



## ACADEMIC SENATE

### ADOPTED MINUTES

February 2, 2009

#### 1. Call to Order

President Lamb called the meeting to order at 3:06 p.m.

#### 2. Roll Call

Jeffrey Lamb, President

Robin Arie-Donch, Erin Farmer–*ex officio*, Ferdinanda Florence, Ruth Fuller, Joseph Conrad, Lisa Giambastiani, Michael Goodwin, Debbie Kalish, Jeanette McCarthy, Lou McDermott, Floyd Burnsed (in for John Nagle), Carl Ogden, Gail Kropp (*Past President*)

*Absent/Excused:* Susanna Crawford, Thom Watkins

Christy Martin, *Senate Administrative Assistant*

#### 3. Approval of Agenda – February 2, 2009

Motion to Approve – Senator Arie-Donch; M/S/P – Unanimous.

Amendments: Senator McCarthy will be first in the Information/Discussion Items

#### 4. Approval of Minutes – December 1, 2008 & January 13, 2009

- Motion to Approve December 1, 2008 – Senator Arie-Donch; M/S/P – Unanimous.  
Amendments: Senator Arie-Donch requested that the wording in her report would now read: “Senator Arie-Donch is concerned that SCC would be providing marketing for Kaplan...,” instead of “SCC will now be providing....” Senator Arie-Donch noted that the last line of comments under her report should state that there was an overall consensus of “the Senate”, not “the board”.
- Motion to Approve January 13, 2009 – Senator Ogden; M/S/P – Unanimous.  
Amendments: Senator Conrad noted that Svetlana Podkolzina should be recognized under the math department and Cheryl McDonald should be under cosmetology. Senator Moore requested that she and Senator Crawford be listed as “late arrivals” and not as absent.

## 5. President's Report

- President Lamb noted the significance of the Governing Board's "Board Leadership: How Do We Rate Checklist," which was an attachment in this week's email distribution. President Lamb pointed out the significant shift regarding how the Board is rating itself. This report shows that the Board has acknowledged their weakness and they are attempting to work towards strengthening these issues. The recognition of these issues came about during a retreat held by Pam Fischer; the result of this retreat is the Code of Conduct which is found at the end of the checklist. This Code of Conduct will be passed during the Governing Board's next meeting.
- President Lamb spoke at the January 21 Board of Trustees meeting to express the Senate's objections to replacing the current Interim Superintendent/President with an outside interim. His comments may be found at [sccsenate.blogspot.com](http://sccsenate.blogspot.com).
- Shared Governance Council (SGC) is committed to moving strategic proposals along. They are the last review group before FaBPAC and it is their responsibility to prioritize seven strategic proposals so that they got to FaBPAC in a certain order. During the SGC meeting, President Lamb and Dr. Steinback gave a presentation on the ASCCC Accreditation Institute. President Lamb also observed that the Board of Trustees was discussing their Code of Conduct and suggested that SGC adopt a similar code that would reflect how the campus community will/will not engage the Board. This idea was accepted by the Board and will be brought back at a future meeting. President Lamb asked the Senate to consider the Board's Code of Conduct when gathering ideas on the SGC's Code of Conduct.

Comments/Questions: Senator Florence suggested that the SGC Code of Conduct may fall under Phase II of Academic Integrity. Senator Farmer stated that she would be reticent in passing a Code of Conduct because they are currently free to address the Board in any way; she was concerned that a Code of Conduct might hamper that freedom. President Lamb stated that his idea of the Code of Conduct was to address topics very broadly and generically, not specifically.

- Additionally, Ross Beck mentioned that he would be providing the college and the media with "talking points" to help negotiate the ACCJC's report that we will receive very soon. Kevin Anderson requested that faculty voice be included in those talking points. President Lamb sent Mr. Beck's list to Senators via email. One senator replied to the email and requested that in these "talking points" students be made

aware that SCC is not experiencing accreditation issues for any academic reason, but rather because of administrative reasons.

- FaBPAC was cancelled.
- The ASCCC Accreditation Institute was very informative and allowed for some great brainstorming. While the institute didn't give us a "magic bullet" for our accreditation woes, it did serve as a vehicle to see what the Standards are, what other institutions are doing, and what we *might* do as an institution. The Senate's role in accreditation is to ensure faculty participation in the accreditation document. It is our responsibility to "live the standards."
- Some discouraging news uncovered during the institute is that while we thought we would have a year from receiving notice of our status from the ACCJC, the reality is that we have a year from when the team came to visit the campus, which was in November.
- President Lamb realized during this institute that understanding the planning and budget processes is top priority. President Lamb, Dr. Steinback, and Tracy Schneider have met as a team and then with IS/P Waits and Rob Simas about reinvigorating the "Recommended Process for Solano Community College's Integrated Evaluation, Planning and Budget."
- Correspondence: The Jonnah Laroche Memorial Scholarship will award two continuing community college students with a \$500 award, and one student transferring to a four-year institute will be awarded \$1,000. Deadline is February 27. This year the awards will go to students in Senate Areas A and B; we are in Area B.
- Dean of Math, Science, David Redfield has sent proposed wording changes for page 43 of the current Solano College Catalog to bring SCC graduation requirements for math into compliance with his/our understanding of the new requirements of ASCCC.

Comments/Questions: Ms. Kropp explained that once the new requirements were approved by the Board of Governors that they became mandatory at all community colleges. Senator Conrad stated that the concern in the math department is that the new requirements have been adopted in the department, but are not reflected in the course catalog. Senator Conrad was unsure if the change to the wording had to be approved by any one body (i.e. Curriculum Committee or Academic Senate). The other concern of the math department is that the wording of the statewide approved motion opens the door to other non-math course possibilities. The math department was hoping that the Academic Senate would have a position stated and approved on record as to how they might approach suggestions for new courses that would meet the requirement. The math department would prefer that any course that would satisfy the math requirement would

be approved by their department. Ms. Kropp asked if curriculum committee approval was needed for a change in the catalog; Senator Farmer stated that she was unsure. Senator Arie-Donch stated that it was her belief that the changes in the course go to the curriculum committee, not changes to the catalog. An open discussion took place regarding the assumed steps needed to make a change to the course catalog. Senator Farmer stated that the math department should have the Senate's support when deciding which courses fulfill the math requirement. President Lamb stated that there seem to be two separate issues in this matter: 1) The paperwork that David Redfield and Carlos Esteve have put forward; 2) A resolution that Senators could generate to the effect that each department has primacy over which courses meet requirements. Senator Ogden stated that the statement of primacy should possibly be revisited and strengthened. Speaking to issue 1), Senator Arie-Donch pointed out that the course catalog actually starts in summer of 2009, not in fall of 2009. Ms. Kropp suggested that in the proposal/resolution, there would have to be a request to make these catalog changes effective in summer of 2009.

## **6. Reports**

- **Academic Affairs – Vice President of Academic Affairs, Robin Steinback**
  - No report, Dr. Steinback is ill.
- **Curriculum – Erin Farmer**
  - No report.
- **Distance Education – Rennee Moore**
  - No official report, they will be meeting Thursday, February 5.
  - Senator Moore stated that the committee is interested in adding language to course descriptions stating that online courses may require in-person finals with the instructor. In summer of 2009, the State Academic Senate will reveal their official interpretation and it is anticipated that final exams will need to be strengthened.

Comments/Questions: Senator Moore stated that when 50% or more of a class is online, then it is considered an online course. Senator Farmer corrected that statement by saying that anytime an alternative mode of delivery takes place it can be considered "online." Senator Moore noted that there is a great deal of debate over the definition of online. Senator McCarthy asked how to get the verbiage added in for a specific course description. Senator Moore answered that her department administrative assistant/secretary should be able to help her.

## 7. Information/Discussion Items

- **By-Laws Update – Jeanette McCarthy**

Comments/Questions: Senator McCarthy stated that she assumed everywhere that the term “faculty association” occurred should be removed. Ms. Kropp stated that she knew of no meetings of a “faculty association,” but suggested that the term be researched before it is officially removed (suggested resources were Charles Shatzer, Richard Kleeberg, and Christine Kress). Senator McCarthy volunteered to research this matter. The Senate then began going through the Academic Senate Officers’ Duties and Responsibilities and making editorial corrections, of which Senator McCarthy kept track. Senator Giambastiani stated that the majority of secretary duties are actually the job of the administrative assistant. Senator Conrad noted that according to the constitution, the secretary and the treasurer are actually the same person. Senator Moore stated that the hours should be fairly accurate in order to justify release time. Senator McCarthy said that for future meetings, she will distribute the by-laws in sections so that the entire document can be revised before the end of the school year. Senator Florence noted that there would need to be one meeting at the end to approve the document.

- **ARCC Report – Jeff Lamb**

Comments/Questions: President Lamb asked if there are any parts of the narrative that the Senate would like to have changed or edited. Senator Conrad asked if there was an updated report from Rob Simas. President Lamb stated that he had not yet received another version. Senator Farmer asked if there should be mention of the Basic Skills Initiative. There was an open discussion regarding wording and grammar, and several corrections were noted. The discussion then turned to the use of grading rubrics and the Core Four. President Lamb summarized by saying that the following should be included in the report: 1) Recognition of the contributions made by the Basic Skills Initiative; 2) The faculty’s desire to do away with the idea of common grading rubrics; 3) Explanation of how the Core Four can help to create a common sense of purpose. President Lamb will send these comments/suggestions to Rob Simas. If/When Rob Simas sends out a final draft with the revisions, President Lamb will forward the document to the Senate.

- **Calendar Committee Report – Jeff Lamb**

- Don Mourton, Interim VP of Student Services, has commented several times that on other campuses, the Senate decides the calendar – not the CTA.
- The Senate will have to vote to approve the calendar at some point.

Comments/Questions: Senator Florence opened a discussion questioning the “necessity” of tying Spring Break into the Easter holiday.

- **College Hour Report (Comments from Division)**

- Senator Arie-Donch stated that her division would welcome a college hour.
- Senator Moore and Senator Conrad both noted that it would be virtually impossible for the math/science department to fit this hour into their day.
- Senator Kalish said that the nursing department had rotating schedule where instructors and students are gone from campus two days a week.
- Senator Goodwin stated that his division didn’t have a great deal of discussion regarding college hour.

Comments/Questions: President Lamb summarized by saying that it sounded as though each division was in favor of college hour, but logistically it seemed impossible.

## 8. **Action Reminders**

- President Lamb will communicate the revisions of the ARCC report to Rob Simas.
- Senator McCarthy will send out sections of the constitution which should be reviewed individually and will be discussed at subsequent meetings.
- President Lamb and Senator Giambastiani will review and edit their respective officer duties.
- Senator McCarthy will research the term “faculty association”.
- Read the Board’s Code of Conduct and be ready to discuss how the Senate might create a similar Code of Conduct.
- President Lamb has the article “The Faculty Role in Planning and Budget” available for review.

## 9. **Announcements**

- No announcements

## 10. **Adjournment**

- Motion to Adjourn – Senator McDermott; M\S\P – Unanimous.
- Meeting Adjourned at 5:08 p.m.