Campus Visits – Master Document

This document contains the following items to provide guidance for visiting college campuses:

1. Initial Inquiry Letter
2. The Visitor’s Guide – Overview
3. The Visitor’s Guide – Detailed
4. Handout for local senate visits

Dear \_\_\_\_\_\_\_\_\_\_\_

The Academic Senate for California Community Colleges is committed to supporting local senates. To that end, the Relations with Local Senates Committee is arranging for members of the committee and members of the ASCCC Executive Committee to make a visit to some local colleges this year. I am a member of the \_\_\_\_\_\_ committee, and if you are interested, I would like to come visit your senate at your convenience.

The purpose of my visit will be so that I can serve as a liaison between your senate and the ASCCC. I will be happy to suggest some resources that might assist you as you do your work and I can report any issues or topics to the ASCCC on your behalf.

I could come to meet with your entire senate and/or with your officers. Please let me know 1) If you'd like this visit and 2) 2-3 possible dates for me to come.

(*You might suggest a month or time frame you'd prefer)*

Thank you; I look forward to hearing from you.

Sincerely,

**The Visitor’s Guide to a Local Senate Visit - Overview**

1. Contact your local Senate President by phone, e-mail and letter to see if they would like a visit and how a visit works. Confirm the best day and time.
2. Your role is to just listen to their discussions during their senate meeting, share the resources the ASCCC has to support them and gather their questions and concerns to forward onto the ASCCC President to respond to.
3. Items to share about:
   1. Automatic ASCCC membership
   2. Handout for Local Senate Visits
   3. Recently-adopted resolutions and papers
   4. ASCCC papers they may have asked you to bring
   5. Important dates of ASCCC events (e.g. plenary sessions and institutes)
   6. Availability of scholarships to attend ASCCC events
   7. Brief list of key ASCCC papers available for them to use and the recommendations at the end of each paper

4. After your visit, type up your report and send it the Local Senates Committee chair, ASCCC Senate President and the Executive Director.

**The Visitor’s Guide to a Local Senate Visit**

**Visits With Local Senates Guidelines****In Advance of your Visit:**1.  Determine who the current senate president is (ask others, check college and local senate website, call Academic Senate office).  
2.  Call, email or write a letter to the local senate president.  
3.  Explain the mission and intention: to observe, to learn from them, to be a conduit--NOT to tell them how to do things.  
4.  Arrange a mutually agreeable date to visit, ideally when you might observe the senate in action, or alternatively, when you can meet with the senate president and other senate officers and any others wishing to meet with you.  
5.  Ask if there are materials they would like for you to bring or arrange to have sent to them.  
  
**While There:**1. Explain that resolutions have directed us to share and to gather information at local senates.  
2. If the local senate doesn't know what to share with you, you can initiate discussion by using the **Talking Points** on the following pages. Also share new papers and recommendations at the end of key papers.  
3. Listen for sub-texts, hot topics, perhaps for discussion at Plenary sessions or Leadership Institute.  
4. Observe their work, their meeting and interchanges.  
5. Encourage faculty participation in our institutes and sessions (see dates on **Talking Points** sheet).  
6. Make sure our local senate information about their college is up to date.

7. Share about their automatic membership in the ASCCC and pass out membership cards

8. Share senate website [www.asccc.org](http://www.asccc.org) and how to access important information such as papers, Rostrum articles, President’s Updates, resolutions, and how to sign up for Institutes. Remind them of the scholarships available.  
  
**After the Visit**1. Don't hesitate to contact the ASCCC President or Relations with Local Senates Chair if there is urgency and you sense something needs to be done immediately.  
2. Complete a visit report (see **Report Checklist**) and send electronically to the Local Senates Chair, the President and the Executive Director. And fill out an expense reimbursement form and mail/fax it to the ASCCC office. Remember that reimbursement for expenses incurred for the visit will not be processed until a visit report is submitted.  
3. Follow up with a thank you letter or email to the college you visited.  
  
  
  
We thank you for your willingness to help with this project!  
*Members of the Relations with Local Senates Committee, 2009-10*

Academic Senate for California Community Colleges

http://www.asccc.org/  
**Handout for Local Senate Visits**

# Revised ----

Dear Local Senates,

Resolution 1.16 S95 directs the Academic Senate for California Community Colleges (ASCCC) to visit local senates, so members of the Executive and Relations with Local Senates Committees are visiting colleges this year.

When local visits are made, time does not always permit our covering all topics of current interest. This Handout has been developed to provide local senates with particular information. We hope that you will be able to devote some time in an upcoming senate meeting to review any of these items with your faculty that were not addressed by the visitor to your college.

As you are a member of the Academic Senate for California Community Colleges, we have a membership card to be of assistance to you and to share with others. We will provide these at our visit. Please remember that the ASCCC website, <http://www.asccc.org>, provides a wealth of information to assist the work of senates and that the Academic Senate is happy to assist further with questions that may arise.

**Information about the Academic Senate**

**Directory**: Please be sure the ASCCC has the most current contact information about your senate for the Local Senate Directory. Send any corrections to the ASCCC office.

**Events**: Encourage faculty at your college to attend the ASCCC sessions and institutes:

2016-2017 Dates

February 3, 2017 Student Learning Outcome Symposium, Anaheim

February 10, 11, 2017 Faculty Hiring Regional Meetings  
February 17-18, 2017, Accreditation Institute, Napa  
March , 17-18, 2017 Instructional Design and Innovation, San Jose  
March 24 and 25, 2017, Area Meetings

March 31 & April 1, 2017 Curriculum and Noncredit Regional Meetings

April 20-22, 2017, Spring Plenary Session, San Mateo

May 5-6, CTE Leadership Institute, San Jose

June 15-17, 2017, Faculty Leadership Institute, Sacramento

July 12-15, 2017, Curriculum Institute, Riverside

Registration information is available on the website under “Events.”

**Publications:** Help increase your college’s awareness of Academic Senate publications including the *President’s Update, Rostrum*, papers, and the website <http://www.asccc.org/> The *President’s Update* and *the Rostrum* contain information on current hot topics and will help to keep you alert for issues that may be headed your way. When you give an orientation session to the senate, you might show them samples of paper publications and give a tour of the website. All publications are on the site for easy reference. Remember during the year to point out ASCCC resources to faculty from across campus--- whenever they work on such tasks as accreditation, hiring policies, equivalency committees, etc. We don’t all have to “reinvent the wheel.”

## Programs and Curriculum

**Accreditation and SLOs:** The ASCCC has adopted several papers---*The 2002 Accreditation Standards: Implementation*, *Working with the 2002 Accreditation Standards: The Faculty’s Role* and *Agents of Change: Examining The Role of Student Learning Outcomes and Assessment Coordinators in California Community Colleges*. The ASCCC does provide regional trainings for SLO coordinators and an annual Accreditation Institute. Check our website for dates and locations.

**Curriculum:** In addition to the annual Curriculum Institute, the ASCCC has adopted several papers on curriculum issues, the most recent being *Course Outline of Record: A Curriculum Reference Guide*.

**Math & English** graduation requirements. The ASCCC passed resolutions (9.01 and 9.02) in Spring 2005 to raise the minimum levels of mathematics and English. In September 2006, the Board of Governors unanimously approved the proposed change with an implementation date of Fall 2009. Alternate courses, suggestions for revisions, incorporating student services and additional materials are located on the Basic Skills Initiative website (<http://www.cccbsi.org)> in the Resources section.

**Noncredit:** Community college faculty and senate leaders are encouraged to use *The Role of Noncredit in the California Community Colleges*; and encourage local senates to work with their faculty and colleges to examine or re-examine the roles that noncredit might play in fulfilling their college missions.

**Basic Skills:** This Initiative provides statewide training and support to address the professional development needs of community college administrators, faculty, and staff in the areas of basic skills and ESL instruction. The BSI jointly addresses both credit and noncredit instruction as they apply to the broad basic skills areas, including appropriate English, mathematics, reading, writing and ESL instruction. Further information is located on the BSI web site (<http://www.cccbsi.org).>

**Disciplines List Process:** Additions, deletions, or modifications to the Disciplines List occur on an established two-year cycle.  Voting on proposals takes place only once during the two-year time frame (the next time will be at the Spring 2011 Plenary Session), however applications may be submitted to the senate office at any time.  The applications and other assistance with Disciplines List questions (minimum qualifications, equivalency, or credentials) may be found on the ASCCC website using the link to "Local Senates," then to "Disciplines List."  Further questions may be directed to the ASCCC office.

**Technology:** The ASCCC sees the use of technology in all aspects of faculty efforts for student success and has adopted several papers on the topic, the most recent being *Ensuring the Appropriate Use of Educational Technology: An Update for Local Academic Senates*

**Political Matters**

**Student voters**: Encourage senate participation in the Academic Senate's student voter awareness/mobilization campaign. Basic information is available from our website or email Leslie Smith at [votereg@ccsf.edu](mailto:votereg@ccsf.edu).

**Equity, Diversity, and Student Support Issues**

**Plans:** As of January 2005 your local college has their Student Equity Plans on file at the System Office. Have you reviewed yours lately? How is your work going regarding your recommendations? How is it being implemented? How is it being incorporated/integrated into your Basic Skills efforts?

**Equity Report:** Colleges and senates have commitments under the Board of Governor's adopted report on Equity and Diversity. Local senate presidents received a hard copy in Fall 2003. Please ensure your senates are aware of their commitments. The recommendations are available online at <http://www.cccco.edu/divisions/hr/eeo/eeo%5Ffiles/tf%2Dequity%2Ddiversity/equity_tf-recommendations.doc>

**Student Grievances:** Senates should make sure that students are informed about their rights and be sure that grievance policies and procedures are made available to them. (e.g. some senates include them on their senate website). The ASCCC adopted a new paper on academic integrity called *Promoting and Sustaining an Institutional Climate of Academic Integrity;* look for it at our website.

**Faculty Issues**

**Occupational Education:** Emphasize the importance of reaching out to and integrating occupational and academic faculty in all senate and college activities and committees. This may require meeting times to be adaptable to teaching schedules and may require others to support them by sharing other responsibilities with them. The ASCCC offers a Vocational Leadership Institute each year just for vocational faculty. It is held in March and has just a $50 cost. In Fall 2007, new Perkins/VTEA regulations and plans were completed. This will affect vocational programs, funding to your college and accountability measures, so please go to the System website and review the plan.

**Academic Freedom Policy:** The ASCCC recommends that local boards and local academic senates adopt the AAUP Expanded Statement on Academic Freedom. The ASCCC has an ongoing relationship with AAUP and as such we have access to their resources. For more information, go to our website or <http://www.aaup.org>.

**Grades and Grading**: *Promoting Thoughtful Faculty Conversations About Grade Distributions*.

## Working with your Administration and Local Board

**Program Discontinuance:** Senates should have policies in place for program reduction and discontinuance and be involved in decisions concerning program discontinuance and/or reductions. There is an adopted paper on this topic*, Program Discontinuance: A Faculty Perspective.*

**Cost of consultants:** Since lots of money goes to consultants, be aware of the use/abuse of consultants in construction projects funded by the recent flurry of successful college bond campaigns. There are several resolutions on this topic: Resolution 13.02 Fall ‘05, 13.02 Fall ‘96, and 1.02 Spring ’99.

**Retiree Benefits:** The recent (2007-08) GASB requirements mandate that retiree health benefit costs be *reported* on district books but do not require any specific funding plan. Unions should also know this. The subject often comes up during negotiations and Boards sometimes do not communicate this distinction. (Resolution 7.01, Spring ‘05).