



**College Governance Council
May 10, 2017
Minutes**

Present

David Williams, Ph.D., Peter Cammish, Michael Wyly, Erin Farmer, Kevin Anderson, J.D., John Siefert, Richard Crapuchettes, Devin Cabillo, Neil Glines, Janet Schwartz, Irene Camins

Absent

Celia Esposito-Noy, Ed.D., Gregory Brown, Yulian Ligioso, Tonmar Johnson, Sal Abbate, Jeff Lehfeldt, Anna Castro, Maire Morinec

Call to Order

The meeting was called to order at 2:04 p.m. by Vice President Dr. David Williams.

Approval of Agenda

It was moved by Erin Farmer and seconded by Irene Camins to approve the agenda as amended.

The motion passed unanimously.

Public Comments

There were no public comments.

IEPI Indicators

Peter Cammish, Dean of Research, Planning, and Institutional Effectiveness, announced that the Chancellor's Office requested the college to set a variety of indicators, and therefore he shared the "College Governance Indicators" report with Council. This report provides a list of indicators, ten (10) through thirty (30), which are related to student performance and outcomes. Additionally, this report provides previously set goals and actual data for each indicator. In previous years, Council has organized a subcommittee composed of faculty and students to review these indicators and their goals along with the Academic Senate. The first nine (9) indicators are related to finance and will be reviewed by the Fiscal Advisory Committee.

Peter stated that goals are not needed for optional indicators, however in previous years we have set targets for as many indicators as possible. This is the first year where we have both previously set goals and actual data. For example, indicator # 10, “Completion Rate-College Prepared” shows that there was a past target of 67.7 but the actual score was 63.9 for AY 2015-2016. Peter mentioned that one of the challenges with this data is that it looks at students who entered the college six years previously. The state gives students six years from first entry to complete their degree, certificate, and/ or transfer. So any recent changes will not be reflected until six years from now, and for this reason we set both short term and long term goals.

Peter explains that the ACCJC requires our institution to set standards that we cannot fall below, meanwhile, the Chancellor’s Office requests the college to set standards that are aspirational. ACCJC and the Chancellor’s Office goals are not always related. Peter considered the list of indicators in the “College Governance Indicators” report to be extensive.

Kevin Anderson asked about the percentage of SCC students who are enrolled in remedial courses. Peter replied that we do not have that information. However, Vice President Dr. David Williams shared that the Chancellor’s website provides a scorecard page that will allow one to compare SCC to other schools.

Michael Wyly asked if remedial rates for Math and English would be affected by multiple measures and student placement for the Fall Semester. In regards to English, Peter anticipates a significant change because we currently have students who are enrolled in at least one remedial English course and English 101, simultaneously. The rate of these students passing their English 101 course are high. Peter reiterated that it is important to have a long term goal because recent changes will not be captured until six years later.

Richard Crapuchettes asked if it would be more efficient and effective to count the number of people who obtained degrees. Peter stated yes, but the state requests the number of degrees awarded. Janet Schwartz suggested that someone should check with the Office of Admissions & Records to ensure that this office is keeping track of the Low Unit Certificates, i.e. CNA Program.

Peter asked Council members to share the “College Governance Indicators” report with their constituents. At the next meeting, May 24, 2017, Council members will share any collected feedback from their constituents and provide recommendations for a subcommittee to review this report. Since the targets in this report are based on scorecard numbers, Dr. David Williams recommended that the goals should remain the same until the institution is able to reach the current goals successfully. If the goals are constantly changing, then they will never be achievable because changes will not be captured until six years later. Council will make a recommendation on how to move forward at the next meeting.

Faculty Hiring Manual

Michael Wyly, Academic Senate President, shared the “Hiring Manual for Solano Community College Faculty” with Council members. Since September 2016, the Senate has been working assiduously to develop sound and practical procedures in respect to hiring, at the request of

faculty. So far, the Senate has received feedback from Human Resources and awaits feedback from the Faculty Association.

Michael shared that this manual will be approximately forty-five pages and available electronically. The Table of Contents in the electronic version will be hyperlinked, which will allow managers to quickly search for Part-Time faculty hiring procedures in the event of an emergency. Also, the new “Critical Hires” section details the steps to take in emergency hiring. Michael mentioned that it is essential to hire based on program needs. This manual will not supersede the CTA contract.

Michael explained that previously faculty hiring committees were allowed to select their Committee Chair. In the future, a faculty member will co-chair a hiring committee with a Dean in order to ensure that there is a manager in charge of the legal requirements. Michael stated that the faculty co-chair will collaborate with Human Resources to ensure that the candidate pools are diverse. Due to the lack of demographic information available to committee members, Vice President Dr. David Williams suggested that committees take a closer look at measures of qualification to decide what is valuable for our college.

Michael stated that this manual not only provides a robust description of options in hiring Full-Time and Adjunct faculty, but it also addresses involvement of the co-chairs at the second level interviews. Kevin Anderson asked about the selection of committee members for Full-time and Adjunct Hiring Committees. Michael shared that this manual suggests a total of 4-7 persons per a committee. The Academic Senate President will appoint 3-5 members to represent the discipline, related discipline, and outside the discipline. Dr. David Williams mentioned that we do not want the committee to be composed of too many people from one department due to possible conflicts between committee schedules and class schedules. Additionally, large committees can be overwhelming for candidates.

Devin Cabillo asked if it would be possible for students to serve on faculty hiring committees and Michael shared that students have never participated in hiring faculty members. Although this manual does not address student participation, Michael said that the Committee Chairs would have to make this decision. Overall, the purpose of this manual is to streamline the process of hiring SCC faculty, ensure all candidates are treated equally, and provide current faculty members an opportunity to have a voice in recommending their peers for hire.

Michael intends to re-submit this hiring manual for review and approval to the Superintendent-President, Dr. Celia Esposito-Noy as well as the Faculty Association. Dr. David Williams asked if there was a similar document for classified hires or other constituent groups. Janet Schwartz replied that she does not believe that other groups have a similar document and therefore she will take this information back to the CSEA Board for discussion.

Proposed Changes to Governing Board Policy 2005, *Participation in Local Decision Making*

Michael Wyly recommends updating Board Policy 2005 in order to clearly distinguish the policy from the procedure. Additionally, he mentioned that there may be new proposed policy language which has not been incorporated into the district’s current policy. Previously, College Governance Council suggested to change the name of the policy from “Shared Governance

Participation in Local Decision Making” to “Participatory Governance...” in order to better match Title 5. Vice President Dr. David Williams explained that in Shared Governance everyone shares in the decision making, whereas Participatory Governance seeks and values broad participation by all constituent groups but the decision resides with the Superintendent-President or Governing Board. SCC follows the Participatory Governance Model.

Michael Wyly briefly reviewed Board Policy 2005 (As approved by College Governance Council 12/14/16) with Council members, and then discussed changes that were made to “Shared Governance and the Academic Senate” (Section 6). In this Section, the Academic Senate suggests to define Academic Senate, Faculty, Academic and Professional Matters, and Consult Collegially per Ed. Code, § 70902 and Title 5, § 53200. Also, the Senate would like to see the following items outlined, also known as the “10+1”. These items are within the purview of the Academic Senate:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District/College(s) governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as are mutually agreed upon between the Board of Trustees and the District Academic Senate.

Overall, the Senate anticipates that these roles will be more clearly defined in the policies and procedures, and most importantly they would like to see “rely primarily” applied to items 1,2,3, 5, 7, 8, and 9 because the Senate currently carries out these tasks. The Senate will continue to seek mutual agreement on items 4, 6, 10, and 11. Dr. David Williams suggests that “Recognition” should have its own section. This document was approved by the Academic Senate. At the next meeting, May 24, 2017, Michael would like Council members to take a vote on the changes made to BP 2005 in order to forward it to the Superintendent-President, Dr. Celia Esposito-Noy.

Other

Devin Cabilllo shared a revised version of the ASSC Bylaws with Council members. At the next meeting, May 24, 2017, Devin would like Council members to take a vote on the changes made to the ASSC Bylaws in order to forward this document to the Board for approval.

Adjournment

There being no further business, the meeting was adjourned at 3:04 p.m.

Respectfully submitted by Khadijah Adjabeng, Executive Coordinator, Student Services