



**ACADEMIC SENATE
ADOPTED MINUTES**

**OCTOBER 16, 2006
Board Room
3:00 p.m. – 5:00 p.m.**

1. Call to Order

President Kropp called the meeting to order at 3:06

2. Roll Call:

Present: Robin Arie-Donch, Emily Blair, Susanna Crawford, Erin Farmer, *ex officio*, Ferdinanda Florence, Ruth Fuller, Gail Kropp, Jeffrey Lamb, Lou McDermott, Sarah Nordin, Marylou Fracisco (substituting for Thomas Watkins), Mary Swayne

Others Present: Marjorie Carson, Vice President of Academic Affairs, Richard Christensen, Director of Human Resources, Robert Simas, Director of Research and Planning

Excused: Laverne Beverly, Ginger Cain

Absent: Carl Ogden

3. Approval of Agenda - October 16, 2006

Motion to Approve – Sarah Nordin; Second – Robin Arie-Donch

Motion to Approve the Agenda - Unanimous

4. Approval of Minutes - September 18, 2006 Unadopted Minutes

Motion to Approve – Sarah Nordin; Second – Robin Arie-Donch

Motion to Amend the Minutes – Sarah Nordin: Under Online Report, page 3: Change online enhancements to *online enhancements (eCompanions)* and delete “including Exam Guard for any course.”

Vote to Approve the Minutes as Amended - Unanimous

5. President’s Report

a. State Academic Senate

- September 2006 *SenateRostrum* has arrived. Copies are available for distribution to division faculty and deans. There are many articles of interest including one on the first Senate Teaching Institute to be held in San Francisco, February 16-18, 2007. *Rostrum* is also available online at the State Academic Senate website.
- Plenary packet containing the *38th Fall Session Resolutions with Appendices for Use with Resolutions* has arrived and resolutions are available on the web. Senators should review resolutions and respond with feedback before Plenary October 26-28.
- State Academic Senate Surveys: 1) Sabbatical Leave Policies and Practices and 2) Associate Degree. President Kropp has completed the Sabbatical Leave Survey and has asked Transfer Center Director Barbara Pavao to meet with her this afternoon to complete the Associate Degree Survey.

- b. Meeting with Vice President of Academic Affairs, Dr. Carson**
 - The VP and Senate President meet first and third Thursdays at 10:30 a.m.
 - Meeting of October 5, 2006 - discussed the upcoming Joint Meeting with the Deans regarding Faculty Hiring Priorities; the meeting will have to be rescheduled from October 30 to November 6 due to Dr. Carson and Dean Brown's meeting in Napa on the 30th. The October 30th meeting will be held for regular Senate business.
 - SLO development was discussed, Dr. Carson and President Kropp agreeing that the minimal goal for fall 2006 was the creation of course-level SLOs with assessments identified for Gateway courses.
 - President Kropp again expressed her concern that SCC does not yet have an SLO Coordinator with appropriate reassigned time to lead this effort.
 - Additional training is needed for the trainers as we move to the assessment and evaluation phases of SLO development.
 - Director of Research and Planning Rob Simas has been of invaluable service to the faculty in SLO development, meeting regularly with the SLOs Task Force and making himself available to SLOs trainers on a one-on-one basis to review what is coming in from their areas.
 - Strategic Planning – Dr. Carson noted that we need further discussion of the Cabrillo Model, which SCC is now using, and that she will seek an eventual vote of endorsement for this model in the Senate. President Kropp expressed her appreciation for this collaborative approach.
- c. Meetings with Dr. Perfumo**
 - Meeting of October 6, 2006 - discussed the upcoming Fall Plenary Session of the State Academic Senate, status of the SCC Program Discontinuance Policy, Flex Cal, and a Memorandum of Understanding between Napa and Solano colleges.
 - Dr. Perfumo agreed that the District would fund the Senate President's and the Curriculum Chair's attendance at Plenary, October 26-28, 2006 in Newport Beach.
 - Executive Council will discuss the final draft of the Program Discontinuance Policy, to which the Task Force agreed in May 2006, and the Senate will review and discuss it at a future meeting.
 - Flex Cal Planning – Dr. Perfumo and President Kropp agreed that SCC should be taking greater advantage of Flex-Cal for workshops and activities related to accreditation and assessment. President Kropp stated that she will be working with the Flex-Cal Committee on this issue, and will work to bring in outside training.
 - Memorandum of Understanding – Napa College has requested a Memorandum of Understanding (MOU) with Solano “for the purpose of ensuring cooperation in the development of educational programs and services within their respective service areas in Napa and Solano Counties.” Napa College requested that the SCC Senate review the MOU and that both college presidents and senate presidents sign the document. Copies of the MOU were distributed for discussion at the October 30th Senate meeting.
- d. FABPAC**
 - The October 4th meeting of Budget Committee was cancelled, no report.
- e. Shared Governance Council**
 - Vice President of Student Services, Gerry Fisher, chaired meeting of October 11th in Dr. Perfumo's absence.

- Council reviewed and approved Board policy updates for Student Services. President Kropp commended Gerry Fisher for his collaborative approach in consulting with Senator Arie-Donch and Counselors Carol Lilleberg, Ron Nelson and Candace Roe.
- Dr. Carson distributed the Board policy updates for Academic Affairs for information/discussion and agreed to postpone the approval date to allow sufficient time for review prior to approval.
- Proposed policies will be placed in the Shared Governance folder on the Intranet for a broader availability. Academic Affairs policy updates will be discussed at the October 30th meeting.
- Dr. Christensen presented Board Policy 4055 for information/discussion.

f. Other

- Rob Simas, Director of Research and Planning, forwarded a brief synopsis of a new NCES report entitled “Unite States High School Sophomores: A Twenty-Two Year Comparison, 1980-2002.” The report details changes in demographics of the current generation of high school students and also presents tested achievement with results in math from 1980-1990 and 2002 and in reading from 1990-2002. Two interesting findings relevant to our current discussions about the Educational Master Plan were that the percentage of high school sophomores who reported they were in a college preparatory or academic program increased from 33% to 51% between 1980 and 2002 and the percentage of sophomores expecting a four-year college or postgraduate degree increased from 41% in 1980 to 80% in 2002. This is significant for us because high school sophomores in 2002 are now college students.
- 34th Annual Scholarship Awards, October 6, 2006- President Kropp represented the Senate and faculty as a presenter at the Awards Night. A new award was introduced this year, the Don Siegel Memorial Scholarship for Journalism. President Kropp reminded senators that faculty and staff can support the scholarship effort through payroll deductions or by making checks out to the Solano Scholarship Foundation and sending them to Dorothy Hawkes through intercampus mail or to P.O. Box 2208, Fairfield, CA 94533.

6. Reports –

a. Academic Affairs – Marjorie Carson

- Latest edition of the Accreditation Progress Report was distributed. Dr. Carson stated that an electronic copy will be sent to all. The Board will see a copy of the report in December, so this allows a full month to review and think about it. Omissions - everyone should look for the references to the different modalities in which we offer course work.
- Thursday, October 19, 2006 Forum-Best Practices and Student Learning: Campus Unity, Emily Blair, Moderator, 11:30 a.m.-12:30 p.m. and 4:30 p.m.-5:30 p.m. in the Cafeteria.
- Wednesday, October 18, 2006 – Summary Report for the Governing Board including a report on the work of the various subgroups in the accreditation process will be given.

b. Curriculum Committee – Erin Farmer

- The CC will implement the new online course approval process after passage in Senate. Pilot begins with the Career/Tech curriculum review. First installment should come at the next meeting.
- Last meeting cancelled due to no agenda items.

c. Flex Cal – Jeffrey Lamb

- Flex committee is working on the theme for January Flex, *A Framework for Understanding Poverty*, based on the work of Ruby Payne.

- Keynote speaker, Rami Muth, should be entertaining and engaging.
 - Workshops after keynote speaker include panels on SLOs, CTA on workload. Online-College workshops will be offered on optional days.
 - Required days are Wednesday, January 17th and Thursday, January 18th; optional days are Tuesday, January 16th and Friday, January 19th.
 - Changes to the Flex-Cal calendar are currently under consideration. A Flex Cal Committee rep should have contacted each division asking for opinions on switching the calendar; senators should contact their reps if they have questions.
- d. Online – Sarah Nordin**
- The Online Committee started writing a charter and mission for the new Distance Education Committee. President Kropp noted that the Online Committee should not be writing the charter, as this has been addressed in the Working Group paper; moreover, it falls under the purview of the Senate. Sarah stated that there is no charter or mission and the committee wanted to get it up and running quickly. President Kropp stated that it is the Senate’s job to get the Distance Ed Committee up and running.
- e. Study Abroad – Ferdinanda Florence**
- Met on October 9, 2006 and the final meeting will be Monday, October 23, 2006.
 - The committee is drafting recommendations for the future permanent Study Abroad Committee as well as outstanding issues for consideration by the Senate.
 - The Study Abroad Application packet is approaching its final format with procedures included. Senator Florence will present these materials at the October 30, 2006 meeting, and President Kropp stated that Study Abroad will be an Information / Discussion item on that agenda.

7. Information / Discussion Items

a. Accreditation Update

- Progress Report – Senators should read as this will be an Information / Discussion Item October 30th.
- Steering Committee – Senators Emily Blair and Ruth Fuller are faculty representatives – address issues to them to bring forward.

b. SLOs Update

- At the first division meetings of Academic Year 2006-07, during August Flex Cal, the trainers conducted SLO training workshops for their faculty and together with the deans divided the divisions and departments into teams to work on the individual course SLOs. Trainers are consulting with the teams and individual faculty members as they draft their SLOs and assessments. The first SLOs Task Force meeting of the semester took place on October 6, 2006. Trainers reported on the progress they were making in their divisions, shared strategies for making the process work more smoothly, agreed on the form and format used for recording SLOs and the data base for tracking SLOs creation by division. Director of Research and Planning Rob Simas will maintain the database and is also consulting and advising trainers in the SLO-drafting process. The trainers agreed that faculty should be including assessments for the outcomes. At the next Task Force meeting in November, trainers will bring sample SLOs from their areas so that the group can discuss and critique them.
- There are several SLO-related questions that the Senate needs to research, discuss and make decisions about:

- 1) Where to house SLOs? Office of Academic Affairs, division and department offices, other possibilities?
 - 2) Curriculum Committee role – should the CC approve SLOs or simply verify that they have been created? Should there be an SLO addendum to the Section Ks?
 - 3) Should SLOs be published on the intranet?
 - 4) A timeline has been agreed on for the fall: outcomes and assessments created for at least all gateway courses in each division. What is the next step?
 - 5) What role do we want outcomes and assessment to play on our campus?
- President Kropp referred senators to the Cabrillo College assessment site and indicated that she hopes to be able to bring the Cabrillo SLO Coordinator to Solano to conduct a workshop or series of workshops on outcomes assessment during January Flex Cal.
 - Rob Simas reported that Solano hosted a workshop for chief student services officers, which included a presentation by Dr. Marybeth Buechner, SLO Coordinator at Cosumnes River College. Dr. Buechner suggested asking faculty what they would want students to know one year after they have left a course and to use that as the course SLO. Rob gave a copy of the Cosumnes River guidelines to President Kropp and sent an electronic copy as well.
 - President Kropp stated that although we have division trainers, we do not have a designated SLO Coordinator, which she has been advocating for over a year. Senators suggested that perhaps one of the trainers could become the coordinator with appropriately increased reassigned time. Dr. Carson stated that she would explore that avenue.
 - President Kropp suggested that senators visit the Cabrillo and Cosumnes River assessment websites to review the approaches taken at these campuses as we explore our further course of action.
- c. 2006-2007 Institutional Goals**
- Rob Simas chaired the October 13, 2006 meeting.
 - The College needs to discuss the differences between annual goals versus college-wide goals and where the strategies fit in.
 - The group worked on strategic goals and measures, focused on how things will work, how strategies will be proposed, timelines and processes determined and how to separate funding for operational issues and strategies for new ways of doing things.
 - Starting this spring for next fall May 1st will be the new deadline
 - There are wording changes in the draft – Rob will send a new draft electronically and will post it on the intranet, too.
 - The timeline for budget planning is to begin identifying items that get worked into the budget that fall for the following academic year and after that it will be every year that budgetary things will come through.
 - Strategic Action Groups (SAG) will be the new process for proposing strategies.
 - Senators should be sure they have read the updated draft (8d) of the 2006-2007 Institutional Goals by the October 30th Senate meeting.
- d. Board Policy 4055: Health Examinations**
- BP 4055 allows the District to require an employee to undergo a medical examination if the District believes the employee might have a contagious disease or an illness or condition that could be harmful or impede the employee's performance of his/her duties.
 - The District can require a physical or mental evaluation by a physician of the District's choice.
 - Senators expressed concerns that the language of the policy would allow the District to arbitrarily order a physical or mental evaluation and that it could be used punitively. In

responding to questions, Human Resources Director Christensen stated that this is not used to evaluate staff, and deans do not evaluate faculty medically; however, the Ed Code requires that a person be able to perform the essential functions of his/her job and this empowers districts to order such examinations.

- President Kropp stated that this policy came before the Shared Governance Council last spring where similar concerns were raised. Council members requested that the policy be removed from the packet going to the Governing Board for approval and it was but has come back again to the SGC.
- Senators should review Policy 4055, read the Ed Code sections relating to this issue, and discuss the policy with constituents prior to the next Senate meeting. Points to consider include the following: should the policy be rejected outright? Could the policy be acceptable if the language were revised? If constituents favor the latter option, please bring back suggestions for language changes that might be acceptable.

Items e, f, and g were deferred to next meeting.

8. Action Items

- a. Acceptance of SCC Regular Effective Contact Policy
Motion to Accept – Sarah Nordin; Second - Robin Arie-Donch
M/S/P Unanimous
- b. Resolution to repeal Distance Learning Moratorium: Resolution 0603
Motion to Accept – Sarah Nordin; Second - Lou McDermott
 - Susanna Crawford moved for the following amendment: “that the Academic Senate suspend the current online moratorium until the end of this school year. Before May 1, 2007, the Distance Education Committee will review the progress that had been made implementing the recommendations of the *White Paper* and the *Final Report of the Working Group* and report to the Academic Senate. If the Academic Senate determines that insufficient progress has been made, then the suspension would sunset and the moratorium would automatically go back into effect.”
Second – Ruth Fuller
 - Discussion ensued on the merits of the amendment; Jeffrey Lamb pointing out that the crux of the matter was the change from “repeal” to “suspend.” Sarah Nordin observed that the amendment is not based on the recommendations contained in the *Final Report* while the resolution to repeal is based on the Working Group’s recommendations contained in the *Final Report*. Sarah indicated that she didn’t think a suspension was necessary and would not vote for it. Lou McDermott commented that he did not think the amendment was necessary since the Academic Senate’s responsibility is to ensure that the recommendations are followed and, if not, to take action. Jeffrey Lamb noted that the amendment contains a basic assumption of distrust and a lack of confidence in the Senate to follow through. The rationale for the amendment was then read by Susanna Crawford: “While the faculty members of the Math Science Division commend the hard work of the Faculty Working Group on Distance Education at Solano College that developed the *Final Report* and the progress that has been made implementing the recommendations of the *White Paper* and *Final Report*, there is still the desire to see substantial progress toward implementation of all of the recommendations in a timely manner before allowing the approval of many more online courses. Math/Science faculty members feel that a suspension of the moratorium will allow course development to proceed, while at the same

time assuring that the recommendations from the *White Paper* and *Final Report* be implemented in a timely fashion.”

- Emily Blair indicated that she understands the rationale behind the amendment but thinks it would be a bad faith gesture to support this motion. Ruth Fuller voiced support for the suspension because there are certain things that are not under the purview of the Curriculum Committee or CTA but are administration-driven. This is not about trusting the Senate, the faculty, or the Distance Education Committee but is about giving faculty some ability to ensure that their recommendations regarding academic and professional matters are followed. Ferdinanda Florence observed that some people will be more sensitive to the perception of trust and morale and will vote for the repeal without the resolution while others might vote for the resolution because they believe it provides more teeth for implementation. Sarah Nordin declared that the moratorium needs to get lifted as soon as possible. President Kropp, noting that she votes only in case of a tie, commented that she would not favor voting for the Math/Science motion although she understands why it was brought forward. Lifting the moratorium now is an opportunity to show good faith. The creation of the new Distance Education Committee as a sub-committee of the Senate is going to give the faculty the institutional oversight and accountability in the online program that we were missing in the past. Altering the conditions for lifting the moratorium – or even appearing to do so – does not seem like a reasonable course of action for the Senate.

- The vote for the amendment was two votes in favor, six opposed; the amendment failed. The original motion, which was to adopt Resolution 0603 for repeal of the moratorium, was then voted upon, seven votes in favor, one opposed. Motion carried.

9. Announcements

None

10. Adjournment

Motion to Adjourn – Sarah Nordin; Second Lou McDermott

M/S/P Unanimous

Meeting adjourned at 5:25 p.m.