



ACADEMIC SENATE

Adopted Minutes

January 9, 2012

Board Room 626

9:00 am – 12:00 pm

1. Call to Order

President Gunther called the meeting to order at 9:10 a.m.

2. Roll Call:

Susanna Gunther, President

Nick Cittadino, Kevin Brewer, Dale Crandall-Bear *ex-officio*, Joe Conrad – *ex-officio*, Erin Duane, LaNae Jaimez, Amy Obegi, Teri Pearson-Bloom, Melissa Reeve, Ken Williams

Absent/Excused: Abla Christiansen, Tracy Fields, Katherine Luce, Scott Parrish

Connie Adams, Admin Assistant

Guests: Jowel Laguerre

Visitor: Michael Wyly

3. Approval of Agenda – January 9, 2013

Motion to approve – Senator Duane; Seconded – Senator Jaimez; passed - unanimous

4. Approval of Minutes – November 5

Motion to approve – Senator Cittadino; Seconded – Senator Obegi; Discussion: A correction for clarification on page 2, line 2 of Comments/Questions was requested by Senator Duane.

Passed as amended - unanimous

5. Comments from the Public

6. S/P Report

S/P Laguerre announced Diane White assumed the interim Vice President of Academic Affairs position yesterday. The office is now in the administration (600) building to allow better communication with S/P Laguerre's office and VP White will be the person in charge when he's not there. Administrative Assistant Laurie Gorman also moved to 600. The Foundation Office has moved temporarily to where the former EVP office in the 400 building. The interim VP position was changed from Executive VP, dropping the oversight of Student Affairs. S/P Laguerre will have a serious conversation with Student Services; finding someone with appropriate experience in both academic and student affairs is rather difficult and his hope is to afford a Chief of Student Services Officer; he will converse with student services to decide on structure; if the decision is made to hire a VP of Student Services, time for review and structure will be needed before potential recruitment next spring.

Genele Rhoads is the new Interim Dean in Math. S/P Laguerre met with deans on December 21 to continue with the reorganization plans that EVP Reyes had been working on and to proceed with the hiring of a new dean position that will be brought to the Board for approval. The meeting included some slight modification discussion that resulted in the recommendation by deans that journalism should stay with humanities, rather than being moved to social sciences. VP White will work to finalize that and send information to everyone. Fifteen new faculty will be hired as well as adjunct faculty. To ensure the hiring process moves forward, plans are to hire temporary HR help.

At the December meeting S/P Laguerre proposed a more formal way to interact with the Senate to ensure input could be better received and feedback provided in a timely and more efficient manner. He suggested moving forward with a subset of the Academic Senate who could meet with him.

Comments/Questions: In response to questions, S/P Laguerre explained that the 40% reassign time ASC Coordinator position will be filled now that Diane White moved from that position to VPAA; VP White will have close involvement with the ASC Coordinator replacement; a goal is to have a new school dean on board by next fall; due to challenges with the nursing program, Shared Governance Council agreed to a one-year interim Dean of Health Sciences to oversee nursing, EMT, and to proceed with a CNA program. The new dean will work on program review as well as changes needed because of the new health care reform. The position will be evaluated to decide if it will extend beyond the one-year plan. The College dean structure will be reviewed as the budget situation improves and other expected revenues come in, including energy savings from solar panels that will be installed on the north and south parking lots and at the two centers. S/P Laguerre acknowledged dean positions have been over-stretched due to budget constraints and he plans to have evaluations next year for what the real needs are.

7. President's Report

President Gunther noted this afternoon school deans will state their priority rationale and answer questions about the hiring progress of the already determined positions.

8. Reports

8.1 Subcommittees

8.1.1 Basic Skills – Melissa Reeve

During the final six weeks of fall, Coordinator Reeve sent many emails with opportunities for faculty professional development to be sponsored by Basic Skills. A group of six sponsored faculty are at an On Course training workshop today. She will encourage the Basic Skills Committee to sponsor another team to the same training when it is available again in late June. Workshop attendees will be asked to offer workshops through ASC to share in-house benefits from these events. Another potential opportunity for faculty in any discipline may be the 3CSN Reading Apprenticeship Program, an online 6-week course, to help engage students' reading skills. A course starts next week and another one in mid-semester. The cost will be approximately \$300 per person with the potential to receive course units.

The Committee sponsored a book buy (The College Fear Factor) for Flex Cal, books were all picked up, and she received responses from faculty who already purchased the book and asked to attend the workshop. Coordinator Reeve will send out another email request for proposed activities, conferences, and trainings that meet Basic Skills goals. She would like to use this model to have faculty engaged with input and attendance in activities. To date only one response has been received. The opportunity to apply for Basic Skills grants will be offered again this semester.

Coordinator Reeve was heartened to hear the ASC Coordinator position will be filled. It is half funded by the Basic Skills Committee who worked closely in concert with Diane White's efforts. One of the 5-year Basic Skills goals is to grow the local ESL program. It is currently serving only 75 students while the county has a 25% non-English speaking population. An idea is to hire a native Spanish speaking former student to reach out to the community and find the prospective students and their needs. Coordinator Reeve is working on the job description for this ESL outreach coordinator position.

The Basic Skills Math Coordinator position will be vacant in early February, due to Susanna Gunther's maternity leave. No one has expressed interest yet, and BSI Coordinator Reeve expressed concern there is potential of that position dissolving, there are very critical reforms in math, and a voice is needed. President Gunther stated she will actively try to find a replacement.

8.1.2 Curriculum – Joseph Conrad

Class Size Petition: At the end of fall semester, the Curriculum Committee approved an amended class size petition (emailed and distributed) due to a change in the new faculty contract. Faculty who wish to change class size will have to submit a petition to the Committee and approved petitions would proceed to a workload committee, made up of faculty and administration, for final approval. Union President, Gene Thomas, proposed the change to have the request filed by faculty. Chair Conrad will email the petition and it can also be accessed in My Solano Curriculum Committee resource documents.

Repeatability: Changes were finally state approved and will take effect January 26; as a Title 5 change, 180 days will be allowed to make the change; repeatability will have to be removed from all courses; there are some conditions where courses can retain repeatability by faculty or other department member submitting the newly approved repeatability request form (emailed and distributed). Courses can only be called repeatable under three conditions: 1) if they are required for CSU/UC degree; 2) intercollegiate athletics; 3) intercollegiate non-athletic competition course. Music Ensemble may be the only Solano College course under the first category and Forensics/Speech the only non-athletic intercollegiate competition. Due to the production timing for the new catalog and the fall start of the repeatability changes, the Curriculum Committee should have everything completed by the end of February. The changes have to be implemented in the catalog and Banner before fall semester begins. The Curriculum Committee will also work on courses, previously known as “activity”, that need to be established in “families”. The Curriculum Committee will be able to take kinesiology courses as a group on one repeatability request form.

More work will be required by many in the transfer degree process. A list of all programs needs to be in place by fall 2014; not all programs approved locally have gone through the Chancellor’s Office; C-IDs have to meet their state descriptors and can’t be self-certified; as of January 1, C-IDs must be approved through the C-ID process which will increase the time involved; some courses that were close may not be accepted as close enough. The approved math program will now need all linked courses approved by the Chancellor’s Office or the transfer degree will be revoked. The College prerequisite is Calculus 1 which will have to be changed to Calculus 2 with enough time for submission. The old CAN was a loose numbering system matching catalog descriptions and now the course prerequisites will need more than the description to match. Intermediate Algebra, as a pre-requisite for Stats, is under review and has been withdrawn for now. Departments can set up prerequisites that do not affect courses outside of their department. Psychology was already submitted and now needs changes. Courses must be changed first for C-ID approval and then the transfer degrees must be resubmitted. The challenging CurriCUNET process will be the easy part. The Articulation Officer will submit the easiest math courses first to test the process.

Senator Cittadino expressed concern that the Articulation Officer is only a 40% release time position. President Gunther had raised this concern with administration and S/P Laguerre agreed there is a problem that needs to be addressed and should be part of the planned student services discussions. Chair Conrad’s final comments included: the state generated list of 22 transfer model curriculum requires submission of all 18 matching degrees at Solano College; the list can grow; if there are new programs to consider, the timeline for submission is unknown; repercussion for not meeting the state goal is unknown; there are questions about courses not offered here or at many schools, such as Applied Music, being mandated by the state. President Gunther noted one potential solution that came up in Plenary was having colleges in close proximity join in online or neighboring agreements. Chair Conrad noted another option could be having independent study courses. Senators concurred with Senator Pearson-Bloom’s appreciation of Chair Conrad’s dedication, hard work and help through regular curriculum work and all these new changes.

8.1.3 Distance Ed – Dale Crandall-Bear

Chair Crandall-Bear distributed a newly revised DE document. He met with S/P Laguerre to discuss DE assessment; Chair Crandall-Bear had already begun that work to develop a strong DE program; the DE Committee discussed the identified areas at fall meetings; changes needed to make a more rigorous

program will be brought to the Senate and, when necessary, to the Faculty Association; the document is essentially a summary with the following five identified areas that need to be addressed:

Staffing: S/P Laguerre has agreed to increase staffing; many clerical tasks need to be delegated to allow the coordinator time to work on changes and faculty support; a job description has been developed and is proceeding through various channels; a new Dean of Social and Behavioral Sciences will devote time to DE.

Enhancing Program Quality: the Accreditation Commission and Chancellor's Office developed guidelines which are now being enforced to ensure academic rigor and program quality; Chair Crandall-Bear has been checking with other community colleges regarding how to ascertain courses meet standards; DE courses will need to be reviewed by looking at the course shell; a separate DE course approval process is needed for new online courses and for online courses during program review; each individual instructor's shell is considered a separate course and will need approval; this will entail more rigor than face-to-face classes and is needed because there is no documentation or way to know if and when instructors are showing up and having regular interaction with students; online courses or shells without regular instructor/student interaction are called correspondence courses and are not funded by the state; documentation will be needed to ensure the courses are not correspondence; the DE committee would be reviewing instructor/student interaction, assessments, evaluation to match with face-to-face; a substantial amount of a new course will need to be built to afford some sort of conceptual approval ; the review will not include Section K or faculty evaluation; shells that different instructors change as needed, such as LR10, need to show how faculty interact in their different ways; courses will be approved by their department first; there are many policy issues to discuss for this approval process; the student survey completed last fall will be discussed tomorrow at Flex-Cal.

Professional Development: faculty need more support for workshops, ideas, and peer mentoring; staffing increase will help the DE Coordinator to develop and help with workshops.

Technology: support on campus is needed to integrate and support new dynamic technology.

Student Success: The Accreditation Commission wants to know how services are accessed online compared to face-to-face.

8.2 Treasurer

Deferred

9. Action Items

9.1 MOUs & Transfer Agreements with Independent Institutions

Motion to approve the AFROTC/CSU, Sacramento MOU – Senator Cittadino; Seconded – Senator Reeve; passed – unanimous.

9.2 Program Review: A slight change is necessary to what we adopted.

Senator Obegi reported that the Accreditation Commission wants Program Review on a five-year cycle so a vote is needed to make that small change to the document approved in December.

Motion to approve change as noted – Senator Obegi; Seconded – Senator Reeve; passed – unanimous.

Senator Obegi also requested that Program Review be added to future agendas as a subcommittee report. President Gunther will send out an email call for committee members and expects the committee would meet once a month this semester to prepare support staff, paperwork, etc., and twice a month when in full swing next fall, possibly on the 2nd and 4th Mondays. Program Review will be piloted by CTE; Senator Obegi and Pei-Lin Van't Hul will meet soon; training will be held for lead writers on February 8th. Senator Obegi opined it would be best to include the VPAA on the committee to ensure continuity of information and efficiency in moving things forward.

9.3 Full Time Tenure Track Hiring Policy Update:

The AS should decide details such as:

- Use same or different task force than with PT Hiring Policy Update?
- How often should portions or the policy be brought to AS and/or faculty to be vetted?
- What other direction/guidelines should be considered for this endeavor?

The Senate approved formation of a Faculty Hiring Policy & Procedures Task Force at the December 3rd meeting. Plans are to have Joe Conrad, Gene Thomas, Susanna Gunther, Arturo Reyes, Immaculate Adesida, and Shirley Lewis (representing deans) on the committee. Revision of hiring policy and procedures will not affect the 15 faculty positions to be hired next fall. Because the Academic Senate had not completed review of the whole policy last year, the changes won't be in place but the committee will have that information to start with. Academic Senate input is needed on the revision. Senator Reeve suggested that a method similar to the Senate section-by-section work last year be followed. Updates could be brought to Senate meetings for discussion; representatives would inform their constituents on each section; deadlines would be given for responses through the process. This would ensure faculty input in an orderly way. Senators agreed to: having the same or similar group work on the policies; Senate and faculty feedback would be solicited; the review will begin with the current and modified documents.

9.3 Shared Governance:

Due to some concerns about shared governance and to basically address AB1725 issues, discussion was held last fall (see S/P Laguerre's Proposal for Strengthening Faculty, Senate, and Administration) to establish a committee with the following members: Academic Senate President; two additional Senate reps; a SCFA rep; the Superintendent/President; and two additional administrators. The committee would meet once a month with a published agenda to address ongoing or past issues.

Motion to establish a committee as described – Senator Cittadino; Seconded – Senator Brewer
Discussion: While senators understood the intent and the need for some sense of structure, the concern was raised that shared information with no voting, as in Shared Governance Council, might not address the issue. After more discussion, senators agreed that this new committee should be piloted for a year and could be called the 10+1 Committee to not confuse it with SGC.

Motion to amend the above motion to establish the 10+1 Committee as a one-year pilot – Senator Jaimez; Seconded – Senator Duane; passed – unanimous.

10. Information/Discussion Items

10.1 AS Meeting Times/Frequency: Several AS senators pointed out that there are only 5 scheduled meeting times for spring 2013. (There will also be extra meetings on the Ed Plan, as approved). Will this be enough? Also, do we want to consider creating an executive committee, and if so how would this work? (Many CC senates have this, and we have in the past.) (20 minutes)

After brief discussion, senators acknowledged the need for a Senate executive committee and agreed to add more meetings to the spring schedule.

Motion to add the following meeting dates to the spring schedule: Jan 28th, Feb 25th; and April 29th – Senator Jaimez; Seconded – Senator Reeve; passed – unanimous

Motion to establish an Academic Senate Executive Committee: Senator Reeve; Seconded – Senator Jaimez; passed – unanimous

10.2 Flex Cal Proposal Draft: What should this include/address? Guidelines from the senate would be helpful for this.

This topic, initiated by Richard Kleeberg last year, has been brought back for more direction. Flex Cal needs to be more faculty driven and inconsistencies resolved from the list created by the deans last year. The deans expressed their willingness to work with the Senate. Comments and questions put forth included: guidelines for acceptable activities are needed; should denied activities have an appeal process?; have the 10+1 Committee, a Flex Cal task force, or department coordinators/chairs (to be established) handle these issues; continue the discussion at the afternoon meeting with the deans; at least one senator did not receive approval for today's meetings (advised to take the matter to S/P Laguerre); would contract changes be needed? Visitor Michael Wyly pointed out that the current form asks faculty to state what they intend to do and that invites administration to interpret the value without any real criteria in how that value would be obtained. He suggested a form with checkboxes to eliminate the haphazard method. The Chancellor's Office guidelines include a list that could become the checkboxes. President Gunther suggested a write-in section of the form to include how the activity benefits

professional development. Sometimes deans don't understand exactly what faculty is doing or how it links to their professional development. Some schools have forms to document how information will be brought back to the school and how it will be applied. President Gunther made notes to the agreed points: update the form with checkboxes for guideline activities; use relatively generic descriptions; eliminate documentation unless needed for some things.

10.3 Senate Vice President, At-Large, & Part-Time Rep Election

10.3.1 **VP Position:** According to our by-laws, we must make a request for interested faculty, and if multiple candidates it will be necessary to have an election (otherwise Nick Cittadino has generously volunteered)

An election for part-time and at-large reps needs to be held this spring. The Senate is without a vice president. To fill that position now President Gunther will send an email to all faculty, noting there is one person currently willing to serve for the remainder of the semester. Unless other nominations are submitted, an election will not be needed until March. There will be a call for election committee volunteers at the next meeting.

10.4 ASCCC regional Leadership Development Workshop on March 1, 2013: Please volunteer to be a part of our attending team and also to help out as needed! Pass around sign-up sheet. Can someone take the lead on this as the point person?

President Gunther stated she has attended similar events that were fabulous. Senator Duane volunteered to be the point person. Senators interested and able to attend this event signed a tentative attendance list.

10.5 Hiring Committee Appointment Process: Why are the related governing board and HR policies written the way they are? Are these policies flawed or biased? Should the AS move to try to change these policies? What is and is not considered part of 10 + 1 with respect to administrative hiring and/or HR policy?

President Gunther noted she left this agenda item open-ended so Senators can specifically address questions they have regarding hiring positions. The Governing Board policy addresses the appointment of faculty members for hiring committees: basically anyone who applies can get on; for dean and VP level, the Academic Senate President is in charge of appointing two to five faculty and other members are appointed by administration; it would be impractical and very time-consuming for the Senate as a whole to make recommendations. President Gunther reported she received an email five days advance for the dean position hiring when school wasn't in session. She recently received a stream of emails questioning her honesty and integrity; she felt she did the best she could; individuals would all make different decisions; issues become multiplied; committee membership requires diversity; the Senate has no authority, as was requested, to postpone the hiring process; to abolish an already formed hiring committee and create with new members could create more controversy and be unsatisfactory to another group of people; the hiring policy has strict guidelines. Senator Jaimez noted that some positions and the committees to select them can become very controversial without intention. It may be in the best interest of the Senate to have the executive committee make the appointments in the future. President Gunther added the hiring committee process is very regulated and the two ways people find out who is on a committee are: if appointed to a committee an email sent to all members will reveal who is on it; the Senate President may need to seek basic information from someone they know about another faculty member who wants to be on the committee who they're not familiar with.

Senator Reeve's concerns included: representation on the committee; a sense that some people who are already in leadership positions (elected to be a voice of their area and have time to serve) in the school where the dean was to be hired had offered to serve but were not chosen; she received assurance there was someone chosen to represent Basic Skills on committee, but questioned if there really was; she came forward as senator and stated concerns that were mounting among colleagues in humanities; does committee appropriately represent a large constituent group in humanities; questions on criteria for decisions made were not answered.

Michael Wyly expressed similar concerns including a severe lack of transparency. He suggested reasonable steps for a sense of representation on the committee; concerns of faculty he represents weren't honored; there were mixed perceptions and seemed to be an unwillingness to communicate except to appease other faculty; many faculty do not feel represented by the Senate on this issue. Mr. Wyly felt comfortable that he went out of his way to consult with faculty in his school, reiterated the committee did not satisfy humanities representation, and urged the Senate to reinvestigate and reconstitute a committee for appropriate representation. He added that, even if the same members were appointed, they would be fully vetted. Senator Jaimez pointed out that this is a very complicated issue and there could be another set of people complaining if changes were made. She expressed trust in the elected Senate President's decisions. Possibly an additional committee member could be added.

Discussion continued acknowledging some misunderstandings or miscommunications and the HR policy that does not allow for transparency. Professor Crandall-Bear opined the idea of the Senate executive committee making appointments along with giving the elected senator who represents the school involved, the right to have discussion with the executive committee.

11. Action Reminders

11.1 President Position: LaNae Jaimez will be (substitute) acting AS President from Feb 8th until the beginning of fall 2013, assuming all goes as planned.

12. Announcements

13. Adjournment

Motion to adjourn – Senator Obegi; Seconded – Senator Jaimez; passed - unanimous