



## ACADEMIC SENATE

### ADOPTED MINUTES

April 6, 2009  
Board Room 626  
3:00 – 5:00pm

#### 1. Call to Order

President Lamb called the meeting to order at 3:05 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 for Distance Education*, Thom Watkins,

Christy Martin, Administrative Assistant

**Absent/Excused:** Floyd Burnsed, Carl Ogden, Gail Kropp

**Guests:** Dr. Robin Steinback, Josh Stein, Brad Paschal

#### 3. Approval of Agenda – April 6, 2009

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

Amendments: Senator Watkins would like to add a Treasurer's Report to item six.

#### 4. Approval of Minutes – March 16, 2009

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

Amendments: Senator Conrad suggested that the Mathematics Faculty Senate Resolution be added as an addendum to the March 16 minutes.

#### 5. President's Report

- Available for viewing at [sccsenate.blogspot.com](http://sccsenate.blogspot.com)
- In President Lamb's meeting with Dr. Jensen, they spoke about the recent FTES audit. The numbers are currently being double checked by the auditors.
- The committee on Accreditation will be here on April 27.
- President Lamb attended the Chancellor's Circle Luncheon at Contra Costa College on March 26.
- The Executive Board of the Senate was invited to meet with Dr. Jensen, Mr. Henry, and the SCFA Executive Board. The motive for the meeting was to speak with both groups regarding the impact the Joseph Colton letter has had on the ACCJC and Solano Community College. A letter from Dr. Beno, written to Solano College on March 24, can be found on [sccsenate.blogspot.com](http://sccsenate.blogspot.com)
- In FaBPAC and SGC meetings – (taken directly from [sccsenate.blogspot.com](http://sccsenate.blogspot.com))

- Dr. Jensen put forward a modified Budget Development Calendar because FABPAC is so far behind.
- There is a private auditor firm coming to SCC. Their report should be ready by the end of April. They will help to ensure the credibility of reporting docs from Banner and will do a Management Development Analysis. Based on this analysis, the audit cycle should be easier.
- Dr. Jensen also reported on the FTES issue he mentioned in his College update. There is perhaps a 2 million-dollar over-estimate of revenue. As he mentions he is in dialogue with the Chancellor's Office looking for "mortgage approach" solutions.
- Also, he mentioned again the need for SCC to grow its way out of financial problems. Yet, he added that because there is a "culture of conflict" on campus, we all need to "own the problem." Some ideas for growth included:
  - Competency-based Basic Skills
  - High Tech/ High Touch approach to teaching
  - Staggering Basic Skills to non-Basic Skills courses
  - Checking Pre-requisites and pre-screening for success
  - Centralizing BSI services to save time and money
  - Engaging our students in on-campus activities and jobs so they stay here and take more units.
  - Using the Ventura Promise as one model for us.
  -
- Learning Communities Conference 2009 (*see below for more information*)

## 6. Reports

- **Vice President of Academic Affairs – Dr. Robin Steinback**

- The official site visit for accreditation will be April 27. The schedule will be distributed to the Senate as soon as it is available. The committee will likely want to meet with the Senate on the day of their visit. There has been a change to the committee chair, as the previous chair has relocated to Texas. The new chairperson has not yet been finalized but there is a candidate for the position.

Comments/Questions: Senator McCarthy requested that there be some sort of update forum held for the Senate, so that all Senators are made fully aware of what progress has been made. President Lamb suggested that such a forum should be made available to the entire campus. President Lamb stated that he would work on organizing this forum.

- The ACCJC publishes quarterly newsletter called "Accreditation Notes." Dr. Steinback strongly encouraged all Senators to read this publication. In the latest issue, there is an article regarding SLOs and how they relate to course objectives.

Comments/Questions: Senator Moore asked if instructors will be spot checked to see if SLOs are included in syllabi. Dr. Steinback replied confidently that instructors will definitely be spot checked. Dr. Steinback continued that when we are spot checked, we will not be found in

complete compliance with this directive; our non-compliance will be because we have not been aware of this directive. We have been held to the standard that SLOs must be made public. Dr. Beno has already stated that after this visit, there will be more issues which we must work on for accreditation; this will be one of those issues.

- The 2008-2009 school year is the review period for Academic Affairs Board Policies and be revised as necessary. Dr. Steinback provided this revision packet to President Lamb in early March. This packet will go before Shared Governance this week for information, and will be brought back in May for approval, and will then move on to the Board of Trustees. The revisions reflect a change in Title 5, which has been renumbered, course repetition standards, pass/no-pass, etc. Dr. Steinback stated that there were no major, controversial revisions in this packet.

Comments/Questions: President Lamb stated that he wanted to add this information to our next Academic Senate meeting agenda and would ask that all Senators peruse the revisions in this packet.

- **Basic Skills Committee – Josh Stein**

- Josh Stein reported on progress on Basic Skills. His full report is attached (*see attachment*).

- **Study Abroad – Ferdinanda Florence**

- The Study Abroad Committee will be meeting later this month. Karen McCord's Southern tour is looking successful. Ron Zak's trip to Mexico is facing the possibility of cancellation, due to the recession and safety issues in Mexico. The Study Abroad Committee would like to begin implementing a new process for study abroad courses, where proposals are first reviewed by the Study Abroad committee. The Study Abroad Committee would be able to provide recommendations before sending the proposal to the Curriculum Committee. Senator Florence has spoken with Dr. Steinback regarding study abroad courses, and they are in agreement that academic rigor should be the focus of these courses.
- Another interest for the committee is the possibility of E-College courses or meeting at different locations in San Francisco and the surrounding area.

- **Treasurer's Report**

- The account balance at the end of 2008 was \$8034.45. Senator Watkins deposited four monthly contribution checks, totaling \$611.60. The most recent bank statement was incorrect, showing that we had only deposited \$601. Senator Watkins had this issue addressed and adjusted.
- There is also a missing check for deposit. Former Senate Treasurer Susanna Crawford has misplaced this check and is currently trying to retrieve it so that it may be deposited.
- The Senate has been issued an ATM card. Senator Watkins will keep this card secured.

Comments/Questions: Senator Arie-Donch asked for copies of the monthly contribution form for some of her new colleagues. Senator Watkins said he would update these and distribute them. President Lamb asked if there has been any movement towards dispersal in the staff development money. Senator Watkins replied that the amount to be dispersed would be very small because some of the money was previously spent. Senator Watkins further noted that they are currently unaware of who it was that received this money; it is being researched.

- **Learning Communities – Brad Paschal**
  - SCC hosted the 2<sup>nd</sup> Annual Learning Communities Conference from April 2-4.
  - There were 28 colleges that participated, 130 people registered for the conference, and 118 people attended. Many schools came on Title 3 and BSI money.
  - This event was a success due to the joint efforts of the foundation, administrators, faculty, and staff.

## **7. Information/Discussion Items**

- **Basic Skills Committee – Approval of Standing Committee**
  - Basic Skills Committee will be an action item for the next Academic Senate meeting, so that the committee may be officially recognized as a Standing Committee
- **Senate Representative to FaBPAC**
  - There is a vacant Senate seat on the FaBPAC committee. President Lamb asked for volunteers. Senator McDermott volunteered to fill this position
- **Tenure Reception – Ferdinanda Florence**
  - The tentative time will be Friday afternoon after the library closes.
  - Senator Watkins suggested we set a budget for the event. President Lamb stated that we should try to spend close to the same amount that was spent last year.
  - Senator Florence mentioned that she would be contacting Helen Intintoli regarding a hand bell choir performance.
- **Faculty of the Year – Selection Committee, Thom Watkins**
  - The nomination packet was distributed to Senators via email.
  - Senator Watkins asked that a committee be put together. The committee will be made up of the past winner, Kevin Anderson, Senator Conrad, and Senator McCarthy.
- **2009 Plenary Participation (San Francisco)**
  - The upcoming Plenary Session will be April 16-18, 2009. President Lamb asked if any Senators were interested in attending the Plenary Session. There were no Senators immediately interested. President Lamb stated that he would research the availability of funds and get back to the Senators for a response.
- **Duties and Responsibilities of Academic Senate Officers**

- President Lamb compared SCC's Duties and Responsibilities of the Academic Senate document to the State Academic Senate's Duties and Responsibilities document, and found the SCC version to be vague in comparison. President Lamb suggested that SCC model their document after the State Senate's format.

## **8. Action Items**

- Approval of Senate Resolution 09-02 (*see attachment*)  
Motion to Approve – Senator Arie-Donch; M/S/P – Unanimous Comments/Questions:  
Senator Conrad asked how the information in this document be distributed to faculty. President Lamb stated that this resolution could be sent out to all faculty members. There was a friendly amendment to strike the word “will” from the document (“...and ~~will~~ encourage the faculty to demonstrate professionalism in their conduct with the Board...”)

## **9. Action Reminders**

- Senators should review the revisions to the Title 5 Board Policy changes prior to their April 20 meeting.
- Christy will add the Math/Science Resolution 9.01 as an addendum to the March 16 minutes.
- President Lamb will work on organizing a campus wide meeting to provide an accreditation update.

## **10. Announcements**

- May 14 is the Registration Fair and further information can be picked up in counseling.
- Encourage your students to vote for student government

## **11. Adjournment**

Motion to Adjourn – Senator Watkins; M/S/P – Unanimous  
Meeting adjourned at 5:07 p.m.