................David Karp
Chino/Fontana.........................................................Karen Encinas
Chino/Fontana........................................................Tim Greene
Health Sciences.........................................................Renee Ketchum
Instructional Support...........................................Mary Jane Ross
Language Arts..........................................................Leona Fisher
Mathematics & Sciences.......................................Alif Wardak
Social & Behavioral Sciences..............................Vera Dunwoody
Social & Behavioral Sciences..............................Angela Sadowski
Student Services..................................................Susan Starr
Visual and Performing Arts.................................Cynde Miller
Senator-at-Large....................................................Jeff Brouwer
Adjunct Senator-at-Large........................................Gail Keith-Gibson

Members Absent:
Health Sciences......................................................Beverly Cox
Instructional Support..............................................Cindy Walker
Mathematics & Sciences.......................................Nicole DeRose
Student Services..................................................Maria Cuevas
Visual and Performing Arts Orville Clarke/Medical Leave
Senator-at-Large....................................................Robin Ikeda

Alternates Present:
Chino/Fontana........................................................Laurie Pratt
Instructional Support.............................................Shelley Marcus
Student Services..................................................Vacant
Visual and Performing Arts.................................John Machado
Adjunct Alternate Senator.................................Dolores Blanton

Guests:
Annette Henry
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of November 8, 2011, and consent agenda were approved 20-0 as amended.

IV. CONSENT AGENDA

V. REPORTS

- President
  - **Faculty Lecturer of the Year Adjunct Proposal**—President Alger discussed the proposal with Sherrie Guerrero and Sherrie stated that we don’t give release time to adjunct faculty, and we don’t give year-long contracts. Sherrie also stated that since the inception of this tradition in 1968 (43 years), it has been the practice to honor senior full-time faculty members that are both outstanding and have contributed to the college for many years outside the area of teaching. It is part of the professional development of full-time faculty. Concern was expressed that adjunct faculty would be much less likely to have knowledge of full-time faculty’s background or for that matter background of adjunct faculty. Sherrie suggested creating a lecture or other award to honor adjunct faculty. Adjunct Senators expressed the desire to be a part of the process. Senate decided to create a separate award for adjunct faculty to be funded by Faculty Senate. One senator expressed concern about the logistics of this process. A sub-committee, Ardon Alger, Leona Fisher, Gail Keith-Gibson, and Dolores Blanton, will work out the details.

- **Student Success Task Force Recommendations**—President Alger reported that at the November 8 Town Hall meeting one of the task force members stated that students need “high touch as well as high tech.” They also said the following: it was never their intention to replace the need for counselors with software; it was never their intention to say students could not change their education plans; a 2-course education plan is acceptable for someone who needs additional training and that will count as a success; they will not buy off-the-shelf assessment software, and community colleges will build their own with a diagnostic tool. The Task Force has acknowledged and is responding to a number of our concerns. Ed plans will likely be flexible to reflect the diverse reasons our students attend community college, thereby more accurately capturing student success rates. The extensive public input was helpful in identifying areas in which the draft recommendation could be improved. While several changes were approved at the November 9 meeting, others were agreed to in principle, pending the drafting of alternate language. The input Chaffey provided to the Task Force has made a difference.
Please see the addendum following the minutes: an email from Melinda Nish, Student Success Task Force member, dated November 11, 2011; and a memo from Dr. Peter MacDougall, Student Success Task Force Chairman, dated November 14, 2011.

- President Alger thanked Senator Bartlett for editing the generic college response to the Student Success Task Force Recommendations.
- Patricia Bopko, Director, Financial Aid, will be providing a Financial Aid Update to Senate next week at 1PM.

- Curriculum
- Curriculum Chair Boyd reported that the Program Discontinuance Committee met to discuss the Consumer Studies and Real Estate programs. It was decided to discontinue the certificate for Consumer Studies and to move some of the transferable courses to the Business area. The committee is still discussing the Real Estate program. One issue is whether or not the courses meet current industry needs. Another issue is transferability and articulation. The committee will also be investigating other community college real estate programs.

- Committee
- **Budget Advisory** — Ardon Alger reported that the committee is analyzing the budget in great detail. They will report on this in a clear manner and work to find a way to provide meaningful input and provide transparency on the budget.
- **Outcomes & Assessment** — Marie Boyd reported that the SLO School Facilitators have been selected. Next semester, the Outcomes and Assessment Committee will be run more like the Curriculum Committee to provide more feedback regarding assessment plans, chronological assessment plans, etc., to schools. The SLO School Facilitators and the SLO Co-facilitators along with Dean Hope will attend a planning retreat on December 9, 2011.
- **Technology** — Ardon Alger reported the following from the September 8, 2011, Technology Committee meeting minutes:
  - **Student Wireless** — Moving management of the student wireless network to a third party is still under consideration. The college is seeking funds to cover the estimated maintenance expense of $24K per year. The wifi network would still require authentication, but it would be an unsecured network without the Cisco agenda checking for antivirus software. The current antivirus requirement has taken a lot of staff time to troubleshoot.
  - **Technology Replacement Plan (TRP)** — The allocated budget is still $0. Here is a link to the Technology Monitoring Report, which was presented to the Governing Board in May [http://www.chaffey.edu/governingboard/5-25-11_reg_study_session.pdf](http://www.chaffey.edu/governingboard/5-25-11_reg_study_session.pdf). The report is on pages 3-10 of the agenda.
  - **Internet Sluggishness/Internet Upgrade** — The upgrade from 45MB to 1GB was completed in early summer. If there is a problem connecting
to CurricUNET now, it is best to contact Hope Ell (x6135) or Melissa Moreno (x6967) and see what they say.

- **New Business** — The topic of generic email accounts for short-term workers was raised. There is a concern that generic email accounts make it difficult for staff to do their jobs. This may need to be directed to Human Resources as an employee status issue.

Ardon also reported the following from the October 13, 2011, Technology Committee meeting minutes:

- **Web Portal** — There will be a November release involving Moodle, the Library, and Datatel. There will be a Web portal demo soon. The MOX application is now available for access on smart phones and iPads. Here is a link to FAQs regarding this new app for Chaffey College: [http://www.chaffey.edu/mox/](http://www.chaffey.edu/mox/).

- **Office 2007 and Office 2010** — Many classrooms have been upgraded to Office 2010. Many CIS instructors have upgraded. Staff and faculty can call the ITS Help Desk, X6789, to request an upgrade to Office 2007 or Office 2010.

- **ITS Web Page and FAQs** — The ITS web page is accessible from the Internet on [chaffey.edu](http://chaffey.edu). A FAQs document is being worked on.

- **New Business** — Due to a recent new agreement between Adobe and the FCCC, significantly discounted Adobe software is available from [FCCC.org](https://collegebuys.foundationccc.org/Default.aspx) for staff and faculty. The specific products are Design Premium, Master Collection, and Photoshop Elements. Use your Chaffey email address to register to purchase Adobe and Microsoft software for your home computer, PC or MAC. Technology Committee minutes can be accessed on the ‘Z’ drive at the following link: [Z:\Faculty Senate\Public\Campus Committees\Technology\Minutes](file:///Z:/Faculty%20Senate/Public/Campus%20Committees/Technology/Minutes).

### VI. OLD BUSINESS

- **Incompletes** — Senator Brouwer expressed concern that this issue has not been precipitated by the whole math department, but rather one faculty member. He believes it needs to be handled at the dean level. Senator Dunwoody believes it is a technical issue, not an academic issue. She believes faculty should be able to submit incompletes electronically. She suggests that we examine the overall number of completes vs. the number of incompletes only. If students are on a completion track, incompletes aren’t necessarily a bad thing if the students have completed the majority of the course in good faith. Senator Starr stated that if we move the “W” deadline to earlier, we will likely be administering more incompletes. Senate believes that this is an academic concern, not an administrative one.

- **Compressed Calendar** — Senate continues its request for more data about this possibility.
No Smoking on Campus — John Machado reported that the revisions to the college smoking policy and procedures that were proposed last year will be revisited. There had been some hurdles in implementing an enforcement procedure which could be legally carried out by the campus police. As of October 8, however, a California law, AB 795, was signed by the governor that now allows enforcement by citation and fine regulations that prohibit smoking on campus. The committee will meet once again with David Ramirez to set the procedure and resubmit it for Board approval.

Academic Senate Adopted Resolutions — Included in this week’s Senate packet was a table of contents with the web address for the final resolutions adopted at the Academic Senate Fall Plenary Session November 3-5, 2011. The adopted resolutions can be accessed at the Academic Senate Website at http://www.asccc.org/sites/default/files/Adopted%20Resolutions%20F2011_0.pdf.

VII. NEW BUSINESS

VIII. ANNOUNCEMENTS

IX. FLOOR ITEMS

X. SUMMARY

XI. ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Respectfully submitted by,

__________________________
Donna Walker, Recording Secretary

__________________________
Angela Bartlett, Secretary/Treasurer
Addendum

From: Chief Instructional Officers [mailto:CIO-ALL@LISTSERV.CCCCO.EDU] On Behalf Of Nish, Melinda
Sent: Friday, November 11, 2011 9:20 AM
To: CIO-ALL@LISTSERV.CCCCO.EDU
Subject: SSTF Update

Hello CIOs:

The Student Success Task Force (SSTF) met the entire day Thursday, November 9th, to review ALL the feedback we have received to date and begin revision of the recommendations.

What I am reporting to you now is PRELIMINARY and is based solely on my notes and memory. Please do not interpret this message as anything but a personal update. An official revision of the recommendations is being drafted at this time and should be out very soon to the field. My guess is that we may see this as soon as next week. We will definitely have the new draft out before December 1, 2011 which is when the Board of Governors meets in a special session devoted to just the SSTF recommendations.

What CHANGED?
1. Categorical consolidation will NOT be recommended. (Recommendation 8.1)
2. Amending statute to only allow CDCP non-credit will NOT be recommended. A sub-group is working on a rewrite to define allowable categories of non-credit funded courses. (Recommendation 4.1, sixth bullet)
3. Requiring students to pay the full cost of instruction for courses they are enrolled in that do not appear in their ed plans will NOT be recommended. (Recommendation 4.1, fourth bullet)
4. ESL will NOT be referred to as “basic skills.” (Recommendation 5. 2)
5. Alternative funding for basic skills instruction was modified. The key difference was to NOT amend statute, but rather to allow the Chancellor’s Office to authorize a district to voluntarily use its general fund revenue in an alternative manner (such as receiving a full two semester’s worth of apportionment revenue for students who do the two semester’s remediation in one semester). However, the modified recommendation did not include “new” funds, rather this is a manner in which to use “existing” funds. Additionally, this would not be a permanent change to funding but would be more of a limited time/pilot project that districts MAY adopt. (Recommendation 8.3)

What is LIKELY TO CHANGE?
1. Recommendation 1.1 will be written to reflect that the alignment between college entrance standards and high school exit standards will be at college entrance standards, not at current high school exit standards.
2. Recommendation 4.1 has seven implementation bullets. ALL of these will be rewritten given that the task force members agreed there was a general lack of clarity.
3. Recommendation 6.1 “mandated” professional development activities linked to statewide objectives may be rewritten in a manner so as to not require statute or regulatory changes.

What REMAINED the SAME?
1. Recommendation 1.1 intent: align high school exit to college entrance.
2. Recommendations 2.1 – 2.5: common assessment; required assessment, orientation, SEP; technological support; required college readiness assessment and placement in a course/activity; and required SEPs by end of second term with local exemptions.
3. Recommendations 3.1 – 3.4: system-wide enrollment priorities; BOG fee waiver students to meet new conditions; encourage full-time attendance; and require basic skills education to begin in first year.

4. Recommendation 5.1 supporting the development of alternatives to traditional basic skills instruction and the intent of 5.2 to develop a comprehensive, state-wide strategy for addressing adult education in basic skills as well as ESL.

5. Recommendations 6.1 – 6.2’s intent that professional development is a high priority in order to assure the best human resources to support student success.

6. Recommendations 7.1 – 7.4: “stronger” CCCCO office; local goals consistent with state-wide goals; student success scorecard; and a longitudinal student record system.

7. Recommendation 8.2 and 8.4: investing in a new Student Support Initiative and NOT implementing performance-based funding at this time.

WHAT HAPPENS NEXT?
1. Meetings/forums/town halls are still taking place with feedback being fed back to the SSTF.
2. The online forum is still up and ALL comments are being reviewed by the SSTF.
3. The BOG meets on December 1, 2011 in a special session to review the work of the SSTF.
4. The SSTF meets on December 7, 2011 to review additional feedback since November 9 and to finalize the recommendations.

5. Final recommendations and related BOG sponsored bill package to be reviewed and approved at BOG meeting on January 9 – 10, 2012.

6. Report to be made to the legislature in March 2012.

There was a LOT going on during this meeting and I am sure I have not captured everything in this update to you, but I hope that this helps give you an idea of where the task force and the recommendations are going.

What is important to understand is that SSTF recommendations will serve as the platform for BOG sponsored bills and potential regulation changes. Bills are being drafted now and will be finalized at the BOG meeting in January.

Feedback is still important as everything is still a draft, at least right now! By December 7, the SSTF work will be done and the Board of Governors will take the final decisions on January 9 – 10. Please communicate your opinions to me directly, to any of the SSTF members directly, and via the website at: http://californiacommunitycolleges.cccco.edu/PolicyInAction/StudentSuccessTaskForce.aspx.

Thank you for the opportunity to represent you on the task force. And, thank you all for the time you spent before and during our fall conference reviewing and critiquing the recommendations. Your input was well received by the SSTF.

Have a great weekend, and remember to thank a vet today!

Melinda Nish, EdD
Vice President, Instruction
Orange Coast College
President, CCCCIO Executive Board, 2010 - 2012
714-432-5015
"We'll help you get there!"
November 14, 2011
Fellow Student Success Task Force Members:

I wanted to take this opportunity to recap the significant decisions reached during our November 9th meeting and review the next steps as we approach our final meeting in December and ready the final report for consideration by the Board of Governors in early January. First, I would like to thank each of you for the time and expertise you have devoted to this historic initiative that I am confident will lead to even better results for students in our community colleges.

As we reviewed the large amount of public feedback to the draft recommendations collected so far, it was evident that stakeholders both inside and outside our system are engaged and informed about the work of the Student Success Task Force. The extensive public input was helpful in identifying areas in which the draft recommendation could be improved. While several changes were approved at the November 9th meeting, others were agreed to in principle, pending the drafting of alternate language.

**Categorical Program Consolidation.**

One of the most significant changes agreed to by the Task Force was the decision to eliminate from the draft recommendations the proposal to consolidate categorical program funding. A considerable portion of the feedback from the field expressed concerns that consolidating categorical funding would threaten existing programs and diminish student support. Further, concerns were raised about the possible interaction of categorical consolidation on various matching requirements for federal funding. While the Task Force discussed options to mitigate the concerns, the final determination was to remove the categorical consolidation proposal from the Task Force recommendations. Task Force members did, however, request that the report be amended to urge state leaders to streamline the administration and reporting requirements of these programs and, at the college level, to urge programs themselves to strive to break down programmatic silos and voluntary collaborate in an effort to improve student success.

**Career Development and College Preparation Non-Credit Courses.**

Another recommendation that was re-examined in detail dealt with limiting non-credit classes to only those identified as Career Development or College Preparation. Considerable input was received that this proposal would threaten a variety of high priority courses, including Citizenship, English as a Second Language (ESL), and courses for individuals with acquired brain injuries. The Task Force discussed these concerns and made clear that the draft recommendation was not intended to negatively impact these courses. A subgroup of Task Force members agreed to fashion language that modifies recommendation 4.1 in a way that that addresses the concerns in the areas noted above.

**Requiring Students to Pay Full Cost for Courses Not in Education Plans.**

At our November 9 meeting, recommendation 4.1 was further modified by the Task Force to remove the proposal to charge students the full cost of instruction for any courses not included in their education plans. While Task Force members continued to emphasize the need to prioritize access for students pursuing educational goals identified in education plans (related to transfer, basic skills, and career technical education), there was a widespread concern on the Task Force about establish a two-tiered system of fees.

At my request, the modifications noted above to Chapter 4 will be drafted and sent out to the Task Force members prior to our December meeting.
Comprehensive Strategy for Addressing Basic Skills Education.
At town hall meetings and through the website forum, faculty expressed concern over this recommendation noting that ESL was inappropriately referenced in the work of the Task Force related to Basic Skills. The Task Force was sensitive to this concern and as a result, staff will be working with Task Force members to refine this recommendation.

Alternative Funding Model for Basic Skills.
Following considerable deliberation, the Task Force determined that this recommendation would be modified to provide the Chancellor’s Office with the authority to develop alternate funding allocations, using apportionment funding, to promote innovation in basic skills instruction. A subgroup of Task Force members has agreed to help craft language to meet this end and consistent with the request noted above, the amended language will be sent via e-mail to members before the December meeting.

The final meeting of the Task Force will be held on Wednesday December 7, 2011 at the Le Rivage Hotel in Sacramento. At this meeting, we will discuss any new feedback received on the draft recommendations and review those items where the Task Force made changes. A final report will then be prepared for the Board of Governors to consider at its January 9-10, 2012 meeting.

I would like to emphasize that we will continue to gather public input as we work toward the Board of Governors meeting in January. Another town hall meeting is scheduled for Oakland on November 16, and on-line comments will be accepted and compiled to help inform this panel up until its final meeting and to help inform the Board of Governors as it considers final action.

Thank you all again for your engaged participation in this process. I look forward to seeing you in December.

Dr. Peter MacDougall
Chairman, Student Success Task Force
President Emeritus Santa Barbara City College
Member, Board of Governors, California Community Colleges