



SBVC Academic Senate Minutes
October 2nd, 2024, Wednesday, 3:00-4:30 pm
Location: Business Building, room 100

The Academic Senate at SBVC is dedicated to empowering and strengthening the voices of our esteemed faculty members. We are committed to fostering active participation, while maintaining a positive and respectful atmosphere that ensures our perspectives resonate strongly throughout our institution. We are the official voice in accordance with, Title 5, section 53200, of the California Education Code §70902 (b)(7) “...the governing board of each community college district shall... ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards,” which is known as 10+1.

California Title V §53200 “10+1”	Senator Representation	Senate Exec
<ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites. 2. Degree and certificate requirements. 3. Grading policies. 4. Educational program development. 5. Standards or policies regarding student preparation and success. 6. College governance structures, as related to faculty roles. 7. Faculty roles and involvement in accreditation process. 8. Policies for faculty professional development activities. 9. Processes for program review. 10. Processes for institutional planning and budget development. 11. (+1) Other academic and professional matters as mutually agreed upon. 	<p align="center">Applied Technology, Transportation, and Culinary Arts</p> <p><input checked="" type="checkbox"/> Samuel Valle (2027) <input type="checkbox"/> Vacant (2027) <input type="checkbox"/> Vacant (2027)</p> <p align="center">Arts and Humanity</p> <p><input checked="" type="checkbox"/> Amy Mills (2026) <input checked="" type="checkbox"/> Carol Damgen (2026) <input type="checkbox"/> Joe Notarangelo (2027)</p> <p><input checked="" type="checkbox"/> Judy Joshua (2027) <input checked="" type="checkbox"/> Kevin Lyons (2027) <input checked="" type="checkbox"/> Rangel Zarate (2026)</p> <p align="center">Academic Success</p> <p><input type="checkbox"/> Vacant (2026)</p> <p align="center">Math, Business & Computer Tech</p> <p><input type="checkbox"/> Samuel Addington (2025) <input type="checkbox"/> Vacant (2026) <input type="checkbox"/> Vacant (2027)</p> <p><input type="checkbox"/> Vacant (2027) <input type="checkbox"/> Vacant (2027)</p> <p align="center">Science</p> <p><input checked="" type="checkbox"/> Carol Jones (2025) <input checked="" type="checkbox"/> Jessie Lemieux (2025) <input checked="" type="checkbox"/> Matt Robles (2026)</p> <p><input type="checkbox"/> Maria Valdez (2027) <input type="checkbox"/> Melissa Romero (2026) <input checked="" type="checkbox"/> Michael Torrez (2027)</p> <p><input checked="" type="checkbox"/> Tatiana Vasquez (2025)</p> <p align="center">Social Sciences, Human Development & Physical Ed</p> <p><input checked="" type="checkbox"/> Danielle Graham (2025) <input checked="" type="checkbox"/> Denise Knight (2027) <input checked="" type="checkbox"/> Kellie Barnett (2025)</p> <p><input type="checkbox"/> Lisa Henkle (2027) <input checked="" type="checkbox"/> Melissa King (2027)</p> <p align="center">Student Services</p> <p><input checked="" type="checkbox"/> Debbie Orozco (2027) <input checked="" type="checkbox"/> Erica Begg (2026) <input checked="" type="checkbox"/> Jamie Salyer (2025)</p> <p><input checked="" type="checkbox"/> Keynasia Buffong (2025) <input checked="" type="checkbox"/> Pedro Gonzales (2027) <input checked="" type="checkbox"/> Ulavale Matavao (2026)</p> <p><input type="checkbox"/> Vacant (2027)</p> <p align="center">Part-Time Senator Reps</p> <p><input checked="" type="checkbox"/> Christian Sarfo-Poku (2025) <input checked="" type="checkbox"/> Brenda Orozco (2025) <input checked="" type="checkbox"/> Loni Dennett (2025)</p>	<p align="center">Senate Exec</p> <p><input checked="" type="checkbox"/> President, A. Hecht</p> <p><input checked="" type="checkbox"/> Vice President, T. Vasquez</p> <p><input checked="" type="checkbox"/> Secretary, J. Salyer</p> <p><input type="checkbox"/> Program Review, D. Burns-Peters</p> <p><input checked="" type="checkbox"/> Curriculum, T. Berry</p> <p><input type="checkbox"/> Accreditation and Outcomes, C. Huston</p> <p><input checked="" type="checkbox"/> Professional Development, R. Hamdy</p> <p><input checked="" type="checkbox"/> Part-Time Senator at Large, Christian Sarfo-Poku</p> <p><input checked="" type="checkbox"/> Instructional Senator at Large, Samuel Valle</p> <p><input type="checkbox"/> Non-Instructional Senator at Large, Vacant</p> <p align="center">Guests</p> <p><input checked="" type="checkbox"/> Kristina Hannon</p> <p><input checked="" type="checkbox"/> Stacy Holloway</p> <p><input checked="" type="checkbox"/> Gilbert Contreras</p> <p><input checked="" type="checkbox"/> Joanna Oxendine</p> <p><input checked="" type="checkbox"/> Patty Quach</p> <p><input checked="" type="checkbox"/> Todd Heibel</p> <p><input checked="" type="checkbox"/> Ernest Guillen</p> <p><input checked="" type="checkbox"/> Jesse Neimeyer-Romero</p> <p><input checked="" type="checkbox"/> Keith Bacon</p> <p><input checked="" type="checkbox"/> Leticia Hector</p> <p><input checked="" type="checkbox"/> Dan Mayo</p> <p><input checked="" type="checkbox"/> Vinnie Wu</p> <p><input checked="" type="checkbox"/> Joane Maestre</p>



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<p>1. (Action) Call to Order</p> <ul style="list-style-type: none">1.1. Call to Order/Establish Quorum1.2. Approval of Agenda	<p>3:07 call to order</p> <p>Motion to approve the agenda by consensus. Motion Approved (K. Barnett was not there for voting)</p>
<p>2. Public Comments</p> <ul style="list-style-type: none">2.1. General Public Comments - refers to the opportunity for members of the public to speak on both agenda and non-agenda items. <i>(Reserved for Guests only and limited to 10 minute total time limit, 3 minute max per person)</i><ul style="list-style-type: none">❖ NOTES<ul style="list-style-type: none">➤ None2.2. Floor Items - Reserved to raise concerns within the Academic Senate scope. The Senate will hear your concerns/questions, but may not respond. If requested, the concern can be included on a future agenda. <i>(10 minute total time limit, 3 minute max per person)</i><ul style="list-style-type: none">❖ NOTES<ul style="list-style-type: none">➤ <i>D. Knight - "outraged" (was not really outraged, she was joking with the group 😊) that she has not been selected for the SBVC olympic team. October 11, from 1:00 - 3:00 she will be there to root for the team.</i>	
<p>3. (Action) Approval of Minutes</p> <ul style="list-style-type: none">3.1. September 18, 2024 Minutes<ul style="list-style-type: none">❖ NOTES<ul style="list-style-type: none">➤ There was discussion on using names during discussion, A. Hecht asked T. Berry to send that information.	<p>Motion to approve the agenda by consensus. Motion Approved (K. Barnett was not there for voting)</p>
<p>4. Reports</p>	



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4.1. AS President, Andrea Hecht

❖ NOTES

- A. Hecht stressed the importance of streamlining reports, requesting written submissions via email for efficient time management, J. Salyer will be posting the form on the website.
- A. Hecht announced her selection for the 2024-2025 ASCCC Faculty Empowerment Leadership Academy, which will offer mentorship for her professional growth.
- A. Hecht provided an update on the Governance Structure Task Force, revealing selected faculty representatives and alternate members. She also mentioned hiring committee representatives for interim positions, though specific names couldn't be disclosed due to legal restrictions.
- The upcoming Fall Plenary was discussed, with Andrea noting that it's a great opportunity for workshops and networking, and that funding for four attendees has been approved—only two spots remain.
- Finally, she commended the Black Faculty and Staff Association for organizing a successful "Back to School Night," highlighting its positive impact on community engagement and encouraging participation in future events.

4.2. AS Vice President -

❖ NOTES

- none

4.3. Campus Committees

❖ NOTES

- Accreditation & Outcomes - T. Berry
 - Outcomes are at the midterm point. If you are ending the class or starting the class, think about your outcomes.
- Curriculum - T. Berry
 - Announced that the committee is progressing with the common course numbering initiative in collaboration with ASCCC. The first six classes have moved to phase two, and they are preparing for the next 25. Mentioned that A. Hecht sent out surveys related to this process and encouraged everyone in relevant disciplines to participate.
 - Additionally, there are opportunities to join groups working on building the common course numbering core, which offer compensation of \$150 per completed core.



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Interested individuals should submit their names to A. Hecht for inclusion in these groups.

4.4. Academic Senate Subcommittees

❖ NOTES

- none

4.5. San Bernardino Community College District Teachers Association

❖ NOTES

- D. Knight - made an announcement about the general meeting at Crafton Hills College that evening. There will be food and raffle prizes.

4.6. Associated Student Government

❖ NOTES

- none

4.7. Classified Senate

❖ NOTES

- E. Guillen - announced that the Classified Senate has designated their reps for the participatory governance committee.

4.8. College President, Gil Contreras

❖ NOTES

- Dr. Contreras opened with a celebration of several important months: Hispanic Heritage Month, Filipino History Month, Breast Cancer Awareness Month, and LGBTQ+ Month, expressing excitement for these celebrations at San Bernardino Valley College.
- He provided updates on various initiatives, including progress on common course numbering, which is moving into phase two. The Board of Governors recently convened, and Dr. Contreras mentioned a memo from John Stankas regarding allocations tied to this initiative.
- He highlighted the work of the curriculum committee, emphasizing its importance for athletics programs and broader campus governance. Presentations on mental health and student needs were noted, along with a call to action for the administration to support students more effectively.
- Dr. Contreras also thanked Vice Chancellor Hannon for addressing faculty hiring processes amid current vacancies, underscoring the need to staff instructional and support areas fully.



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<ul style="list-style-type: none">➤ He mentioned the upcoming SBCCD Olympics, inviting participation and noting efforts to create a fun atmosphere with food and activities.➤ Lastly, he reflected on his attendance at the inaugural convening of Latinx CEOs in the state, which emphasized leadership, representation, and the importance of community colleges in transforming lives and achieving educational goals.	
<p>5. Unfinished Business</p> <p>5.1. Chair of chairs, Todd Heibel - SBVC dept chairs updates and issues discussion</p> <ul style="list-style-type: none">❖ NOTES<ul style="list-style-type: none">➤ T. Heibel shared updates on the role and responsibilities of faculty chairs at San Bernardino Valley College, emphasizing their involvement in curriculum development, program review, and institutional planning. He encouraged participation in monthly faculty chair meetings, which provide professional development, information sharing, and discussion of important topics affecting the college community.➤ Link to presentation <p>5.2. Action Item: Accreditation Mid-term Report (second read)</p> <ul style="list-style-type: none">❖ NOTES<ul style="list-style-type: none">➤ C. Jones- wanted to go through the changes, how many changes were made?➤ D. Humble and J. Oxendine provided details on the specific updates.<ul style="list-style-type: none">■ The updates included a clarification of the Student Learning Outcomes (SLOs) as requested, along with adjustments in Section B regarding institutional standards. Specifically, the term "successful" was added to "course completion" to emphasize the focus on students who successfully complete courses, rather than just finishing them. Duplicate information in Table 2 was removed, and the changes primarily involved clarifying language rather than altering the content.➤ Report <p>5.3. Action Item: Formation of an ad hoc committee: Advisory AdHoc Committee AB1705</p> <ul style="list-style-type: none">❖ NOTES<ul style="list-style-type: none">➤ T. Vasquez - has been appointed as the lead of the ad hoc by A. Hecht. T. Vasquez highlighted the impact of AB 1705 on both English and math courses, particularly those essential for fields like biology. It emphasized the need for interdisciplinary collaboration within the advisory	<p>Motion to approve the 2nd draft midterm report. 1st: D. Knight 2nd: K. Barnett Yay: 24 Nay: 0 Abstain: 2 (M. King and J. Joshua) Motion Approved</p> <p>Motion to form the Advisory AdHoc Committee AB1705 1st: Bethany Tasaka 2nd: Matt Robles</p>



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<p>committee to ensure that students can successfully complete their degrees and meet transfer requirements, as these legislative changes are being implemented without faculty input.</p> <ul style="list-style-type: none"> ➤ The committee will include voices from affected faculty, not just senators and will get back to the group on the composition of the committee. ➤ The aim is to finalize a product by the end of Spring 2025, although this timeline may shift with legislative changes. There will be a multi-pronged approach to gather both qualitative and quantitative data to understand student needs post-pandemic. <p>5.4. Action Item: Task Force for Bylaws</p> <p>5.4.1. Previous motion to look at all the bylaws. A. Hecht plans to lead the committee.</p> <p>❖ NOTES</p> <ul style="list-style-type: none"> ➤ A. Hecht - noted that there is a need to form a task force to revise outdated Academic Senate bylaws, following a motion made by Thomas in the last meeting. She expressed she would lead this task force and establish a timeline for the revisions, emphasizing the importance of not delaying the process for too long. Interested participants from various sections of the bylaws are encouraged to email the speaker to join the committee. ➤ T. Berry - once the committee is formed they can vote on the bylaw committee lead. motion didn't call for a lead so the committee could vote. ➤ T. Vasquez - emphasized that the Academic Senate President has the discretion to determine the formation process of the ad hoc committee, whether by appointment or volunteer, and that this may differ from practices in previous administrations. While there are legal requirements under the Brown Act and Title Five, leadership has the flexibility to choose how to manage committee composition. 	<p>Yay: 26 Nay: 0 Abstain: 0 Motion Approved</p> <p>Motion to approve Andrea Hecht as the lead of the bylaws committee so we can move forward and make progress. 1st: K. Buffong 2nd: D. Knight Yay: 22 Nay: 0 Abstain: 4 (J. Joshua, A. Mills, M. King, C. Damgen) Motion Approved</p>
<p>6. New Business</p> <p>6.1. District Hiring Process - Presenter Kristina Hannon MA, Vice Chancellor of Human Resources, Payroll and Police Services</p> <p>❖ NOTES</p> <ul style="list-style-type: none"> ➤ Kristina Hannon and Stacy Holloway <ul style="list-style-type: none"> ■ Hiring Presentation ■ Updated the faculty on the hiring process. The presentation focused on improving the recruitment and hiring processes within the organization, emphasizing the 	



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implementation of an Adverse Impact Analysis to identify potential biases at every stage of recruitment.

- Bullets are questions that were asked by faculty and answered by K. Hannon and S. Holloway

- ◆ C. Jones - questions on who is responsible for reviewing transcripts and other applicant information and biases.

- HR is responsible for reviewing transcripts to ensure applicants meet minimum qualifications. They collaborate with Subject Matter Experts (SMEs) and hiring managers, especially for specialized disciplines like sciences.
- Transcripts are reviewed primarily to check if applicants meet minimum qualifications. For example, candidates with low grades in science classes may raise concerns. However, while poor grades are a factor, they should not be the sole basis for judgment regarding a candidate's potential success in the classroom.
- It's important to avoid biases based on the institution where the candidate obtained their degree.
- We've encountered instances where committee members have dismissed degrees from accredited institutions, claiming they aren't "real." Such biases are not legally justifiable reasons for disqualification.
- The committee does not have the legal right to reject candidates based solely on transcripts if they meet the minimum qualifications established by the state chancellor's office. Desired qualifications can be assessed by SMEs and hiring managers based on relevance to the position.
- Arbitrary barriers often disproportionately impact underrepresented groups. For instance, we've seen issues with 35 failed recruitments in five years due to subjective standards. We must move away from personal biases and focus on objective criteria that support success in the classroom.



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- ◆ M. Robles - question on accredited institutions that may teach concepts that conflict with our curriculum. As a result, a candidate may hold a degree in science but possess ideas that are not aligned with what we teach. This can lead to situations where two teachers might present completely different views and how to address this, and creating questions.
 - Instead of solely focusing on the institution where the degree was obtained, it's crucial to create interview questions that assess competencies directly related to the position. This allows us to evaluate the candidate's knowledge and skills effectively.
 - When collaborating with the hiring manager to create interview questions, these questions are reviewed by A. Brown. Her role is to ensure that the questions are designed properly and do not inadvertently disqualify candidates based on irrelevant criteria. Instead, the focus is on crafting questions that effectively assess the candidates' knowledge, skills, and abilities related to the subject matter expertise required for the position. This approach helps maintain fairness and relevance in the evaluation process.
- ◆ Are there restrictions on the types of questions we can ask during interviews?
 - Yes, we have guidelines to ensure that the questions we ask are relevant and do not unintentionally disqualify candidates based on non-essential criteria. When crafting questions, collaboration with the hiring manager and oversight from A. Brown help ensure they assess the right competencies.
- ◆ J. Joshua - are candidates informed about what materials the committee reviews?
 - Candidates are informed that the committee has not seen their application materials. Some candidates may forget this, so we've received feedback suggesting that we remind them of this before interviews.



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- ◆ How do we gather information from candidates without relying on their educational background?
 - In addition to standard interview questions, we incorporate writing exercises and teaching demonstrations. These methods help us assess candidates' abilities without making assumptions based solely on their educational institutions.
- ◆ M. King - with the new process, what would lead to a failed search?
 - A failed search in the new process can occur if candidates do not meet the established pass rate of 75%, assessed through a structured rubric. Raters must maintain this score to advance candidates. The validity of questions is continually evaluated, and adjustments may be made to the pass rate, potentially lowering it to 70% if needed. If no candidates meet the threshold, recruitment may be paused or reassessed. Hiring managers have the discretion to fill positions based on their criteria. Overall, the revised process has resulted in fewer failed searches in recent years.
- In the new process, first-level interviewers do not know which candidates advance to the second level, a significant change from previous methods. There are no deliberations during the interviews; instead, interviewers provide scores that are recorded without discussion. Feedback on candidates is noted by a generalist, highlighting pros and cons to assist the hiring manager. Cut scores are used for evaluation, and an analysis tool processes the data to identify potential top candidates. This analysis helps inform the committee, but final decisions are made later, after interviews conclude.
- A. Hecht - asked that all additional questions be sent to her and she would forward to K. Hannon.

6.2. Action Item: Changes to Bylaws 310-319 (1st read)


❖ NOTES

- Postponing because authors were not there.

Motion to move bylaws 310-319 to the next meeting
 1st: D. Knight
 2nd: J. Lemieux
 Yay: 25
 Nay: 0
 Abstain: 0
 (T. Berry was not there for voting)
Motion Approved



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<p>6.3. AS Legislative Report - Jessy Lemieux</p> <p>❖ NOTES</p> <ul style="list-style-type: none">➤ J. Lemieux - mentioned that there are numerous APs and BPs to review, with some classified as information-only, meaning no immediate action is required. He outlined the different levels of proposals (level one, two, and three) and noted that these will be due for review by October 17, giving everyone two weeks to prepare recommendations. He emphasized the importance of reviewing the proposals, as he will discuss their own recommendations in the next academic senate meeting.➤ A. Hecht - please review and give recommendations➤ J. Salyer - will create a shared drive for the group	
<p>7. Announcements</p> <p><i>Def. To share brief information or updates that don't require discussion or action.</i></p> <p>❖ NOTES</p> <ul style="list-style-type: none">➤ A. Hecht - October 18, 2024, ASCCC Area Meetings➤ T. Heibel- October 9, 6:00 - 9:00 pm, B-100, Drag Show➤ J. Salyer - October 9, 1:00 - 7:00 pm, Virtual Grad Fest➤ K. Buffong - October 9, 10:00 am - 1:00 pm, Transfer, Trades and Tacos<ul style="list-style-type: none">■ Announced that there are 50 colleges and universities participating in upcoming events, including employers available for student job opportunities. She emphasized the importance of the transfer season and encouraged students to reach out with any questions. A calendar of events will be shared. There are approximately 20 events scheduled for October, with more to come in November, including individual appointments with various universities.➤ A. Mills - October 2, Swing Space Meeting	
<p>8. Adjournment</p> <p>8.1. Next meeting- October 16, 2024, B-100</p> <p>Approval Date: October 16, 2024 Academic Secretary: Jamie Salyer (2024-2025)  Academic Secretary Initials:</p>	<p>meeting adjourned 4:32</p>