ACADEMIC SENATE

ADOPTED MINUTES

January 13, 2009

1. **Call to Order**

   President Lamb called the meeting to order at 1:15 p.m.

2. **Roll Call**

   Jeffrey Lamb, President

   Erin Farmer–*ex officio*, Ferdinanda Florence, Ruth Fuller (substituting for Robin Arie-Donch), Joseph Conrad, Lisa Giambastiani, Michael Goodwin, Debbie Kalish, Jeanette McCarthy, Lou McDermott, Carl Ogden, Thom Watkins

   Late Arrivals: Susanna Crawford, Rennee Moore–*ex officio*

   Absent/Excused: Robin Arie-Donch, John Nagle, Gail Kropp (*Past President*)

   Guests: Lesley Kawaguchi, Rob Simas

   Others in attendance: Svetlana Podkolzina - *Math*, Cheryl McDonald - *Cosmetology*, Genele Rhoads - *Math*, Jack Schouten - *Humanities*

   Christy Martin, *Senate Administrative Assistant*

3. **Approval of Agenda** - **January 13, 2009**

   Motion to Approve - Senator McDermott; M/S/P - Unanimous. Amendments: The presentations by guests Rob Simas and Lesley Kawaguchi will be added to Item 6, Reports.

4. **Approval of Minutes - November 3, 2008 & November 17, 2008**

Motion to Approve November 3, 2008 - Senator Watkins; M/S/P - Unanimous. Amendments: Senator Florence noted that in Item 9, Announcements, that *Vox Populi* is an exhibition, not a production as labeled in the minutes, and it is part of a coalition of exhibitions associated with the National Art of Democracy.

Motion to Approve November 17, 2008 - Senator McDermott; M/S/P - Unanimous.

5. **President's Report**

   Available for viewing at www.sccsenate.blogspot.com

   - President Lamb encouraged all Senate members to read Tom Henry's "Administrative Review/Fiscal Health Analysis" for SCC. The report can be found on the Governing Board website at: http://www.solano.edu/president/Board/0809/EdMac.pdf

   - The Governing Board motion to remove Interim Superintendent President Lisa Waits did not pass.

   - Ross Beck is creating a press release to address and calm community concerns regarding leadership and accreditation status.

     Comment: Senator Ogden stated that there would possibly be a public news conference held on January 14 to address community concerns.

6. **Reports**

   Rob Simas - ARCC 2009 Report

   - Mr. Simas passed out a draft of the "ARCC 2009 Report: College Self-Assessment Response" for the Senate to review and discuss.

   - This draft does not include new MIS and graduation data from spring. The new data will be added to the next draft, due out at the end of January.

- Mr. Simas stated that this report, which tracks the progress of various student cohorts through and beyond many course sequences, is "designed to provide information to help present SCC in a good and equitable light," and drive parts of our planning process.

- Mr. Simas will forward the second draft to the Senate as soon as it is completed.

Comment/Questions: As there had been some disagreement about the ARCC report narrative last year, and the Senate had asked Mr. Simas to bring this document to us early on for consideration, the Senate thanked Mr. Simas for his responsiveness. Senator McDermott stated that the ethnic breakdown of students was too vague, and also that the report might be better if it included information about faculty as well as students. Mr. Simas said that this data was determined prior to the creation of this report and that he had no control over it. President Lamb asked for a brief description of IPEDS (The Integrated Postsecondary Education Data System - the core post-secondary education data collection program for NCES). Some members of the Senate expressed their concern over the fact that the new data numbers were not yet incorporated in this report and by the fact that certain reports were omitted. Mr. Simas restated that the new spring data would be added into the next draft. Mr. Simas was unsure why certain reports were not included in the study. The Senate continued to have much debate over the inclusion of the most recent data.

Lesley Kawaguchi – Accreditation Recovery Discussion Session

- President Lamb introduced Ms. Kawaguchi to the Senate and opened the floor for questions and discussion.

Comments/Questions:

- President Lamb: "How do you envision the Senate interacting with the new Special Trustee?" Ms. Kawaguchi said the biggest key to a successful relationship was clear and open communication. She continued by stating that this Special Trustee is the person who needs clear and constant communication regarding fiscal and budget issues,

because he will be communicating concerns to Chancellors.

- Senator McCarthy asked about management accountability. Senator Florence stated that there are varying procedures with each department dean regarding accountability.

- President Lamb asked how to establish a relationship with the Board without having them micro-manage the Senate. Ms. Kawaguchi responded that inviting the Board or Board Members to meetings and also clearly establishing roles would help in preventing micro-management.

- Senator Farmer asked Ms. Kawaguchi for suggestions as to how to gain faculty participation in the Accreditation Self-Study. Ms. Kawaguchi said the best methods are: 1) Tap into new faculty hires; 2) Find out which faculty members on campus have issues/problems; 3) Find out which faculty members are good at dealing with certain issues; and 4) Let people be recognized as a useful source. Ms. Kawaguchi also mentioned that the Superintendent/President should be a coordinator, not a micro-manager, and should be encouraged to recognize involved individuals at Board meetings. President Lamb said that he would mention this concept to President Waits at their meeting.

- Ms. Kawaguchi asked what can be done in the accreditation process to establish trust, so that everyone is doing their job and faculty is not being micro-managed. Senator Fuller stated that trusting people to get the job done and just letting people do the work they are supposed to do, like they did with SLOs, is the way to handle the issue. Senator Farmer stated that there should be a focus on accreditation during FLEX CAL, just like there was on SLOs.

- Senator Fuller asked if there would be a formation of an accreditation committee from the Senate. President Lamb stated that there already is a committee formed - the Accreditation and SLO committee, yet the actual membership and structure of the "Accreditation" side of the committee is still in flux.

- Senator Florence made the suggestion that Shared Governance not be called the "Steering Committee." Ms. Kawaguchi stated that the Senate should create their own "Steering Committee" and ask someone from the Board to be an Advisor or establish a further Advisory Committee.

7. **Information/Discussion Items**

   - Senate Goals

     o There has been some movement on updating the By-Laws. Senator Crawford will give information on proportional representation.

     o Under "Review Board Policy 5000 and 6000," President Lamb stated that VP Steinback is most familiar with Policy 5000 and he will ask about it in his next meeting with her.

   - Standing Committees

     o Basic Skills Initiative Committee - President Lamb stated that when this committee met and was ready to vote on a new leadership issue, they inquired about their voting procedures. President Lamb was uncertain about their procedures and began to research their guidelines. He could not find where this committee had been officially "voted in" as a Standing Committee, which means they were never formally established as a committee. President Lamb posed the question, does this committee have a mission statement and voting procedures? Senator Farmer stated that they are not a committee; they are a group of coordinators. President Lamb said that this group *should* be and in essence *is* a committee of the Senate because they report regularly to this body. President Lamb further stated that this problem (of voting procedures) could occur again, and when it does it is the Senate's responsibility to provide guidance. President Lamb said that this is issue is something that needs to be addressed in the By-Laws.

- President Lamb requested that some of the next Senate meeting be dedicated to working on the Constitution. He asked that all members read the Constitution before the next Board meeting. Senator McCarthy will send out an electronic copy.

- Though he noted that it was not on the agenda, President Lamb wanted to briefly inform the Senate on procedure for evaluating our current distance education course management software that he learned of while at a conference in Sacramento. Many colleges are moving away from eCollege and moving to more affordable programs which had saved them $200,000 - $300,000 a year. President Lamb will get this information to Senator Moore about these new programs. Senator Moore arrived from another meeting and addressed this issue, explaining that last year DE had looked into other systems, but that the reason they were cheaper for other institutions is that they were in larger districts. After this clarification, and some brief discussion, Senator Moore agreed that, as SCC district is growing, further investigation might prove fruitful.

8. **Action Reminders**

- Have the Constitution read and be ready to discuss at the next Senate meeting.

- Read/Review Tom Henry's report on "Administrative Review/Fiscal Health Analysis" for SCC.

- Read/review the ARCC report.

9. **Announcements**

- No Announcements

10. **Adjournment**

- Motion to Adjourn - Senator Florence; M/S/P - Unanimous.

- Meeting adjourned at 3:55 p.m.