



**ACADEMIC SENATE
AND
EDUCATIONAL ADMINISTRATORS
JOINT MEETING
Adopted Minutes**

**August 13, 2015
1:00-3:00 pm**

1. Call to Order	Academic Senate President Michael Wyly called the meeting to order.																																				
2. Roll Call	<p><u>Present:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Amy Obegi</td> <td style="width: 33%;"><i>Academic Senate</i> Andrew Wesley</td> <td style="width: 33%;">Janene Whitesell</td> </tr> <tr> <td>Jeff Kissinger</td> <td>Joe Conrad</td> <td>Ken Williams</td> </tr> <tr> <td>LaNae Jaimez, Vice President</td> <td>Michael Wyly, President</td> <td>Narisa Orosco-Woolworth</td> </tr> <tr> <td>Nedra Park, Admin.</td> <td>Nicholas Cittadino</td> <td>Terri Pearson-Bloom</td> </tr> <tr> <td>Thomas Bundenthal</td> <td>Lue Cobene</td> <td></td> </tr> </table> <p><u>Absent:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Erin Duane</td> <td style="width: 33%;">Mark Berrett</td> <td style="width: 33%;">Sabine Bolz</td> </tr> </table> <p><u>Present:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><i>Educational Administrators</i> Keydron Guinn</td> <td style="width: 33%;">Leslie Minor, VP Academic Affairs</td> <td style="width: 33%;">Maire Morinec</td> </tr> <tr> <td>Neil Glines</td> <td>Robert Gabriel</td> <td>Shirley Lewis</td> </tr> <tr> <td>Zhanjing (John) Yu</td> <td></td> <td></td> </tr> </table> <p><u>Absent:</u></p> <p>Kelly Penwell</p> <p><u>Guests:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Marie A. Young, Board President</td> <td style="width: 33%;">Shawn Carney</td> <td style="width: 33%;">John Bilmont</td> </tr> <tr> <td>Pamela Fisher</td> <td>Marivic Macalino</td> <td>Sal Codina</td> </tr> <tr> <td>Jocelyn Mouton</td> <td>Shawn Carney</td> <td></td> </tr> </table>	Amy Obegi	<i>Academic Senate</i> Andrew Wesley	Janene Whitesell	Jeff Kissinger	Joe Conrad	Ken Williams	LaNae Jaimez, Vice President	Michael Wyly, President	Narisa Orosco-Woolworth	Nedra Park, Admin.	Nicholas Cittadino	Terri Pearson-Bloom	Thomas Bundenthal	Lue Cobene		Erin Duane	Mark Berrett	Sabine Bolz	<i>Educational Administrators</i> Keydron Guinn	Leslie Minor, VP Academic Affairs	Maire Morinec	Neil Glines	Robert Gabriel	Shirley Lewis	Zhanjing (John) Yu			Marie A. Young, Board President	Shawn Carney	John Bilmont	Pamela Fisher	Marivic Macalino	Sal Codina	Jocelyn Mouton	Shawn Carney	
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3. Approval of Agenda	Ken Williams moved to approve the agenda of August 13, 2015 and Joe Conrad seconded the motion. The motion was passed unanimously by the senate.																																				
4. ACCT Report and Solicitation of Input Dr. Pam Fisher	Dr. Pam Fisher is a consultant of the Washington DC based Association of Community College Trustees (ACCT), an international organization representing 1,200 governing boards across the country. The purpose of this organization is to help governing boards carry out their mission by providing conferences, trainings, board retreats, advocacy, publications, and help the governing boards through the process of selecting a new president or chancellor. Dr. Fisher shared that she is a Modesto Community College alumni. She started teaching 4 th graders and worked her way up to graduate students at California State Stanislaus in Education. She also served as a faculty member and AS president. Later she worked setting up vocational and technical programs and other programs. She moved to administrative work, serving as the Chancellor of the Yosemite District for 12 years. She relocated to Montana to follow her family and for the last 9 years has worked with the faculty and staff of about 75 colleges, primarily facilitating leadership training. Today she is here to help in the search for a new president. An announcement for the presidential search is currently on the SCC website, which includes contact information for Dr. Fisher. Please contact her if you have suggestions about the search. In 2008 Dr. Fisher helped with the search for a new president at SCC. She noted that in California there are about 10-12 openings for a president or																																				

chancellor per year; around the country there are about 100 openings per year. Her first task is to write the portion of the job announcement describing the opportunities and challenges at SCC. She is here gathering input from faculty, students and staff to do this. All information will be on the website and anybody can access the information. In the 35 candidate searches she has done, about 3 internal candidates were selected. She noted that the average length of time a president stays at a California college is 4.5 years, with the average presidential age being over 60 years old. Dr. Fisher and her staff recruit from across the country using many resources to provide a pool of candidates. For the most part, the colleges and boards tend to select people that were personally recruited by ACCT. In addition to advertising in newspapers and journals, another good source used to find prospective candidates is by faculty nomination, which can be an internal candidate or from another college. Dr. Fisher's job is to find a pool of candidates who would be a good match to the college. The names of the candidates who have applied are kept confidential because it is unethical and could result in a law suit. Additionally, if candidate names are leaked, candidates will hear about it and the integrity of the search will be in question, resulting in the best candidates pulling out. Periodic progress reports will be provided by the board chair, in addition to updates on the website. In mid to late October, the committee will screen the applications to identify semi-finalists; the semi-finalists will be interviewed and narrowed down to 3-5 finalists. The finalists will be invited to participate in forums on campus where all can talk with them, ask questions, and fill out a comment card to give input about each finalist. The current plan is to make a decision by early December and the new president will be in place in early January. Dr. Fischer wanted input to better represent SCC to prospective presidential candidates and asked the questions below:

1) What are the biggest issues are at SCC, other than the grand jury inquiry?

Responses:

- Accreditation burn out - The new president will need to inspire all to get involved and guide the college through all the assessment work in preparation for our next self-study review.
- Need some who trusts people to do their job, hold them accountable for the outcomes and follow the established processes.
- Our Measure Q bond provides many opportunities and challenges for a new president.
- Enrollment is flat, but FTEs are lower, need better enrollment management processes.
- Meeting the challenges of a population severely unprepared for college.
- SCC has a history of high turnover of administrators in general. This could be a concern or opportunity for a new president. Additionally, many experienced faculty have retired, so there is a need to recruit and hire staff at that level as well.

2) What are some of the personal characteristics that the next president should have?

Responses:

- Someone experienced (has run a college successfully) and confident in running a college.
- Someone to successfully brand and market the college to increase diversity.
- Outreach to the community and keep up community relations and work with faculty.

3) What are the attractions of SCC for an incoming president?

Responses:

- The satellite campuses are as good as the main campus.
- Measure Q money is available to grow the campuses.
- In addition to racial and ethnic diversity, Travis AFB adds a different culture to the classrooms.
- The Solano County is centrally located.
- SCC is one of 13 community colleges with a baccalaureate degree program.
- The campuses are located in growing, thriving communities.
- The Pathway to Law program is also a very unique program here.
- SCC has received TRIO and STEM grants.

Board member and Hiring Committee Chair, Marie A. Young, invited all present to call her with any questions or concerns at any time. Dr. Fisher also encouraged people to call or write her if they have additional input to contribute.

**5. Academic Senate
President Report**

**Status of the ASC
Terri Pearson-Bloom
Coordinator of the
ASC**

President Wyly gave the floor to Senator Terri Pearson-Bloom since his report is encompassed in item 7.2, Academic Senate Goals. She provided a brief report on the Academic Success Center (ASC). Senator Terri Pearson-Bloom announced that the ASC has a plan to support students without increasing their course load, while generating FTS. The ASC staff researched other colleges and found the Butte Community College's Center for Academic Success is an excellent model. If 200 students came into the ASC to study and work with tutors for 6 hours a week for 16 weeks, 36 FTS would be generated. Most importantly students would be more successful with the added benefit of self-sustaining funding for the ASC. The Tutor Centering doesn't have certificated faculty and therefore doesn't meet Ed code requirements and can't collect apportionment funds for their services. However the ASC does have certified faculty. ASC Coordinator Terri Pearson-Bloom proposed a solution would be to merge the ASC and Tutoring Center thereby providing more services for students. She intends to move on this immediately as the need for this type of student support is urgently needed and the college needs the FTS. However at this moment ASC has no funds. Funding that was historically available, (Equity, Strategic Proposals & 3SP) wasn't available this year. ASC urgently needs apportionment funding to hire staff to support students in addition to being institutionalized and funded from the general fund. On September 17, the center will be opening in room 101 with a capacity of 35 students. She added that we are not meeting the standard of accreditation because this support is not offered at the other campuses. John Yu commented it might be possible to get 30% from the general fund and possibly fund the balance from TRIO, STEM or other grants with a realistic projection of FTS generated. Shawn Carney is hoping to work with Jocelyn Mouton to bring in DQ students back into the system and involved. Senator Ken Williams suggested that counseling should be provided at the ASC as well. Currently some faculty are coming to the ASC to help during some of their office hours.

VP Leslie Minor declined to report as she had already done so in the morning Academic Senate meeting.

**6. Academic Affairs
Report
Leslie Minor, VP of
Academic Affairs**

**7. Information/
Discussion Items
7.1 Educational
Administrators Goals
Leslie Minor, VP of
Academic Affairs**

VP Minor presented the goals prepared by the Educational Administrators.

1. The first goal is the creation of a Strategic Enrollment Management Plan integrating Academic Affairs, Student Services, Finance, and Institutional Research. This includes revising course scheduling processes, outcomes, examining programs for improvement or discontinuance. This also includes how we support students, how do we partner with high schools. Creating targeted programs is another part of the plan. For example The Cal State Solano Prison and Correctional Medical Facility in Vacaville wants an adaptive horticulture program for the inmates.
2. The second goal is an efficient and effective integrated planning process by working within its own constituency and collaboratively with Fiscal and Support Services areas of the college in planning new programs and initiatives, and making decisions that affect the work of the college.
3. The third goal is to streamline committee work campus-wide to address tasks and purposes directly related to accreditation standards, implement committee self-assessment tools, regularly post agendas and minutes, train staff and faculty to follow the Brown Act. Accreditation is examining how effective our committees are, VP Leslie Minor passed out a sample of a tool for each committee to use to set goals and evaluate these goals at mid-year and end of year. It communicates why the committee exists and what their goals are. VP Leslie Minor used the tool to format the Academic Affairs goals to provide a sample of the tool in use. Senator Terri Pearson-Bloom asked if the completed forms would be posted online. VP Minor acknowledged that a single repository would be ideal. She also suggested that all committees use the same form.
4. The fourth goal is to make progress in SLO, PLO, ILO and GELO assessments and improvements.
5. Lastly, they will work to promote a more respectful and collaborative culture among faculty, staff and administration through Flex-Cal activities and ongoing expectations to adherence to Mission, Vision, and Ethic Codes.

7.2 Academic Senate

Goals

Michael Wyly, President
Senate Goals

The Academic Senate completed an assessment of AY 2014-15 senate goals similar to the processes in VP Leslie Minor's proposed evaluation forms. Last May, the Senate assessed their progress on the goals. The senate is working on self-assessment as well. Goals for FY 2015-2016 are listed below:

1. Planning for C-ID and ADT Compliance

In cooperation with the Curriculum Committee, the Academic Senate will work, through appropriate subcommittees toward C-ID and ADT compliance. Curriculum Chair Curtiss Brown and the Curriculum Committee, with cooperation from Academic Affairs and the Academic Senate, will work with faculty to prioritize C-ID approval. The state is moving toward developing C-IDs for Basic Skills courses, it is unknown at this time how they will fit into the overall plan. However this will need to be incorporated into the goals in the future.

2. Professional Development Committee

To support the work of the Professional Development Committee to accomplish the following goals: 1. to institute process for petitioning of faculty development funds; 2. to adjust as needed for Brown Act compliance. We will be piloting a budget supplied by the college for faculty development. The AS will be assessing and working with this committee to facilitate this process.

3. Student Equity and SSSP

To work with VP of Student Services to develop and approve plans for SSSP and Student Equity per legislated definitions and deadlines.

4. High School Outreach, CAPP, and Forthcoming Taskforce

We are now involved in determining the make-up and precise charges for this task force. The function of the taskforce would likely include: (A) the development of a comprehensive strategy to align assessment and placement with Common Core; (B) outreach such as counseling to assess, place and enroll potential SCC students at the end of their senior year; (C) College alignment with local efforts and grants; (D) college-level instruction in specific situations; (E) development of proposed MOU language where needed. President Michael Wyly noted that he needed to discuss this matter with VP Leslie Minor to ascertain where the college currently stands with this endeavor.

5. Student Success Taskforce Planning, including Common Assessment and AB 86

The Senate is working toward the assembly of a master list of Senate committees, various appointments, and guidelines for appointees, including expectations of appointees and Chairs and terms of service. Kay Hartley, Director of the AB 86 consortia, reported their progress this morning and outlined some potential goals to move forward.

6. Accreditation, Preparation for Next Self-Study

The Senate is working with the Accreditation Coordinator to facilitate the completion and approval of the forthcoming Midterm Report. After its submission, the Senate will work with the Accreditation Task Force to plan for the AY 15-16 self-study. Much work was done during the summer to create job descriptions for faculty co-chairs for accreditation standards. Faculty are urgently needed to serve in these leadership roles.

7. Committee Appointments, Brown Act Updates, and Senate Appointees, to include Self-Assessment/Unit Review of Committee Work

The Senate is working toward the assembly of a master list of Senate committees, various appointments, and guidelines for appointees, including expectations of appointees and Chairs and terms of service. President Michael Wyly gave a brief presentation on the Brown Act and 10+1 this morning to facilitate understanding and compliance of the Brown Act.

8. Program Discontinuance Policy and the Completion Agenda

The Academic Senate will continue to be in dialogue with Administration regarding our programs, including the Program Discontinuance Policy. We will continue to emphasize the faculty's role and the Curriculum Committee in the vetting of courses and programs.

Simultaneously, we recognize the legislative pressure for completion as well as corresponding pressure from the Chancellor's Office for community colleges to focus on completion in two years. Please look for more from us in the near future. In the interim, be sure to review Policy 6105.

9. Peer Review Per Education Code and Title 5, the Academic Senate will be involved in the development of any peer review language. That said, the Senate will work in concert with the Faculty Association as there are also clearly contractual implications as well. These efforts will continue this year in consultation with the Faculty Association and administration.

10. SCC Branding Campaign

The Senate will communicate with and contribute to the SCC Branding Campaign. How the AS will proceed with this goal is undetermined at this time. President Michael Wyly will be working to clarify this.

11. Block Scheduling and Compressed Calendar

The Senate will continue to engage Administration and the Faculty Association on these issues and will be involved in any forthcoming discussions. Last year no real progress was made on this goal. However the senate felt it was very important and work will be continued this year. Additionally, the deans are discussing it as part of their enrollment management strategies.

12. Prison Project

Initially, the College looked to teach courses at the prison using a correspondence method which the Senate and Curriculum worked to develop into a pilot program in cooperation with the College. This pilot was assessed at the end of spring 15 and is to be assessed again in fall 15. However, the College will no longer be using the correspondence method of instruction as it now has onsite classrooms. This goal has divided into two priorities for the senate: support for courses at the prison; assessment of correspondence method for potential future use.

13. Shared Learning

Not discussed

14. Hiring Priorities for AY 15-16 and Subsequent Years

The senate is working with Academic Affairs to develop hiring priorities for this year. A joint meeting is planned for the end of September for this academic year. Hiring priorities for subsequent academic years, will be held in the spring prior to the next academic year.

15. Dare to Declare

Not discussed

16. IE Indicators and IE Baselines

This document was presented and approved by the senate last year and the AS will continue to work toward those indicators as stated.

17. ILOS/GELOS & Assessment

Both VP Leslie Minor and President Michael Wyly agree that the Assessment Committee belongs as a subcommittee of the AS and this proposal will be presented to the senate. This proposal will require a change to the AS by-laws. Revised ILOS and new GELOS have been forwarded to the Shared Governance Committee and the AS will move them forward to the Board of Trustees for approval. The AS is committed to ongoing assessment of the ILSOs and GELOs. The AS self-assessment surveys were sent to faculty and senators during the summer. Senators are currently reviewing the senate survey results. The deadline for faculty was extended because an insufficient number of surveys were returned. The senate will inform all should the survey results instigate change or an addition to the goals.

Comments:

VP Minor commented that the integrated planning process includes bringing back the budget committee. This committee is vital, as we can't plan unless we know what is available and it

gives everyone representation. President Michael Wyly said the senate of last year had also agreed that it was in the best interest of the college to establish a budget committee separate from the Shared Governance Committee. VP of Finance Ligioso will present his proposal for the committee composition at a future meeting.

Senator Nicholas Cittadino asked if hiring priorities have been established for this year. VP Minor said that it is unknown at this time. There is an early incentive to have faculty retire/resign to save money, and most faculty will probably not be replaced. President Wyly, noted that in the past today would be the day to discuss hiring priorities. However, it is just too late in the year. President Michael Wyly hoped to develop a calendar to reflect when hiring priorities need to be discussed and allow for sufficient time for people to review the information. It has been proposed to meet in spring to plan for the following academic year. Senator Joe Conrad, commented that prioritizing the hiring without the budget expedites the process, the budget is not necessary. Once the budget is finalized, the hiring priorities prepared in the spring can move forward to the extent that funding is available.

Senator Amy Obegi moved that the meeting adjourn. Senator Ken Williams seconded the motion. The motion passed unanimously.

8. Adjournment

Attachments:

Evaluation/Assessment Form
Academic Senate Goals AY 2015-16