

SAN DIEGO CITY COLLEGE ACADEMIC SENATE MEETING

Monday, December 8, 2003 2:00 p.m., City College D-121A

FINAL

In Attendance: L. Andersen; C. Bass; J. Bernal; L. Brady; A. Breay; M. Coleman; M. Clowers; S. Deaton; C. Harlow; E. Higginbotham; J. Hildebrand; H. Le; C. Lopez; T. MacRenato; P. Mahoney; K. McGinnis; P. Murugesan; T. Orozco; J. Salgado; S. Skillen; A. Tesfamariam; B. Weiner; G. Wisehart; P. Woefel

Absent: D. Bodnar; M. Brown; P. Grooms-Jones; S. Hasegawa; S. Martin; R. Reyes; A. Rincon; M. Spikes;

Proxies: M. Clowers for S. Hasegawa; M. Coleman for A. Breay; H. Elias for R. Reyes;

Guests: P. Maes-Erickson; J. Lombardi

I. CALL TO ORDER 2:08 by L. Andersen.

II. APPROVAL OF MINUTES 11/24/03 – MSC to accept minutes with changes

(Murugesan/Hildebrand).

Unanimous approval.

III. ADOPTION OF AGENDA 12/08/03 – Additional committee report by J. Hildebrand added to agenda.

IV. ANNOUNCEMENTS/PRESENTATIONS – presented by L. Andersen

A. Spring 2004 Plenary, Area D Meeting at City on 3/27/04.

B. Board retreat site changed to the Hilton on Harbor Drive, 1/10-1/11/04.

C. Vocational Leadership Institute: 3/12-3/13, San Diego (handout distributed).

D. Senate elections for Secretary, Treasurer, President-Elect, and Adjunct Officer will be in March 2004.

Each position comes with a two-year commitment to the Academic Senate.

E. Survey on General Education in your mailboxes. Please return to L. Andersen.

F. Update on Affirmative action: M. Coleman, SDCC Affirmative Action Site Compliance Officer

M. Coleman discussed her new role as the SDCC Affirmative Action Site Compliance Officer, including responsibilities and goals. Once a complaint is made involving student to student, faculty/student, or employee to employee issues, M. Coleman's role is primarily investigative and her approach is informal, with the goal of reaching an informal resolution. M. Coleman's role is not disciplinary. That would come at the end of a long process and would involve J. Hernandez at District. In order to maintain her investigative objectivity, she reminded everyone that she will not be able to identify who is making a complaint. In the future, M. Coleman plans to conduct workshops which would educate faculty and staff on the District's current zero tolerance policy on sexual harassment, and assist people in creating healthy, positive work environments, and improving their communication skills.

V. OFFICERS' REPORTS

A. President – L. Andersen

i. Strategic planning process- INFO TO BE SUPPLIED BY L.ANDERSEN.

ii. Fall 2003 Plenary Session Report (handout distributed). Please take back to your departments and review.

iii. Trustee M. Block; Community Trustee Advisory Meeting

B. President Elect – K. McGinnis

i. The Spring 2004 Academic Senate calendar has been completed and will be distributed to all senators via email, as well as hard copy. The first Academic Senate meeting of the new year will be 2/9/04 at City College, Room D-121A from 2p-3:30p.

C. Treasurer – M. Clowers

i. M. Clowers reported that the total check for the two SDCC faculty fire victims would be \$500 - \$250 to each instructor. A current breakdown of who has and has not paid their 2003 senate dues was distributed. Anyone wishing to know the percentage of how many in their own department pay dues may contact Myles Clowers for more details.

VI. STANDING COMMITTEES

- A. Committee on Committees – no report
- B. AB/1725/Travel - no report
- C. Instructional Improvement - no report
- D. Library and Learning Resource - no report
- E. Professional Development- no report
- F. Social Courtesy - no report

VII. SPECIAL COMMITTEES

- A. ASB – No report.
- B. **Curriculum** – J. Lombardi reminded all that the deadline to submit new items for the City College catalogue was 2/20/04. However, items would have to be reviewed by the CIC so any possible additions must be sent to the CIC immediately.
- C. **Student Services Council** – P. Maes-Erickson addressed the issue of proposed changes to the current Academic Renewal Policy (see Old Business)
- D. **District I.T.C.** – J. Hildebrand discussed the work of the District ITC and requested Senate input on a current issue – creating guidelines and regulations for “hybrid courses.” Currently, the District has no specific definition for what a “hybrid course” is, nor any guidelines to regulate the use of District web resources in this instructional approach. J. Hildebrand asked the Senate for input regarding what the definition for a “hybrid course” should include, and what guidelines, if any, should apply. Examples of issues discussed:
Is a hybrid course one which uses internet-based materials –1% to 50%?
What if the web-based materials required in the syllabus are also provided as a hard copy?
What if student-teacher communication is done outside the District web? Is this still something which the District should be monitoring and regulating?
How are students to know whether they are registering for a hybrid course? What if they are not computer-literate?
Is this an issue of curriculum, or a question of how materials are being delivered?
J. Hildebrand stated that the District is not interested in controlling curriculum development specific to this issue. The District is concerned about any misuse of District property (e.g. District web) which could open the District to liability. Hildebrand further stated that he will bring the concerns and suggestions that were offered to the District I.T.C. meeting, and keep the Senate apprised of any further movement toward developing guidelines and definitions for hybrid courses. There is no need to form any special committees to look into this at this time.
L. Andersen: All senators should begin to discuss this issue within their departments and be prepared for more discussion on this topic in the very near future.

VIII. OLD BUSINESS

- A. **Academic Renewal Policy** – As the majority of departments have yet to discuss this issue in their department meetings this issue has been postponed until the 2/9/04 meeting.

IX. NEW BUSINESS

- A. **Accessibility to City campus**– G. Wisheart shared a concern that was brought to him by his students regarding the closure of a gate on the grounds of S.D.H.S. that prevents students who have parked at Inspiration Point to walk over the bridge and onto the City College campus.
L. Andersen: this issue will be taken to the President’s Council meeting on 12/9/03 to see if T. Burgess has any knowledge of this or advice on how to resolve this issue.

X. ADJOURNMENT MSC (Bass/Clowers) 3:13