



ACADEMIC SENATE

Adopted Minutes

November 3, 2014

ASSC 1421

3:00 pm – 5:00 pm

<p>1. Call to Order</p>	<p>President Michael Wyly called the meeting of the Academic Senate to order at 3:04 pm.</p>
<p>2. Roll Call</p>	<p>Michael Wyly, President Mark Berrett; Sabine Bolz; Curtiss Brown <i>ex-officio</i>; Thomas Bundenthal; Nick Cittadino; Lue Cobene; Dale Crandall-Bear <i>ex-officio</i>; Joe Conrad; Erin Duane; Les Hubbard; LaNae Jaimez; Amy Obegi; Narisa Orosco-Woolworth; Terri Pearson-Bloom; Andrew Wesley; Ken Williams Connie Adams, Admin Assistant Absent/Excused: Catherine Cyr; Susanna Gunther <i>ex-officio</i>; Guests: Jowel Laguerre, Annette Dambrosio, Leslie Minor, Erin Moore, Melissa Reeve</p>
<p>3. Approval of Agenda</p>	<p>President Wyly reported IVP White won't likely be present to give a report and the October 6 minutes to be tabled for review. Moved by VP Jaimez and seconded by Senator Cittadino to approve the November 3, 2014 agenda as presented. Motion carried unanimously.</p>
<p>4. Approval of Minutes</p>	<p>Moved by Senator Bolz and seconded by Senator Duane to approve the September 29, 2014 minutes and table the October 6 minutes. Motion carried unanimously.</p>
<p>5. Comments from the Public</p>	<p>No comments</p>
<p>6. President's Report <i>Senate goals</i></p>	<p>President Wyly reported he has been working on an excel document to share the initial Senate goals and added items, to keep on track, to look ahead at self-study, and to have dates without having to search for everything. He hopes to have it ready in December to reflect what the Senate has done and will continue to work on and to have a proposal for Senate consideration.</p>
<p><i>Senate Leadership, Completion Agenda "Dare to Declare"</i></p>	<p>In conversation about the Completion Agenda, it seems one item missing is to have students commit themselves to identify completion. The Academic Senate might simply take the lead in a "Dare to Declare" campaign and work purposefully with administration and student leadership to find ways to lead students to decide on majors and commit to program completion. This may also serve us practically if a large portion of funding is tied to completion in the coming years. Given part of what the College is meaning to do, the Academic Senate could be a central place to take the lead. President Wyly hasn't seen a concentrated effort to reach out to students. One idea is to have students sign an educational plan or steps they will follow with timelines to help students be the active participants and planners for their own progression and completion. Senator Pearson-Bloom liked the idea and suggested the first step for the Senate could be a spring push campaign for students to complete their petition to graduate. With agreement from the Senate, President Wyly will agendize this topic for subsequent conversation and add it to spring goals. Senator Cittadino announced Degree Works is almost ready to be used and he could show the Senate how it works, how students can go online to see information, such as what classes are open, and access their education plan.</p>
<p><i>Bachelor Degrees</i></p>	<p>Bachelor Degrees was one of the topics of conversation at dinner with the Board of Trustees. President Wyly reminded Senators that California community colleges will be allowed to offer Bachelor Degrees beginning as a pilot in fall 2015. One of the conditions is that the same degrees cannot be offered at any CSU or UC. The idea is to focus on programs, looking to CTE to find foci in addition to existing Bachelor programs in the State. S/P Laguerre and IVP White intend to apply to be one of the initial pilots. The</p>

process is on an accelerated timeline, a letter of intent is due on November 12th and the actual proposal is due on December 19th. At the ASCCC Area B meeting President Wyly attended last week, it was very clear most community colleges will be vying for one of the coveted 15 pilot spots and that every other college will be playing catch up as well. S/P Laguerre will provide more information in his upcoming report. ASCCC emphasized that proposals need to include a response to upper division general education along with the specific program.

*High School
Outreach Taskforce
Update*

President Wyly has kept everyone updated via emails, including the call he sent for volunteers to serve on the Taskforce. The response was overwhelming and many responses were from the same school. However, only one representative will be appointed from each school and he will really work to pick those people who are already in HS Outreach and are aware of where the College is at present. A list of everyone who needs to be involved will be included in the announcement. This kind of invested interest from faculty will have a positive impact on the sustainability of the steering committee. President Wyly tasked Senators to take back to their schools that there was an overwhelming response from faculty, not everyone will get what they want but, ideally, a system will be designed to involve everyone.

*Hiring Priorities
Update*

When brought up at the last meeting, S/P Laguerre suggested a joint meeting soon with Educational Administration to discuss faculty hiring priorities. President Wyly brought up the topic again at 10+1, the President's Cabinet, and this morning with IVP White to purposefully address concerns. In response to the lack of communication experienced last year, President Wyly and IVP White developed a concrete plan to ensure Human Resources has the time needed to post positions in all appropriate places to take advantage of healthy pools.

- Calendar:

- Dean to solicit info, now to the 14th.

IVP White is asking deans to consult with faculty to put together proposals for deans and the Senate to consider. Senators should ensure deans are reaching out to faculty.

- Share with Academic Senate on the 14th.

This is a rapid turnaround to obtain internal data (e.g. retention numbers, FTES, retirements, etc.), follow external mandates (e.g. nursing ratios), and to ensure the previous hiring list inform this one to at least recognize as one factor to consider. IVP White will make the list available to the Academic Senate on Friday, November 14th.

- Senate to discuss on the 17th to produce input for deans.

Discussion on November 17th, given proposals as submitted, will frame what the Senate wants deans to consider, such as clear needs in specific areas, as they put together their priority list. President Wyly offered to present concerns of the Academic Senate at the beginning of the deans' meeting. IVP White said she'd take that message to the deans and find out how they'd like to respond to Academic Senate input.

- Deans to discuss/prioritize on 19th.

The prioritized list is to be shared with the Academic Senate in a timely manner.

- Joint vetting on the 1st.

The list will be discussed, vetted, and will hopefully reach consensus at the December 1st Academic Senate meeting. The President's Cabinet will receive a report and S/P Laguerre or IVP White will be asked to return the final determination to ensure our input is heard and has potential for influence.

- Report back on the 8th.

Last opportunity for Academic Senate input.

- Then advertising and the like.
- Will need to plan for a three hour meeting on Dec 1

Rather than calling an extra meeting, President Wyly would like to plan for a three-hour meeting on December 1st to allow time for a more robust hiring priorities conversation, if needed. There will be other important items on the agenda and only one more meeting this semester to close goals and leave room for last minute discussion of important items. President Wyly would like to accommodate Senators' schedules

	<p>and he emphasized the need to make quorum. Consensus was to schedule an extra hour to the December 1st meeting, from 2:30 – 5:30 pm.</p>
<p><i>Update: Area B and Plenary</i></p>	<p>President Wyly attended the recent Area B meeting and he, VP Jaimez, and BSI Coordinator Melissa Reeve attended ASCCC Fall Plenary. He shared curriculum information with the College Chair and Analyst and he will keep the Senate updated. Main topics included Bachelor degrees, curriculum, SSSP, Student Equity Plan, and resolutions.</p>
<p><i>Part-time and Emergency Hiring Process</i></p>	<p>A working draft hard copy can be viewed after the meeting. President Wyly, VP Jaimez, and IVP White will meet with HR Manager Wade Larson to vet the proposed procedure changes and bring back as an action item on December 17th. No content changes have been made from recommendations already approved by the Senate, simply reformatted procedures.</p>
<p><i>Looking ahead: 10 + 1 Shared Learning</i></p>	<p>President Wyly has been in dialogue with ASCCC to bring a workshop to the Academic Senate and sub-committee chairs on 10 + 1 responsibilities and rights. The training is tentatively planned for January 8th.</p> <p>President Wyly forwarded Senators an email with responses to Academic Senate questions and concerns. It is clear that Shared Learning is a goal of the College and collaboration is needed on how to best manage that goal and move forward. Administration made a commitment that faculty will be involved from the beginning and not just from a curricular perspective. Shared Learning will be placed on the agenda again when there are more particulars to share.</p>
<p>7. Superintendent- President's Report</p>	<p>S/P Laguerre reported ideas are being discussed about how to provide services, not just instruction, to students, including expanded library services at the centers and having a preview day jointly with the centers.</p>
<p><i>Bachelor Degrees</i></p>	<p>When S/P Laguerre first heard about California community colleges (CCC) offering Bachelor degrees he was excited for one simple reason. Currently hospitals require nurses to have Bachelor degrees and it would be in the College's self-interest to offer a nursing degree. CCCs can't offer the same degrees as UCs and CSUs. Eventually that restriction could possibly be lifted. CCCs should ensure students are provided with good access and reasonable costs. The topic of Bachelor degrees was discussed a little at the faculty dinner with the Board of Trustees. Knowing fifteen institutions will be chosen, the question was if we should look at what we can do or sit on the sideline for now. S/P Laguerre felt manufacturing and engineering would be an open area that wouldn't limit options to one program. Regarding what students might be attracted to, biotech, computer tech, drafting, welding, automotive and auto body could be part of manufacturing and engineering. Other community colleges offer certificates or degrees. To begin discussion, S/P Laguerre asked what the Academic Senate interest is. If there are more attractive programs, he encouraged Senators to share those ideas and also to be open to CTE where many programs reside.</p> <p>President Wyly noted the letter of intent has to be submitted in ten days with only one degree area and that requires a quick decision. He added that everyone attending the recent ASCCC Area B meeting raised interest, including colleges in the same district. S/P Laguerre acknowledged there are a lot of conversations to be had and looking at students' needs and current degrees and certificates that are considered terminal because they can't do anything beyond that. As technologies increase and improve so will the need for trained labor. S/P Laguerre has discussed for a while associating with another college that offers a Nursing Bachelor Degree. Hospitals are suddenly pushing for Bachelor degrees. He asked if there were objections to Solano College preparing to have something on the table.</p> <p>President Wyly asked for a clear timeline for this accelerated process since the letter of intent is due on November 12th and the proposal is due on December 19th. Although all answers aren't needed now, a focus is needed on how to make this happen so it feels viable. S/P Laguerre suggested combining programs to get Bachelor degrees. The letter of intent is just a form to specify the program. The Chancellor's Office is working on a proposal template. Since it is unknown what upper level general education would look like, information could be borrowed from community colleges in other states. Senator Cittadino expressed concern about taking on too much and asked if the College has the infrastructure for this. S/P Laguerre</p>

replied 2017 would be the date to begin offering degrees so there is time to prepare and for opportunity to include new facilities or renovation. There will also be some State funding. Senator Pearson-Bloom opined a viable program would provide great branding, image, and enrollment opportunities for the College. Senator Berrett agreed the College should submit a proposal and added that we should try something really big that would get a lot of attention. Senator Wesley suggested gaming and graphics would attract a lot of students who generally have to go a distance to the Art Institute. Other degree ideas and colleges that may have them were discussed. Senator Conrad pointed out the College has the only established water/wastewater program in Northern California and he had concern that graphics and gaming may occur to other colleges. He asked if information was provided about who will make the decisions and what criteria will be used. President Wyly said it is possible fifteen will be phased in and he emphasized that the fifteen chosen to pilot will be the only ones for a little while. S/P Laguerre added that Bachelor degrees will begin in 2023 at all CCCs.

Discussion continued about how to put together an initial proposal plan. S/P Laguerre noted the follow-up will need a group to flesh out details. There was general agreement among Senators not to pass up this opportunity. President Wyly asked Senators to provide additional feedback by Tuesday night and he will include it in a summary to take to the 10 + 1 meeting on Wednesday and make available to all faculty. Once the letter is sent, a more participatory process will be needed. If chosen to participate in the pilot, discipline faculty will be doing the curricular design and teach the program. Much thought will need to be put into upper division GE or interdisciplinary studies.

8. Interim Vice President's Report

No report

**9. Action Item:
9.1 Goals for Peer Review Taskforce**

President Wyly reported he received no additional feedback from the Senate after the Faculty Association (SCFA) presented the goals they developed. If any changes are suggested they can be voted on today. The SCFA made it clear they expect the Senate to take the lead while keeping them included in the process. **It was moved by Senator Berrett and seconded by Senator Duane to approve the goals, identified by SCFA, for a peer review taskforce.**

Discussion: Senator Berrett suggested including the word "optional" to clarify and define Flex Cal hours devoted to peer review work. Senator Conrad said he would like to approve the overall intent of the goals with the expectation that details of particular points will be dealt with through negotiation; we would support the general ideas and philosophy behind the goals and look to work out details with administration and SCFA. President Wyly noted one of the elements to decide would be how much change the Academic Senate will be willing to allow in the process of negotiations. The SCFA asked to be notified what portions aren't negotiable. If rejected by SCFA, it would come back to Senate. There might be areas with some latitude and some without any.

Per Senator Conrad's suggestion, Senator Berrett amended the motion. **It was moved by Senator Berrett and seconded by Senator Duane to approve the intent of the document and pass back to a taskforce that the Senate will create to work out specifics for negotiation.**
Motion carried unanimously.

9.2 Addendum Form for Approval of Correspondence Courses

President Wyly reminded everyone that this item was probably one of the best examples of how our process serves us well. The document was initially drafted in consultation with Distance Ed and Curriculum Committee chairs. It was forwarded to the Curriculum Committee where a number of concerns were expressed including ones that were voiced in Senate. Those concerns informed the suggested changes to the document put forward to the DE Committee. DE deferred its vote to allow the Curriculum Committee to take the lead. The Curriculum Committee passed the form unanimously with one abstention and was forwarded back to the Senate for ultimate review. President Wyly also reminded Senators that the Academic Senate charged the Curriculum Committee with developing the curricular process and if there are questions to the vetting that occurred, there should be compelling reasons. He acknowledged Dean Leslie Minor and DE Coordinator Crandall-Bear as instrumental in getting the document this far. **It was moved by Senator Conrad and seconded by Senator Cittadino to approve the form.**

	<p>Discussion: Senator Berrett stated his constituents made very clear that effective instructor led contact has been discussed since the beginning and answered several times yet there are still concerns as to whether or not the short list matches what is required by DE courses. He queried if it means that DE will be ratcheted back to this level or if there was something else not seen as it still seems there is considerably less effort and less contact than for DE and he had concern for how that could affect us later. President Wyly felt satisfied that the list meets requirements with enough allowable tools available for instructors to achieve sufficient contact hours. After a course is approved for a particular modality it would undergo vetting by DE to ensure it meets requirements necessitated by Title 5 as currently followed for online courses. DE would vet course packets. Coordinator Crandall-Bear pointed out the intent was not to match but to create comparable instructor initiated contact methods. One-third of the course outline will have to be reviewed by DE which would allow for sufficient evidence for Title 5 compliance. Senator Cobene asked if a Board policy is needed to define the program. Coordinator Crandall-Bear replied there is intent to develop policy. The motion carried unanimously; Senator Berrett abstained.</p>
<p>10. Discussion/ Information Items: 10.1: Plenary Proposed Resolutions</p>	<p>All ASCCC resolutions were emailed to the Senate. Any concerns regarding proposed resolutions should be emailed to President Wyly by November 12th so he can bring concerns to Plenary.</p>
<p>10.2: Accreditation Steering Committee</p>	<p>Post Mid-term Report, President Wyly recognized the need to develop a plan and have a steering committee ready with appointees from both the Academic Senate and administration in preparation for the self-study. Details about how it should be formed, a calendar, and a process to follow need to be discussed. President Wyly suggested to S/P Laguerre at the last 10 + 1 meeting that the Academic Senate should define how to develop a plan. He asked if the Senate would advocate a steering committee consist of, at minimum, identified co-chairs, the Accreditation Coordinator, and the VPAA. Administrative and Senate co-chairs would be assigned a standard. President Wyly also suggested the steering committee participate in learning about accreditation by attending the ASCCC Accreditation Institute in February and possibly an ACCJC conference as well. He reported it came up at the Area B meeting that ACCJC will no longer be participating in the ASCCC Institute and had apparently been slowly withdrawing over time. The ACCJC rationale given is that there have been multiple requests they expand their one day training seminar for Accreditation teams and therefore are developing their own accreditation conference. The date and location is not yet known. It is also likely that Title 5 language will be changed and will no longer contain direct reference to ACCJC being recognized as the sole accreditation body. ASCCC suggested this is a first step towards California developing its own accreditation agency. For the College steering committee there could be potential for multiple influences moving forward. The new ACCJC standards will need to be used for now. President Wyly asked Senators how they would like to proceed. VP Jaimez would like a proposal in place and approved to discuss at the joint meeting with Education Administrators in January. Accreditation Coordinator Annette Dambrosio stated she wants to be involved in whatever the Senate decides. There is work to begin no matter what agencies are involved and a plan needs to be made with flexibility for change, if needed. The basic model is available for now. Coordinator Dambrosio related she has a lot of ideas to move forward. VP Jaimez proposed a taskforce be set up to work quickly and bring information back. President Wyly said that, ideally, we could have a plan previous to the November 17th Senate meeting and take it to the November 19th 10 + 1 meeting. The taskforce will need to identify the steering committee make-up, an approximate calendar, and appropriate near term goals. President Wyly asked who would be willing to serve. Coordinator Dambrosio, VP Jaimez, and Senator Obegi will work with him on the taskforce.</p>
<p>10.3 Senate A/C: Proposed Bylaws Revision for Spending</p>	<p>President Wyly proposed an addition to the Bylaws to empower the Senate President to spend up to \$50 from the bank account without having to get approval from the Senate. The idea is to be able to provide refreshments or other items for Senate meetings without the time constraints of the normal process. This proposal will be an action item on the next agenda.</p>
<p>10.4 SLO / Assessment Rubric</p>	<p>It was moved by Senator Pearson-Bloom and seconded by Senator Cittadino to table this item due to time constraints. Motion carried unanimously.</p>

11. Reports	11.1 Subcommittees
Basic Skills	11.1.1 Basic Skills – Melissa Reeve President Wyly asked Senators to review the report emailed on 11/03/14, and he noted it ends with a question about expanding the Committee’s name and charge. It will be an action item on Nov.17.
Curriculum	11.1.2 Curriculum – Curtiss Brown Report emailed on 11/03/14 11.1.3 Distance Ed – Dale Crandall-Bear 11.1.4 Flex Cal – Chuck Spillner 11.1.5 Program Review – Amy Obegi
	11.2 Other Committees – No reports 11.2.1 Accreditation – Annette Dambrosio 11.2.2 Assessment – Gene Thomas 11.2.3 Equity – Shirley Lewis 11.2.4 10+1 Committee – LaNae Jaimez
12. Action Reminders	12.1 A Liberal Arts representative is needed on the Senate through Spring 2015 to fill the position vacated by Lisa Giambastiani. 12.2 Program Review needs a student representative and could use another representative from Health Sciences.
13. Announcements	The next regular Senate meeting will be held on November 17, 3:00 – 5:00 pm in ASSC 1421.
14. Adjournment	It was moved by Senator Orosco-Woolworth and seconded by Senator Wesley to adjourn. Motion carried unanimously. The meeting adjourned at 5:02 pm.