



Action Item: 5 Apr. 2011

TO: ACADEMIC SENATE EXECUTIVE COMMITTEE  
FROM: RECORDING SECRETARY  
PREPARED BY: RECORDING SECRETARY  
Action: Approval of Minutes

Minutes of the **22 Mar. 2011** AS Executive Committee Meeting

**Present:** Jamey Anderson, Dianne Berman, Gregory Brookins, Guido Davis Del Piccolo, Tina Feiger, Janet Harclerode, Janie Jones, Amber Katherine, Lesley Kawaguchi, Lucy Kluckhohn-Jones, Laura Manson, Vanessa Mejia, Mitra Moassessi, Pete Morris, Melody Nightingale. Eric Oifer, Wendy Parise, Christine Schultz, Gary Todd, Esau Tovar, Carol Womack.

**Excused:** Sal Veas.

**Absent:** Mary Colavito, Tim Cramer, Nancy Hanson, John Henderson, Steven Kaufman, Jennifer Merlic.

I. Call to Order President Eric Oifer called the meeting to order at 11:21 a.m.

II. Action Items:

1. Approval of the Minutes for March 8, 2011

[Minutes for March 8, 2011](#)

Minutes were accepted as presented.

2. Change of Name, Scope and Function of S/ILO Committee - Christine Shultz and Lesley Kawaguchi, Co-Chairs S/ILO Committee (see below)

Assessment of SLOs will be part of the program review process; it will also serve in a support role as a resource for accreditation. The new committee will take the lead in determining the types of data to be gathered. It was suggested that the committee work with Eleanor Singleton, the Library's archivist, and use the Archives as a central point for gathering and maintaining data. The committee will work with other committees (Curriculum, Program Review, Chairs)

Suggestion:

Add to B—in coordination with other relevant joint committees.

Add Curriculum Committee to the structure scope OR add to B Curriculum *Committee and Program Review*.

Input from Chairs is also necessary.

Eric would like to bring this forward to the Assembly next week. Feel free to communicate other suggestions to Eric and or Christine. Eric will also talk to Teresita Rodriguez, VP of Enrollment Development, to get participation from the district. Randy is supportive.

### 3. Global Citizenship and Basic Skills Faculty Leader Positions

Pete Morris and Gary Todd have served for 2 years; Eric will work with Pete and Gary to craft a call for new Faculty Leaders.

Q: Is there still a role for the faculty leader?

A: Gary—yes. There needs to be a connection with administration (Roberto Gonzales) and we need to know what other colleges are doing for ongoing faculty professional development. Mira Pak will speak at SMC on Thursday on reading across the curriculum

Pete—yes there is a role. The Global Citizenship Committee will be working with Sal Veas on a SWOT (strengths, weaknesses, opportunities and threats) analysis for the group.

### III. Information Items:

#### 1. President's Report - Eric Oifer

##### a. Budget

This will be discussed at the town hall meeting.

##### b. Accreditation Institute

Eric did 2 presentations for the Accreditation Institute. He reported that attendees came from all over the state and many of them were at a loss. It was nice to see our program accepted as a model. Our SLO portal and our system of mapping to ILOs were well received.

SLOs were a breakout session on the first day; at SMC we have integrated SLOs into our program review.

A brief discussion of the spring flex day took place. It was suggested that the spring flex day should be just for faculty only. It was also suggested that other campus initiatives, like civility and diversity, should be addressed on flex days.

Suggestion: Ask for a report from the Professional Development Committee on how the day was received.

Suggestion: Feedback from other committees should be fed to the PDC.

c. Plenary Session -deferred.

[Resolutions and Appendices](#)

## 2. Committee Reports

### a. Tutoring Task Force - Janet Harclerode, Chair

Janet reported that tutoring services at SMC are currently organizationally fragmented; they fall under the purview of many departments. Many tutoring services were started with grants. When the grant money ran out, some were added to the SMC budget or not. Some departments track when and why students see a tutor. When students log in, they use their student ID. Faculty can find out which students have seen a tutor by looking in ISIS, on the same page as the class roster. It is listed under miscellaneous reports. The bugs are still being worked out. Some departments need to know attendance on a weekly basis, most do not. The task force's goal is to integrate services so they all work together.

Q: Is faculty participation necessary?

A: Tutoring counts as a flex activity.

The business department just got tutoring back a few years ago. Janet said that date for Spring 2011 will be useful; the system has been updated for the business department.

Gary Todd said that we want to know the effect of tutoring on student success. Through the basic skills initiative, Hannah Alford, Director of Institutional Research, is tracking data through the writing center.

Q: Should tutoring services be centralized?

A: The Senate can facilitate the discussion on whether or not to unify tutoring services. Unification should not detract from the work of the people who are already doing well. The information on tutoring services should be easy for students to find. The tutoring page is currently linked from the *Campus Resources* and *Current Students* pages. Tutoring services cannot be centralized in one building yet. The task force is also working on a logo to give tutoring a unified look. Students will be asked to vote for a logo.

Q: What are the recommendations from those who are working closely with the program? We need to know more about the arguments pro and con.

A: Better education of faculty on what is available is a goal of the task force. Chaffey College has a central person on campus to manage tutoring services.

Suggestion: Delegate a key person to collect information from tutoring services to add to the web page. Update this information monthly.

Q: What about online tutoring?

A: The Distance Education Committee should be contacted for input. Janet said the task force's work is not finished. As Senate President she will be able to recommend what happens to the task force. The task force will make a recommendation to the Senate.

#### IV. Announcements

A town hall meeting will be held tomorrow regarding the budget. All are encouraged to attend.

#### V. Adjournment -- Meeting was adjourned at 12:35 pm

**Next Scheduled Meeting: April 05, 2011**

**Student and Institutional Learning Outcomes (Old version)**  
**(Revised November 24, 2009; 27 votes)**

Membership: Faculty and Administrators

Structure/Scope:

The S/ILO Committee works with all instructional, administrative, and service units on campus to achieve proficiency in the formulation, assessment, and analysis of assessment data by the year 2012.

Functions:

To review the outcome statements and assessment plans of both instructional and non-instructional units.

To work with both the Curriculum Committee and Program Review to insure the robustness of outcomes and assessments.

To build an infrastructure for the reporting and collection of outcomes data. **DONE**

To articulate a plan and timeline for gathering both instructional and non-instructional outcomes data. **DONE**

To formulate a plan and timeline for the reporting outcome assessment results and linking these outcome results to College decision-making. **DONE**

**Proposed Name, Scope and Function: Institutional Effectiveness Committee**

**Membership: Faculty and Administrators, including one representative from Institutional Research**

**Structure/Scope: In coordination with the joint Program Review Committee, the joint Curriculum Committee, the Chairs Committee and the Office of Institutional Research, the joint Institutional Effectiveness Committee recommends to the District processes and mechanisms for developing and assessing measures of institutional effectiveness and learning outcomes.**

**Functions:**

- A. To review the outcome statements and assessment plans of both instructional and non-instructional units**
- B. To work with the relevant committees to ensure that outcomes and assessments are both robust and strong**
- C. To consult with and train, as requested, all College programs and services regarding performance indicators, outcomes and their assessments, on a cycle timed to annual cyclical Program Review activities**
- D. To recommend appropriate performance indicators and other benchmarks to the District and Institutional Research**
- E. To serve as a resource for other College committees and the District to support the collection of relevant information that could be used in accreditation reports and updates**
- F. To serve as a resource liaison to the District Planning and Advisory Council**