



ACADEMIC SENATE

MINUTES

Monday – January 27, 2025

Denis Honeychurch Boardroom, Room 626

[Zoom](#) (889 8621 4078)

3:00 – 5:00 pm

1. Call to Order/Land Acknowledgement

AS President Scott called the meeting to order at 3:00 pm.

Senator Schouten read the Land Acknowledgement Statement.

2. Roll Call

Academic Senate Officers:

President

☒ Josh Scott (2024-2026)

Vice President

☒ Rachel Purdie (2024-2026)

Secretary/Treasurer

☒ Erin Duane (2023-2025)

Past President/Ex-Officio

☐ LaNae Jaimez (2024-2026)

Part-Time Representative

☒ Kristieen Rodriguez (2024-2025)

Academic Senate

Mathematics & Sciences

☒ Kristina Ferreebee (2023-2025)

☒ Randy Robertson (2024-2026)

Liberal Arts

☒ Jack Schouten (2023-2025)

☒ Glenn Keyser (2024-2026)

Career & Technical Education

☒ Chip Reeves (2023-2025)

☒ Toni Seals (2024-2026)

Counseling & Ad Hoc Awards Committee

Chair

☒ Amy Dauffenbach (2024-2026)

Social & Behavioral Sciences

☒ Lauren Taylor-Hill (2023-2025)

☒ Erica Beam (2024-2026)

Full-Time Senator At-Large

☒ Erin Duane (2023-2025)

☒ Matthew Schweitzer (2024-2026)

Health Sciences

☒ Wanda Butters (2023-2025)

☐ Scott Parrish (2024-2026)

Adjunct Senator At-Large

☒ Kristieen Rodriguez (2023-2025)

☒ Andrew Wesley (2024-2026)

	<p>Ex Officio:</p> <table> <tr> <td><u>Academic Program Review Chair</u> <input type="checkbox"/> LaNae Jaimez (2022-2025)</td><td><u>Assessment Chair</u> <input checked="" type="checkbox"/> Andrew Wesley (2022-2025)</td></tr> <tr> <td><u>Curriculum/Tech Review Chair</u> <input checked="" type="checkbox"/> Jim DeKloe (Interim for Spring, 2025)</td><td><u>Distance Education Chair</u> <input checked="" type="checkbox"/> Laura Maghoney (2023-2026)</td></tr> <tr> <td><u>Professional Development/Flex Chair</u> <input type="checkbox"/> Nazia Mostafa (2024-2027)</td><td><u>Student Equity & Success Chair</u> <input type="checkbox"/> Commodore St. Germain (2024-2027)</td></tr> </table> <p><input checked="" type="checkbox"/> Christina Taliaferro (Administrative Assistant)</p> <p>Guests: Kellie Butler (Superintendent-President) David Williams (Vice President of Academic Affairs) Lisa Neeley (Vice President of Student Services) Melissa Reeve</p>	<u>Academic Program Review Chair</u> <input type="checkbox"/> LaNae Jaimez (2022-2025)	<u>Assessment Chair</u> <input checked="" type="checkbox"/> Andrew Wesley (2022-2025)	<u>Curriculum/Tech Review Chair</u> <input checked="" type="checkbox"/> Jim DeKloe (Interim for Spring, 2025)	<u>Distance Education Chair</u> <input checked="" type="checkbox"/> Laura Maghoney (2023-2026)	<u>Professional Development/Flex Chair</u> <input type="checkbox"/> Nazia Mostafa (2024-2027)	<u>Student Equity & Success Chair</u> <input type="checkbox"/> Commodore St. Germain (2024-2027)
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3. Agenda Approval	<p>Senator Duane motioned to approve the January 27, 2025 agenda; Senator Dauffenbach seconded the motion. The motion passed unanimously.</p>						
4. Approval of Minutes	<p>Senator Duane motioned to approve the minutes from the January 9, 2025 – Academic Senate meeting and the minutes from the January 9, 2025 – Academic Senate with Educational Administrators meeting; Senator Butters seconded the motion. The motion passed unanimously.</p>						
5. Comments from the Public	<p>Representatives from the ASSC (President: Alexander Vidal-Baquero and Legislative Advocate: AJ Matthews) shared several updates and events.</p> <ul style="list-style-type: none"> January 29th (11:00 am – 2:00 pm) in the Theater: Presentation of a 9+1 student rights workshop hosted by the Student Center for California Colleges. The ASSC is planning to do classroom visits starting early February. In honor of Black History Month there will be a Poetry Slam (February 13th – 3:30-4:30 pm in the theater) and an art gallery opening with local artist, Liberty Pierson (Date TBD) Sanctuary Jurisdiction Advocacy: The ASSC is partnering with the Vacaville and Vallejo campuses to gather anonymous student testimony in support of Solano becoming a sanctuary campus. 						
6. Announcements	<ul style="list-style-type: none"> Glenn Keyser (Request for an Agenda Item): A debriefing and discussion of 						

<p>7. AS President Update</p>	<p>the recent lockdown drill.</p> <ul style="list-style-type: none"> • Matthew Schweitzer: Reggie Caldwell will be holding a series of 6 workshops in the Pride Center throughout the summer. Also, the Pride Center will be hiring a part-time staff person to handle crisis, etc. • Amy Dauffenbach: Requesting old textbooks (introductory) to be donated for church's mission trip to Africa. Please donate by March 1st. • Erica Beam: The faculty union purchased "Know your Rights Red Cards" which can be distributed on campus. <p>AS President Josh Scott</p> <p><i>7.1 Governing Board Updates: 10+1 study session; Support for Undocumented Students</i></p> <p>A 10+1 study session will be taking place at the upcoming board meeting. It will be a chance to talk with the board about shared governance. Sub-committee chairs will also be contributing information. In addition, discussions with the board about the possibility of Solano becoming a sanctuary campus are continuing.</p> <p><i>7.2 Credit for Prior Learning</i></p> <p>Talks with administration and the union are in progress. The goal is to build a strong policy to address this.</p> <p><i>7.3 Facilitating Difficult Conversations</i></p> <p>Conversations are in progress with Dr. Butler and VP Williams with the focus of addressing the administrative component in addition to a focus on strategies within the Academic Senate.</p> <p><i>7.4 Department Chair Update</i></p> <p>The taskforce will be meeting on February 7th to focus on compensation, a job description, etc. The hope is that details about the timeline will be released soon.</p> <p><i>7.5 Collaboration with ASSC</i></p> <p>AS President Scott will be attending the ASSC meeting on Friday, January 31st from 12:30 to 2:00 pm. Likewise, members of the ASSC are encouraged to attend upcoming Academic Senate meetings. Topics of interest are RSI Recommendations and ZTC Updates on February 10th.</p> <p><i>7.6 Student Handbook—Code of Conduct</i></p> <p>There are plans to collaborate with the ASSC regarding updates to the student handbook, specifically about appropriate student/teacher relationships and how instructors can function well as mentors/advisors for students.</p> <p><i>7.7 Hiring Manual and BP</i></p> <p>One goal this year is to update the board policy and the hiring manual to reflect what is already being done. Each document has not been updated in roughly 20</p>
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	<p>years. One example is the involvement of students in the faculty hiring process. This has been implemented but not documented. This topic is tentatively on the April 14th Academic Senate agenda.</p> <p><i>7.8 Compressed Calendar Taskforce</i> Conversations are in progress with VP Williams and Union President, Erin Farmer. The plan is to request 1 faculty representative from each school to join the taskforce.</p> <p><i>7.9 Vallejo and Vacaville meetings—change of schedule</i> The Senate Meeting in Vallejo will take place on March 10th and the Senate Meeting in Vacaville will take place on March 24th. The dates were chosen to align with ASSC club promo days in Vallejo and Vacaville.</p> <p><i>7.10 Other</i></p> <p>Kellie Butler</p> <ul style="list-style-type: none"> • Enrollment is going well (we are currently at 8,782), however the college is still dealing with fraudulent enrollments. Dean Borelli continues to work on this issue, which is also happening at colleges across the state. • Thanks to everyone who was involved in the planning of Convocation – it was a successful event. The keynote speaker, Dr. Marcela Cuellar gave an impactful talk about the importance of HSI (Hispanic Serving Institutions) followed by a workshop diving deeper into the same topic. • Immigration information is being distributed via Christina Lee and will also be available on a SharePoint drive and on the undocumented student resource page. “Know your Rights Red Cards” are available for faculty and staff. There are plans to provide additional handouts in classrooms. • The board will be presenting information about SB54 (CA Values Act) at the February 5th meeting prior to a presentation of the policy. • Accreditation for Solano has been granted for 18 months with a follow-up due no later than March 1st. The college received 4 recommendations. Two of these are compliance related (SLOs and RSI) and the others are related to our internal planning. <p>9. VP of Academic Affairs Report</p> <p>David Williams</p> <ul style="list-style-type: none"> • Sheila Hudson, Dean of Health Sciences, is leaving Solano College in February due to another opportunity. • We received the accreditation team report and the commission action letter. The team made 4 compliance recommendations, however the commission reduced two of them to improvement recommendations. Solano plans to address all 4 items. The report and the letter are both posted to the accreditation webpage.
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**10. VP of Student
Services Report**

Lisa Neeley

- Our liaison for the Dreamer Center is back from maternity leave. She will collaborate with Christina Rodriguez and Dean Heather Watson-Perez to provide support for our undocumented students. In addition, work is being done with Dean Murrell Green to establish a point person in counseling.

**11. Consent Agenda
– Action Item**

11.1 Appointed to the Director of Simulation and Allied Health Programs Hiring Committee.

Adam Iqueda

Maire Morinec

Senator Duane motioned to approve item 11.1;

Senator Reeves seconded the motion.

The motion passed unanimously.

**12. Action Items,
Including Items Removed
from Consent**

12.1 Request by voting members of the Academic Senate to participate remotely due to “Just Cause” or “Emergency Circumstances”.

Rachel Purdie requested attendance via Zoom due to “Emergency Circumstances”.

Senator Dauffenbach motioned to approve item 12.1;

Senator Schweitzer seconded the motion.

The motion passed unanimously.

*12.2 Approval to fund a 2nd \$500 student scholarship from Academic Senate funds.
(Erin Duane)*

A few years ago, some senators chose to divert their paycheck contributions from the regular senate fund to the senate’s scholarship fund. The intention is to fund 2 scholarships each year: one \$500 scholarship from the scholarship fund and 1 \$500 scholarship from the general fund.

Senator Keyser motioned to approve item 12.2

Senator Seals seconded the motion.

Discussion: It was explained that the contributions to the general fund have dropped slightly due to some senators choosing to divert their contributions to the scholarship fund. However, the senate does not have many expenses. Expenses are generally limited to the Distinguished Faculty Awards and supplies.

The motion passed unanimously.

*12.3 Approval of [POCR Process](#)
(Laura Maghoney)*

The DE committee formalized the process for POCR certified classes. These courses are considered to be high-quality classes; however, the process is voluntary. The steps are outlined on the [POCR Process](#).

Senator Duane motioned to approve item 12.3

Senator Schouten seconded the motion.

**13.
Information/Discussion
Items**

Discussion: The rubric used to identify classes which are best suited for a POCR certification is available for self-evaluation.

The motion passed unanimously.

13.1 Guided Pathways

- *Update: Where are we now with Pathways? (Melissa Reeve)*
Melissa Reeve gave a [Guided Pathways Progress and Status Update](#) supported by a [Guided Pathways Data Summary](#).

- *Management Update: What have deans/administration been planning? (David Williams, Lisa Neeley, and/or Kellie Butler)*

Dr. Butler expressed support for the current efforts to reinvigorate a focus on Guided Pathways. This is an opportunity to look at programs that need to be integrated, and it allows faculty to put focus on prioritization. This is the right thing to do to serve our students. The goal should be to institutionalize this work and keep it student-centered.

VP Neeley shared the idea of a success team model with the intention of building this in the spring semester followed by a soft-launch in fall 2025. The idea of a success team is a holistic integrated model to support and serve all students. The key goal is to have students identify a path, get on the path, and stay on the path. The team approach includes academic support, student ambassadors, basic needs support, and more. We need to think about how to proactively support students by checking in with them at regular intervals vs. not always waiting for them to come to us. It is also important to consider how Guided Pathways fits into the integrated planning process and the Student Equity Plan.

VP Williams shared information about 2 major accomplishments in Guided Pathways that have already been done. 1. Determination of meta-majors without a re-organization of the college; 2. Creation of program maps which unfortunately are difficult to locate on the website. More work needs to be done to make these program maps visible. Guided Pathways affect 2 types of students. Some students know what they want, and they just want to get in and get out. Other students do not know their path and they are exploring their options. For these students, Guided Pathways can give them a “landing spot” in a general area so that they can further explore.

- *Group Discussion and Reporting Out— (all)*
We will have 4 discussion groups, each focused on one pillar from the [4-Pillar Rubric](#) created by Dean Rexford. Discussion prompts:
 - *Which of these activities are we already doing (and to what extent?)*
 - *Which activities could we scale up soon / easily?*
 - *Which activities that we aren’t yet doing could we start soon / easily?*
 - *Are there additional activities that should be on the list?*

Highlights from the group discussions included the following:

[Pillar 1]

- Some majors/departments, i.e. anthropology, may not follow a certain path since there may be different possible pathways for students. This could be solved by having students first take a course that could fit into different pathways.
- The program maps on the website need to be made more visible for students.
- Counseling limitations may affect available guidance for students. A team model may be beneficial – faculty assisting and supporting counselors.
- There is a need for more visual aids across campus.
- Possible cohort programs in more areas on campus. Right now, these only exist in nursing, bio-manufacturing and possibly some certificate programs. 1st year cohort programs could be a way to successfully launch students.
- We need to audit pathway maps to determine which ones are missing.
- A reevaluation of certificates for viability. Are we really offering everything that students need?
- Flex activities!

[Pillar 2]

- This should be a whole college-effort which should be started at the high school level. Possibly a focus on dual-enrollment.
- We need to make sure that counselors see the pathways and that students can actually meet with counselors.
- The on-boarding process for students may be too complex and out of date. Does this discourage students?
- Bio Manufacturing and AutoTech are doing great work, but do students know about other paths? How can departments work together? Some students get to their pathways via different directions. Maybe we could do “industry nights” to share information.
- We could do audits of students that are close to a certificate. Sometimes, they may not even be aware of this.
- There is a lack of a feedback loop between faculty and academic counselors; we need good communication and sharing.
- We need student-friendly language on the website – students may not always get where they need to go.

[Pillar 3]

- We need more progress reports.
- We could use student ambassadors in the counseling office to call students.
- We need an effective early alert system.

	<ul style="list-style-type: none"> We need to consider facilities. Many of our classrooms have restrictive seating that may not work for differently abled students. We need to consider the importance of physical needs for students.
	<p>[Pillar 4]</p> <ul style="list-style-type: none"> We need to do SLOs and ensure that everyone is compliant. In addition, the data needs to be meaningful and done consistently. College prep classes/workshops could be beneficial for students to learn skills such as how to study, how to take notes, dealing with test anxiety, etc. More advertising and incentives Morale issues – we need to make sure this is considered for students and for faculty. Full integrated DegreeWorks Assessments need to be standardized and consistent <ul style="list-style-type: none"> <i>Next Steps</i> <p>This needs to be a campus-wide effort with clear goals. The Guided Pathways committee is looking to reconvene this semester.</p>
14. Sub-Committee Reports	<p><i>No formal reports. Committee Chairs may share important updates, as needed.</i></p> <p>No sub-committee reports were shared at this meeting.</p>
15. Other Reports	<p>There were no other reports at this meeting.</p>
16. Adjournment	<p>Senator Dauffenbach motioned to adjourn the meeting; Senator Reeve seconded the motion. AS President Scott adjourned the meeting at 5:02 pm.</p>

ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN HYBRID FORMAT UNLESS OTHERWISE NOTED.

Monthly Reports

1st Meeting of the Month:

Academic Program Review – LaNae Jaimez – [2024-2025 APR Committee Goals](#)

Student Equity and Success Council – Commodore St. Germain – [2024-2025 SESC Committee Goals](#)

Curriculum/Tech Review – Jim DeKloe (interim) – [2024-2025 Curriculum Committee Goals](#)

Guided Pathways Steering Committee – Melissa Reeve

2nd Meeting of the Month:

Assessment Committee – Andrew Wesley

Distance Education – Laura Maghoney – [2024-2025 DE Committee Goals](#)

Professional Development/Flex Cal – Nazia Mostafa – [2024-2025 PDFC Committee Goals](#)

Meeting Dates	Meeting Topics & Themes
<i>Spring Semester (2025):</i>	
[Date TBD]	<ul style="list-style-type: none"> Library Update & Discussion 10+1 Review of Academic Senate purview and brainstorm session. What is our responsibility? Our opportunity? (Josh Scott) – 30 minutes
February 10	<ul style="list-style-type: none"> Approval of RSI Recommendations (Laura Maghoney) – 5 minutes (Action Item) ZTC Update (Atticus Frey) – 15 minutes Update and collaboration opportunities with Student Government (ASSC)
February 24	<ul style="list-style-type: none"> Student Code of Conduct
March 10	<ul style="list-style-type: none"> <i>Meeting Location: Vallejo Campus</i> New Equity Plan - Dean of Equity and Success (Heather Watson-Perez)
March 24	<ul style="list-style-type: none"> <i>Meeting Location: Vacaville Campus</i> Dual Enrollment Follow-Up (Rachel Purdie & Taskforce) DE Handbook – Discussion/Action (Laura Maghoney) – time TBD (?)
April 14	<ul style="list-style-type: none"> Hiring Manual Updates Assessment Updates & Discussion (Andrew Wesley) – 20 minutes (?)
April 28	<ul style="list-style-type: none"> Sub-Committee Year-End Self-Assessment Reports Program Review Updates & Discussion (LaNae Jaimez) – 20 minutes (?)
May 12	