



ACADEMIC SENATE
Draft Minutes
August 11, 2016
9:00 am – 12:00 pm

Call to order	The meeting was called to order by Senate president Michael Wyly at 9:09 am
Roll Call	<p><u>Present:</u> Michael Wyly, President; LaNae Jaimez, Vice President; Erin Duane, Secretary/Treasurer; Joel Powell; Andrew Wesley; Janene Whitesell; Lue Cobene; Marivic Macalino; Nicolas Cittadino; Sabine Bolz; Scott Parrish; Narisa Orosco-Woolworth; Terri Pearson-Bloom; Rusty Mayes; Kevin Spoelstra; Alison Bolton</p> <p><u>Absent:</u> Amy Obegi; Ken Williams</p>
Agenda approval	<p>President Wyly advised that VP Minor would not be available for the morning session of the Academic Senate, as she is conducting a workshop for Fall Flex; therefore, agenda item #8 will be removed from the agenda. In addition, Superintendent-President Esposito-Noy is not available to present agenda item #7 due to an emergency at the Vacaville annex. Awaiting attendance confirmation from VP Ligioso (Fiscal) and VP Brown (Student Services). Will defer items to the next agenda.</p> <p>Senator Mayes motioned to approve the agenda; seconded by Senator Orosco-Woolworth; voted and motion passed.</p>
Approval of Minutes	President Wyly acknowledged interim Academic Senate Administrative Assistant, Tracy Vest for her efforts to get the Senate and Curriculum Committee meeting minutes up to date; Senator Cobene motioned to approve the minutes en masse (February through April 2016); seconded by Senator Cittadino. Senators Mayes and Pearson-Bloom abstained as they were not Senate members at the time the meetings took place; motion to approve minutes carried.
Comments from the Public	There were no comments from the public.
AS President Update <i>6.1 Reminders about PM Session Schedule</i>	President Wyly reminded the Senate of the afternoon session goals, particularly for new members. He met with academic deans to discuss issues that are relevant, sharing goals and priorities. President Wyly and

Dean Shirley Lewis will also co-present on the Brown Act and 10+1, which came from College Governance Council – many committees are beholden to the Brown Act, but not wholly compliant due to lack of info. President Wyly reminded the senate that, as this is a self-study year for accreditation, senate agendas will regularly include accreditation as a standing report by VP Minor as ALO or Melissa Reeve as the writer. He will defer today's accreditation report to the PM meeting when VP Minor and the deans are present.

6.2 Admin Assistant to the Academic Senate, Update

President Wyly advised that former assistant, Nedra Park has been transferred to MESA. Tracy Vest is a temporary employee; currently pursuing hiring a new Assistant I at a 50% schedule; looking for a temp in the interim. This position also performs functions for the Curriculum Committee; need someone to perform function ASAP. Senator Mayes asked if they will try to recruit from within; President Wyly advised that the level of the position limits the candidate pool.

6.3 AY 2016-2017 Senate Calendar

President Wyly discussed the two calendars:

Senate Calendar – will continue to be at the base of the agenda; always from 3-5 pm in the board room. Agreed last year to hold one meeting at Horticulture; arrived early, got a tour and held the meeting. If there are areas (like Aeronautics) that would like to host a meeting, it would be welcome. The Senate will need a little notice to plan, but President Wyly hopes that the Senate will make recommendations. Calendar reminders will be sent out in future.

Statewide Senate Calendar – President Wyly will send a digital schedule of upcoming events. Some events will be automatically participatory; but not all events. As a Senate, we need to review events, determine participation and then start advocating for funds. There will be more versatility if we can send a certain number of attendees rather than have a certain number of dollars. Upcoming events include:

- **2016 Academic Academy October Institute** – 10/7-8, 2016; (Westin South Coast Plaza, Costa Mesa); focus will be on faculty partnerships to improve the collegiate academic experience of our students; initiated as part of SSSP; tremendous interest in student equity. Enrollment deadline is 9/14/2016
- **Area B Meeting** – 10/14/2016 hosted by Solano Community College; will provide breakfast and lunch and will look to Superintendent-President Esposito-Noy for the college to assist in the cost
- **Fall Plenary** – 11/3-5/2016 (Westin South Coast Plaza); Attending is President Wyly, Vice President LaNae Jaimez, and a limited number of Senate representatives. There will be a number of break-out sessions including UC Transfer Pathways,

which will affect the way we do things at Solano. If interested in attending, please let President Wyly know by 9/30/2016.

- **Accreditation Institute** – 2/17-18/2017 (Napa Valley Marriott); for the last two years, we have argued to have faculty co-chairs in preparation for the self-study; one pair of co-chairs for each standard.
- **Innovation and Instructional Design** – 3/17-18/2017 (San Jose); this workshop will provide a good opportunity for professional development and a showcase for what we do well – a great place to broadcast successes.
- **Area B Meeting** – 3/24/2017 (Northern California TBD)
- **Spring Plenary** – 4/20-22/2017 (Northern California TBD)
- **CTE Leadership Conference** – 5/5-6/2017 (Sacramento)
- **2017 Leadership Institute** – 6/15-17/2017 (Sacramento)
- **2017 Curriculum Institute** – 7/12-15/2017 (Riverside)

6.4 Curriculum Institute 2016

President Wyly advised that the 2016 Curriculum Institute (CI) was held in July. SCC representatives included President Wyly, Leslie Abbott, VP Leslie Minor, and VP Sandy Lamba. Jim DeKloe attended as well as CTE liaison. President Wyly, Dr. DeKloe, and VP Minor attended the Baccalaureate Conference on the Wednesday prior.

The CI was very good; there were no surprises and lots of good Q&A. There is a new version of the Program Course Approval Handbook (PCAH) forthcoming.

UC Transfer pathways – President Wyly advised that UC's have independently started to look at articulation and how to streamline articulation and transfer patterns. Representatives from UC advise that they will continue to be autonomous. UC initiated their own self-study (not shared) of all community colleges in California; over a third articulate in most of the majors (didn't share this data). UC will construct a plan in cooperation with ASCCC; UC's are interested in developing pathways; would not get rid of transfer agreement guarantees, or campuses that have TAGs. There will be more to report after the Fall Plenary.

Senator Orosco-Woolworth advised that TOPS codes are not consistent with UC formatting; redefined in two-year curriculum; 20 people working on it statewide to move forward with transfer process

ADT's – President Wyly discussed statewide problems on high unit majors (i.e., biology, music). In addition, colleges are beholden to CID

calendars. Chancellor's Office is sympathetic and has asked (on a local level) to make the STEM majors fit the ADTs. If we cannot, this needs to be communicated in writing to Chancellor's Office as evidence for further conversations with CSU's.

*6.5 BDP Conference 2016
& Substantive Changes*

President Wyly advised that Solano submitted a substantive change report regarding the Baccalaureate Program to ACCJC. ACCJC deferred action and asked for clarification on multiple points. President Wyly stated that there were legitimate questions and worked with Professor Jim DeKloe to respond. They requested better SLO's that convey more clearly sufficient upper division depth and rigor. Our update will go back to ACCJC on 9/1/2016 pending approval by the Board of Trustees; called two special meetings of CC – today for tech review and the CC meeting on 8/16 to approve the program and have it ready for the 8/17 board agenda.

6.6 AB288; Reminders and Updates

President Wyly was asked to present at the last Curriculum Institute regarding AB288 and what we have done as a best practice for the state. AB288 allows for dual enrollment – courses can be offered:

- Off site at a high school in a closed environment, during bell hours
- Allows a method for no double dipping for apportionment
- Has a formula for how to report hours
- Allows for local colleges to determine who teaches classes and how (all instructors need to meet minimum qualifications, go through SCC hiring process, and we need an apparatus to insure that curriculum is what it says it is.

Solano will work with DVC, which has a robust program; specific MOU must be approved by both boards; DVC has great template for how to work out the complications.

This senate decided last term to take a conservative approach; put together a task force to develop pilot for courses under AB288; vetted by Senate and Faculty Associations and Deans that will look at items we are already doing that could fall under an AB288 lens. We wanted to participate in the weeklong "Get Focused; Stay Focused" workshop but missed the deadline. Ideally, we want to insure we do not get overextended which could invite problems down the road. Our goal is to grow the program to serve students well. Senator Pearson-Bloom asked if this is primarily for career tech focus. President Wyly advised that it allows for teaching basic skills courses, which typically are not taught at colleges since high schools are supposed to complete this. Finding ways to connect high schools to college to get college credit. Senator Orosco-Woolworth advised that her group started working at Dixon High during bell hours and evening (English and Spanish) due to available space. President Wyly will send the PowerPoint presentation deck regarding

6.7 Hiring Updates

the program to all senators. Senator Mayes asked who can attend open and closed courses. President Wyly advised that “open” means any student of any age can attend; “closed” allows us to determine who can attend to get credit for the class; at a high school, only open to high school students.

Distance Education Coordinator – do not have yet; important that we maintain Title 5 compliance for the approval of DE courses; robust course approval process in state; need to be prepared for the online education initiative (OEI). Senator Cobene said that he received an email regarding an adjunct that was interested but position currently only open to tenured faculty because of release. President Wyly will add to next agenda and requested that Senators talk to their constituents to solicit people to step up and apply. Presently, the job description for DE Coordinator allows for only regular faculty.

Articulation Officer – Solano College opted not to hire an AO until after Robin’s retirement in 2015 (though it was known a year prior). No one in counseling wanted the position; it was opened to off-campus consideration and the Dean of Counseling did an emergency hire that went off-campus only (causing problems with adjunct faculty); it was a one-year assignment; the candidate did a great job and was hired full time at Riverside College. Hoping for a renewed sense of urgency to hire for position. Senator Cittadino gave further details about AO leaving; there will be additional retirements in the admissions office which will have an effect on student services.

The Senate is also pushing to hire a BSI mathematics position; which must be a faculty member. We can argue for the oppositions but if no one steps in, the college needs to find another way to make it work. President Wyly urged Senators to carry the message back to constituents that people need to step into these positions.

Senator Orosco-Woolworth asked about the UMOJA and MESA replacements. President Wyly advised that the college has hired an UMOJA coordinator, however he did not have an update regarding the MESA Coordinator.

6.8 Policy and Procedures at SCC

President Wyly is working with Academic Affairs Executive Assistant, Laurie Gorman on policies and procedures in Academic affairs. The documents will be ready in mid-September; in past developed a sub-committee, but we would rather have policies and procedures be directed to the Exec Committee (President Wyly, Vice President Jaimez, and Secretary/Treasurer Duane) to insure timeliness.

President Wyly is working with Mary Jones, Interim VP of Human Resources on the HR policies and procedures, particularly for hiring

	process. We can expect that the P&P will come back to senate for consideration.
Superintendent Report	Superintendent-President Esposito-Noy was not available to attend the meeting; her report has been deferred.
VP of Academic Affairs Report	VP Minor was not available to attend the meeting; her report has been deferred.
VP of Student Services Report	VP Brown was not available to attend the meeting; his report has been deferred.
Action Items	No action items were discussed
Discussion Items	President Wyly advised that the challenge is to make sure we as a Senate are cooperating as partners to facilitate the business of the college. He highlighted the process of “consulting collegially” – following processes that are mutually vetted by Senate and administrative partners.
<i>11.1 10+1 Reminders</i>	
<i>11.2 Hiring Calendar, Planning, and Hiring Manual</i>	President Wyly passed around a hiring manual from Los Rios College District that he has been discussing with Interim HR VP Mary Jones. President Wyly wants to form a task force to adapt the hiring process document from Los Rios to Solano. Senator Pearson-Bloom, offered to be chair; Senator Whitesell also will be on the committee. They have committed to coming up with a proposed form for review at the 9/12/2016 Senate meeting.
<i>11.3 FlexCal Plan Development</i>	<p>Senator Jaimez feels that the process is very inefficient and not inclusive. President Wyly advised that the Senate determined that program review should not be part of FlexCal. The team put together a form that they thought was more efficient, but missing a key piece which is a flexible calendar plan. President Wyly wants senate to adopt a flexible calendar plan which informs SCC processes. He is not sure if administrative partners are on the same page. It is in the Senate’s purview to initiate the discussions; he advocates developing the calendar plan to start the conversations. Senator Mayes asked what happened to an employee manual. President Wyly advised they will be distributed at the FlexCal faculty workshop hosted by VP Minor.</p> <p>Senator Jaimez mentioned Professional Development has available funding; this may change (but not sure how), she recommended that they fill out applications and submit to her. President Wyly advised that Superintendent-President Esposito-Noy told him that faculty should not worry about budget items – they should make a proposal for vetting and have management charged with the budgetary side.</p>

11.4 Curriculum and Assessment AY 2016-2017	President Wyly advised that Solano is getting ready to start a new curriculum application called META. META includes the potential for an add-on for assessment. Each individual faculty member will be able to upload assessments. Amy Obegi is officially the assessment coordinator; currently academic program review coordinator – we are looking to fill that position.
11.5 Accreditation Update & Self-Study Planning	VP Minor was not available for the meeting; this item will be deferred to the afternoon session.
11.6 Budget Update	VP Ligioso was not available for the meeting; this item will be deferred to the afternoon session.
11.7 Senate Goals Update and Planning for AY 2016-2017	President Wyly handed out a worksheet identifying Senate priorities for Academic Year 2015-2016; he updated those that he felt were no longer important, and those that were on-going and needed senate attention (see handout attachment). How do the priorities then become more concrete goals and how to bring them to fruition.
	Some of the items that Senators would like to be addressed in AY 2016-2017:
	<ul style="list-style-type: none"> – Senator Whitesell asked about adding an anti-bullying by faculty – Senator Jaimez discussed civility – Senator Cittadino asked about “Dare to Declare” – he wants an early warning system for students – Senator Wesley advised that CSPA still needs full time instructors – Senator Pearson-Bloom advised that ASTC also needs to be addressed
Reports	There were no reports from sub-committees or other committees presented at the meeting.
12.1 Sub-Committees	
12.2 Other Committees	
Announcements	The next Academic Senate meeting is scheduled for August 29, 2016.
Adjourn	Senator Jaimez moved to adjourn and Senator Cittadino seconded.

AY 2016-2017 Meeting Schedule:

All meetings will be held from 3:00-5:00 pm in the Board Room unless otherwise noted

- August 11, 2016 (optional flex-day), 9 AM – 12 PM and 1:30 PM – 4:30 PM
- August 29, 2016
- September 12, 2016
- September 19, 2016
- October 3, 2016

- October 17, 2016
- November 7, 2016
- November 14, 2016
- December 5, 2016
- December 12, 2016
- January 12, 2017 (optional flex-day), 9 AM – 12 PM and 1:30 PM – 4:30 PM
- January 30, 2017
- February 6, 2017
- February 27, 2017
- March 6, 2017
- March 20, 2017
- April 3, 2017
- April 17, 2017
- May 1, 2017
- May 15, 2017