



ACADEMIC SENATE

ADOPTED MINUTES

May 4, 2009

Board Room 626

3:00 – 5:00pm

1. Call to Order

President Lamb called the meeting to order at 3:00 p.m.

2. Roll Call:

Jeffrey Lamb, President

Robin Arie-Donch, Ferdinanda Florence, Joseph Conrad, Lisa Giambastiani, Michael Goodwin, Jeanette McCarthy, Lou McDermott, Rennee Moore-*ex officio*, Carl Ogden, Thom Watkins

Absent/Excused: Floyd Burnsed, Erin Farmer, Debbie Kalish, Gail Kropp

3. Approval of Agenda – May 4, 2009

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

Amendments: Institutional Review Board report (item 6) will be presented by Rob Simas. The Tenure Tea should be added to item 7.

4. Approval of Minutes – October 20, 2009 (II)

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

Amendments: Robin Arie-Donch should be listed as absent.

5. President's Report

- Available for viewing at sccsenate.blogspot.com
- President Lamb met with Dr. Laguerre on April 27 and discussed some qualities and strengths that Dr. Laguerre would be able to bring to SCC. Dr. Laguerre stated that he was considering forming a transition team over the summer to allow him some help while settling into his new position. President Lamb offered to work with Dr. Laguerre over the summer.
- The FABPAC meeting was very lengthy. The meeting included extensive discussion on the "Summary Budget Savings/ Reductions/ Revenue Enhancements" document. Some other points of interest were:
 - Programs rely on statewide funds but in reality can encroach on general funds.
 - Community Service programs (Contract Ed, SBDC) will need to “chase money for their salary.”
 - The EC will evaluate the most up-to-date numbers in July and then review them in September and January.
 - The FTES deficit has been recalculated and is projected to be between 1.5 and 2 million dollars.

- Dr. Jensen firmly believes that our Centers need to be "Cost Centers" in that what they generate in FTES should go directly to them, not simply into the SCC general budget.
- President Lamb met with members of the Accreditation Team during their visit on April 27. The members were all very positive regarding the work that has been done and were impressed with the steps taken by SCC toward improvement.
- President Lamb asked for volunteers for the graduation ceremony on May 22.
- Because there is money left in the travel and conference budget, President Lamb announced that the Senate can send two faculty members to the Faculty Leadership Institute in Tahoe. The institute dates are June 18 – 20.
- President Lamb asked for feedback from the Senate regarding the email/letter from Tom Grube on behalf of the SCFA Executive Board. The letter requested that the Senate:
 - Modify the letter that we (SCC Senate) are considering to ACCJC Chairperson Gaines (giving us (SCFA) a copy with highlights and revisions they suggest)
 - Remove all reference to the “Colton letter” from the Senate President's blog
 - Discontinue mention of this “issue” in meetings and communications with the Board, the faculty, the public, the administration, and the ACCJC

Comments/Questions: Senator McCarthy stated that she has heard concerns from constituents regarding the phrase “p-i-s-s-i-n-g contest” being included on a site affiliated with the Academic Senate. An open discussion regarding content of the President’s Blog and the Senate’s position in supporting that content ensued. A majority of the Senate supported the idea that the President’s Blog should possibly include a disclaimer stating that the thoughts, ideas, and opinions expressed on the President’s Blog are not necessarily those of the Academic Senate. Senator Watkins further noted that he was in favor of clarifying the President’s Report as information that is going into the Senate; not information that is coming out of the meeting.

Addressing the other requests from the SCFA letter, President Lamb stated that if the “issue” could be resolved there would be no need to further mention the topic in any venue. President Lamb stated that issues that affect the college are issues that are important to the Senate. He emphasized that he has never told the union how to do their job; his comments have always been that he was leaving the issue in the capable hands of the union members. Senator McCarthy asked if the letter to Chairperson Gaines will still be sent. President Lamb stated that there were three options: send the latest version (dubbed the “Joe version”), send the union version, or do not send a letter. Senator McCarthy noted that she had also submitted a version which contained grammatical corrections. President Lamb stated that he was unsuccessful in grasping the content of Senator McCarthy’s version due to the large amount of editorial notes. The Senate agreed to send out the “Joe version,” but with his parenthetical references to the “Colton letter” deleted.

6. Reports

- Enrollment Management Trend Analysis– Dr. Steinback VPAA
 - Dr. Steinback handed out an analysis of the apportionment accounting to date. The attendance accounting for apportionment purposes is reported to the chancellor’s office three times a year (January, April, and July).

- SCC has been below the enrollment cap for 3 years. If we were unable to restore enrollment cap of 9,182.02, our apportionment would be recalculated appropriately.
- Last year, the Deans gathered to review assessment data of the courses and degrees offered in order to drive enrollment.
- As of April 21 of this year, we have generated 9,708.26 FTE. We claimed, in error, FTE to which we were not entitled. We mistakenly claimed this FTE for three years and now have to pay that money back. We are looking to repay the Chancellor's Office this deficit using a mortgage type payment plan.
- Dr. Steinback assured the Senate that the miscalculation of FTES errors has been resolved. We have 32 sections scheduled for summer session I, these courses should generate approximately 2.7 FTE per section. Currently we are up 353.54 FTE. This means \$4,565 per FTES.
- We have met our goals to increase revenue strength.
- Dr. Steinback led Senators through the breakdown of numbers in her handouts (see addendum).

Comments/Questions: In reference to discussion regarding strategies to grow enrollment, Senator McDermott expressed concern over raising class sizes in certain courses, such as English, because it would be pedagogically unsound. Dr. Steinback replied that she is cognizant of class sizes and their impact on teaching. Senator McCarthy asked if it is true that after a certain number of FTES, the college would not receive any further money. Dr. Steinback confirmed that there is funding available for 2% growth. Dr. Steinback further stated that we needed to increase FTES in order to pay the FTES deficit and to restore the FTE, even at the cost of the college, because we did not want our apportionment to be based on 1,000 fewer FTE.

- Institutional Review Board – Rob Simas and Thom Watkins (See Addendum #2, Separate File)
 - The IRB task force is chaired by Jennifer Ellasces.
 - This group reviewed a lot of policies and procedures from 2- and 4-year colleges around the country. Mr. Simas handed out a draft of the policy procedures form that was created by the IRB.
 - The goal of the IRB was to create a set of policies and procedures that are very simple and accessible. Some forms are still being edited.

7. Information/Discussion Items

- ASCCC Plenary Resolutions – Robin Arie-Donch
Senator Arie-Donch reminded Senators of the pre-plenary discussion of the Statewide CCC AP GE list and reported that this resolution passed State Plenary with a modification. The Academic Senate on each campus must consider the CCC AP GE list for adoption.

Comments/Questions: President Lamb asked if the approval from the Academic Senate is needed by a certain time. Senator Arie-Donch stated that there is no set timeline for approval. She said that we could bring this issue to a vote at the next senate meeting or, if individuals feel they need more time for review, we could address the issue in the fall. Senator Arie-Donch also noted that the sooner this was decided upon, the more students

will be helped. President Lamb asked for this to be voted on for approval at the May 18 meeting.

➤ Constitution—Jeannette McCarthy

i. Article I, II, and III

- The Senate discussed how to address the SCC faculty in the constitution. President Lamb suggested striking the word “association” from the phrase “Solano College Faculty Association,” and Senators agreed.
- Senator Conrad pointed out that instead of saying full-time faculty members are those who have more than three-fifths of a full load, the constitution should be changed to say more than two-thirds of a full load.
- Senator Conrad further suggested that we strike articles 1 and 2, because we do not follow what is stated in these articles.
- Senator McCarthy asked if a committee could be formed to work on the constitution. With no one volunteering, the Senate has tabled this action until the fall.

ii. Duties and Responsibilities of Academic Senate Officers

- President Lamb has constructed a document that better clarifies the duties and responsibilities of the Academic Senate officers. This document will be passed along to the group formed in the fall to work on the constitution.

➤ Integrated Planning Process Evaluation Team

- President Lamb circulated the Integrated Planning Process Document to Senators via email. The overview of the Integrated Planning Process is updating planning processes from the past.
- Rob Simas, Josh Stein, Dave Redfield, Lisa Raquel, Sheryl Scott, Ruth Fuller, Tracy Schneider, and Jeff Lamb are on this team. They have been incorporating recommendations from the task force, SLOs, program reviews, and strategic proposals to come up with a planning process that makes the connection between the different planning mechanisms on the campus.

Comments/Questions: Mr. Simas explained that the document contains information on a strategic level that would change the way the college does business. There are also sections in the document that address creating operational proposals, such as the three year plan model. President Lamb noted that this document was written with clear and accessible language in mind. The document was also created to be modular and should provide insight and information regarding all aspects of preparing, presenting, and passing proposals. Ms. Schneider also noted that if a proposal that has been rejected, the faculty member would have the information telling why it has been rejected; as opposed to just being told no. Dr. Steinback pointed out that this process also leaves a trail of evidence. Senator Florence commented that it seemed the operational and strategic proposal processes followed the same course. Mr. Simas confirmed that the two processes were created similarly in an attempt to simplify the processes.

President Lamb stated that the goal is to begin training the Deans and classified staff on the process over the summer. Faculty would begin training in the fall. The next step would be to put the process through the shared governance approval process. Then, at the next ACCJC visit, the college will have evidence of their planning and effectiveness. Ruth Fuller noted that Erin Duane is going to put all of this information into a website

with useful resources; for example, the user can click on an acronym and find out the definition. Senator McCarthy asked about noting discrepancies in what is being done versus what is supposed to be done. Ms. Fuller answered that your documentation of SLOs would be your discrepancies. President Lamb further noted that by having these processes, this document will hopefully get rid of those discrepancies.

- Board Policy Changes and Revisions (Title 5)
Tabled for a future meeting

8. Action Items

- Tenure Tea
Senator Florence has asked that she be approved to spend \$280 for the Tenure Tea. The Senate approved this amount.
- Proposed Program SLO – Tracy Schneider
As discussed in the April 20 meeting, the Senate will approve a proposal to include program SLOs on the Course Outlines of Record (CORs), and to allow this to be done as an addendum through Curriculum, not then requiring a full course curriculum change.
Motion to Approve – Senator McDermott; M/S/P – Unanimous

9. Action Reminders

None

10. Announcements

None

11. Adjournment

President Lamb adjourned the meeting at 5:20 p.m.