



**ACADEMIC SENATE
SPECIAL MEETING**

ADOPTED MINUTES

**February 23, 2009
Board Room 626
3:00 – 5:00pm**

1. Call to Order

President Lamb called the meeting to order at 3:07 p.m.

2. Roll Call:

Jeffrey Lamb, President

Robin Arie-Donch, Erin Farmer-*ex officio*, Ferdinanda Florence, Joseph Conrad, Lisa Giambastiani, Michael Goodwin, Debbie Kalish, Jeanette McCarthy, Lou McDermott, Rennee Moore-*ex officio*, John Nagle, Carl Ogden, Thom Watkins, Gail Kropp (*Past President*)

Christy Martin, *Senate Administrative Assistant*

Absent/Excused: Debbie Kalish, John Nagle

3. Approval of Agenda – February 23, 2009

Motion to Approve – Senator Watkins; M/S/P – Unanimous

Amendments: If time permits, Senator Moore would like to hold a discussion regarding the roles of and relationship between the Academic Senate and the Union, and how that relationship may be viewed by the district.

4. Information/Discussion Items

Accreditation

- President Lamb gave an update on the accreditation working groups by discussing which individuals made up each group and what recommendation they are working on.
 - Groups two and three are progressing at a brisk pace. They have already held a meeting and have several more scheduled.
 - The co-chairs of group six have been in contact with one another.

- Group seven is composed of FaBPAC members. President Lamb is hopeful that a core group will develop from within this large group.
- Group eight, which is made up of college and board presidents, will be meeting on Monday, Wednesday, and Friday for the next two weeks.

Comments/Questions: Senator Arie-Donch inquired as to whether or not interim Superintendent President Waits would remain in group eight once she steps down from her current position. President Lamb stated that President Waits has been asked to continue working with the group. President Lamb informed the Senate that the wiki page has updated documents which list the participants for each group and also a master calendar of when each group is scheduled to meet. Senator Florence asked if a link to the wiki could be sent out to faculty. Senator McCarthy also requested that a link to the YouTube tutorial be redistributed. President Lamb stated that he felt both of these links should be sent out to faculty.

- President Lamb stated that the forum held on Friday, February 20, with Barbara Beno was extremely informative. Although it was very frank and blunt, President Lamb felt very encouraged and uplifted by Dr. Beno's talk.

Comments/Questions: Curriculum Chair Farmer stated that she spoke with Barbara Beno and asked if/when the college overcomes this accreditation hurdle, if we would then be under scrutiny for anything else. Dr. Beno stated that they would certainly be under further scrutiny and it would be possible to be cited for anything. Senator McCarthy stated that Dr. Beno pointed out that all teaching should be backed up with evidence. President Lamb stated that part of the overarching plan is to maintain the established working groups as ongoing committees.

Integrated Budget Plan

- Currently the "Strategic Goals, Objectives, Measures, & Targets" process is in use at the College. There is also another document in existence called the "Recommended Processes for Solano Community College's Integrated Evaluation, Planning, and Budget" which was created in 2004 and uses much of the same language as the "Strategic Goals, Objectives, Measures, & Targets" document. President Lamb, Rob Simas, Ruth Fuller, Tracy Schneider, David Redfield have formed a group called PERT (Process Evaluation and Review Team) that will be updating the 2004 document to 2009 standards. These revisions will be in support of recommendations one, two, and three. Their goal is to make the connection between SLOs, program review, and budget. President Lamb encouraged all senators to scan the most recent version of "Recommended Processes for Solano Community College's Integrated

Evaluation, Planning, and Budget,” and look for areas of weakness. While speaking to Dr. Beno, President Lamb stated that an integrated plan is in the works and asked if it would be possible to share this plan with ACCJC to get some feedback before the deadline. Dr. Beno instructed President Lamb to send the integrated plan to Jack Pond, who is the vice-president of the ACCJC. President Lamb noted that it would be very valuable to have the backing of ACCJC for this plan. PERT is intending to have a manual for the integrated budget plan established by April 1.

Comments/Questions: Senator Arie-Donch stated that many faculty members have stated that they find the document difficult to understand and that it contains unclear terminology. Senator Arie-Donch wondered if we might highlight the revision of the terminology as evidence that the faculty voice has been heard. Ms. Kropp noted that the visiting team found the chart to be too complicated, and now the revised chart is much easier to comprehend. President Lamb stated that it would be relevant to note the presence of these revisions and clarifications in the narrative. A side discussion was initiated by Senator McCarthy regarding safeguarding against retaliation and bullying. Curriculum Chair Farmer suggested that the college might look into distributing a faculty-wide survey to determine the frustrations and concerns of others dealing with retaliation and bullying. Curriculum Chair Farmer stated that if the surveys showed a high concern for a lack of safeguarding, then the college would likely bring in an expert to speak on and help address the situation.

President Lamb brought the discussion to a close by stating that he wants to be sure he is moving in the right direction concerning the integrated budget process. Ms. Kropp asked if a plan would be presented once it becomes more concrete. President Lamb stated that he is trying to gain feedback on it as it is being constructed by posting updates to the President’s blog.

FaBPAC Proposed Budget Cuts

- The Senators reviewed and discussed the previously distributed “Budget Reduction Impacts,” which was presented at the February 11 board meeting. This document brought forward universal possible cuts. President Lamb asked the senators to be certain to share any additional ideas/suggestions they may have for budget cuts.

Comments/Questions: Senator McCarthy asked to whom these suggestions (for additional cuts) should be made. President Lamb suggested that all suggestions should be made to immediate supervisors, which could then be passed along through the appropriate channels. Curriculum Chair Farmer recommended that they could also be given to President Lamb; President Lamb agreed. President Lamb informed the Senate

that these possible cuts were discussed in three ways: the purpose of the reduction, the impact of the reduction, and the contingency plan for the work to get done. The concern is now that FaBPAC is being asked how to prioritize these cuts. Senator Moore expressed her frustration over the ineffectiveness of cutting the budget for eCollege. Senator McCarthy stated that we should be working to fix the programs that are unsuccessful first, not going after the ones that are successful. President Lamb asked how a decision should be made in the ranking of the cuts. Senator Giambastiani questioned if anyone actually had enough data to make these decisions. Ms. Kropp stated that as a voting member of FaBPAC, she felt compelled to resist the pressure to prioritize and rather develop a philosophy statement of how cuts should proceed – which would simply be to keep the cuts as far away from the classroom as possible. Senator Ogden questioned why there were no consultant cuts on the proposal, and also pointed out a few contradictory and/or confusing entries.

President Lamb asked the opinion of the Senate on crafting a philosophy statement. The majority of the Senate seemed in favor of this action. A discussion was held regarding the dismissal of two educational deans. The Senate was under the impression that the two positions would consist of the current unfilled vacancies, thus not affecting any current educational dean. President Lamb stated that he was directly informed by administration that there would be two deans cut, in addition to the current vacancies. Cutting two additional deans would result in merging departments together.

Led by Ms. Kropp, the Senate held an open discussion on the points to be made while composing a philosophy statement. Ms. Kropp gathered the suggestions of the Senate and will continue formally crafting this statement. The Senate continued by questioning the actual amount of cuts that are required by the college. President Lamb stated that there should be some sort of insurance that all decision cuts are being properly evaluated. Curriculum Chair Farmer suggested that there should be a rubric or scale by which these decisions are made. Senator Arie-Donch questioned how quickly the decision cuts must be made. President Lamb did not know a specific date, but stated it would likely be soon. Ms. Kropp noted that the process of making these cuts was virtually impossible without proper data (i.e. – the amount required to cut, the timeline in which programs will be cut). Senator Conrad stated in case FaBPAC decides to proceed with a vote, the Senate should have an idea of what things they are willing to cut and what things they are not willing to cut. Senator Conrad further noted that the Senate does not want to be viewed as “folding their arms” and doing nothing. Senator Ogden stated that if this process (of evaluating budget cuts) can become institutionalized then budget issues could be relatively non-existent in the future. President Lamb stated that he is greatly concerned that accreditation issues are being bundled with these proposed budget cuts. President Lamb noted that the budget cuts are not being imposed by the accreditation team and these cuts

should not be addressed with the same sense of urgency as the resolution of the accreditation issues. Senator Arie-Donch stated that we should consider the 50% rule when dealing with these budget cuts. Ms. Kropp suggested that in the FaBPAC meeting, after the Senate philosophy has been read, the Senate should make a statement that based on their philosophy they feel cuts should be made in a certain order (i.e. lawyers, consultants, retirements, and then possibly toward a leaner administration). Senators continued contributing ideas towards the philosophy statement in an open discussion. Curriculum Chair Farmer then read a proposed rubric, written by Senator Giambastiani, as a supplement to the philosophy statement. The rubric stated that an acceptable budget cut would: 1) have clear, objective, and accurate data supporting the decision, 2) show a general long-term cost benefit weighing potential unintended consequences, such as community relations, legal fees, etc, 3) be as far from the classroom as possible, and 4) any and all applicable policies and procedures have been met. Ms. Kropp suggested that this rubric could be distributed in FaBPAC. Senator Arie-Donch recommended that the word “classroom” be replaced with “instruction.”

President Lamb noted that we currently have three representatives in FaBPAC in the meeting. Ms. Kropp stated that there were six Senate appointees to FaBPAC. President Lamb then asked if there was a volunteer who would like to substitute for Barbara Pavao’s spot. President Lamb also mentioned that there would possibly be a need to add an additional representative. Senator Moore volunteered to fill in for Barbara Pavao. Senator McDermott volunteered to step in for the other possible position. President Lamb stated that he would find out if this additional representative position is needed and let Senator McDermott know as soon as possible. Ms. Kropp will continue working on the philosophy and will send out a copy to the Senators when it is completed.

Academic Senate and Union relations

- Time did not permit for this item; it will be moved to the next meeting.

Code of Conduct

- Senator Goodwin has crafted a preliminary code of conduct for faculty and staff.

5. Action Reminders

- President Lamb will send out links for the wiki and the YouTube tutorial.
- All Senators are to look over the “Recommended Processes for Solano Community College’s Integrated Evaluation, Planning, and Budget” and recommend changes/suggestions where they see fit.
- President Lamb will email the Code of Conduct to the Senate.

- Ms. Kropp will email the Senate philosophy statement to the Senate.

6. Announcements

- None

7. Adjournment

- Motion to Adjourn – Senator Ogden; M\S\P – Unanimous.
- Meeting Adjourned at 5:00 p.m.