



## ACADEMIC SENATE

### ADOPTED MINUTES

December 1, 2008

**1. Call to Order**

President Lamb called the meeting to order.

**2. Roll Call**

Jeffrey Lamb, President

Robin Arie-Donch, Erin Farmer–*ex officio*, Ferdinanda Florence, Ruth Fuller, Lisa Giambastiani, Michael Goodwin, Meredith Harris (replacement for Debbie Kalish), Jeanette McCarthy, Lou McDermott, Rennee Moore–*ex officio*, John Nagle, Thom Watkins  
*Absent/Excused*: Susanna Crawford, Carl Ogden

**3. Approval of Agenda – December 1, 2008**

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

**4. Approval of Minutes – November 17, 2008**

- No Minutes

**5. President's Report**

- The *Ad Hoc* committee for accreditation met Friday, November 21. The full minutes may be viewed at [www.sccsenate.blogspot.com](http://www.sccsenate.blogspot.com). The important points which came from this meeting included:
  - How to increase faculty participation in the accreditation process/self study? Some proposed solutions - need to communicate importance of the self study, provide training on the standards, ensure that the faculty voice is heard, and adopt the idea of voting right and editing jointly. Dorothy Hawke's presence at this meeting was very valuable because of her experiences in the self study process.
  - The organization of the Self-Study was discussed, and it was proposed that Shared Governance might act as a steering committee, followed by faculty chairs and co-chairs charged with dealing with standards, and finally focus groups that key in on particular sub-sections within a standard. President Lamb stated that he was unsure where the Academic Senate's Accreditation Committee would fit into this structure and would make sure they are informed.

Comments/Questions: Senator McDermott asked if there was a Senator on each of the boards. Senator Florence asked when and how it was decided that Shared Governance was the steering committee for accreditation. She then inquired about faculty coordinators. Another Senator stated that in the past when there were more standards, there were two presentations, one for Shared Governance and one for the

Academic Senate. After each body was given a presentation, they would meet for discussion. Most Senators agreed that they were more comfortable with that sort of presentation because they did not want a single body dictating to the faculty how the process should run. Another Senator stated that in the past she didn't feel that Shared Governance gave adequate attention to all documents. An open discussion followed.

- ASCCC's Accreditation Institute is January 23-25 in San Jose.  
Comments/Questions: President Lamb asked if anyone would be interested in attending. Senator Moore suggested that potential chairs should be sent to this conference based on the level of intensity and involvement in the meetings. President Lamb stated that he would get back to the board before finals and inform them if a stipend may be available to any attending chair and also if anyone has expressed interest in attending the conference.
- The idea of instituting/reinstituting a "College Hour" has been brought forth on several occasions throughout the semester. There are several reasons this continues to resurface. Many people find it difficult to find a common meeting time, people use their busy schedules as an excuse to get out of participating in other events, it is also a great time to promote great teaching and learning and create more of a campus environment.  
Comments/Questions: Senator Moore stated that the science labs are currently being used 8am-10pm, Monday-Friday. Instituting a College Hour would impact at least 6 classes. Another Senator stated that a College Hour would impact everyone. He stated that in the past a College Hour worked well and once it was taken away many faculty members had to use their lunch time for meetings. Ms. Harris stated that she has been involved in this discussion at several institutions and the best solution was to have one dedicated weekday in the fall semester and a different weekday in the spring semester. President Lamb made this topic an action reminder and asked that everyone take this discussion to their colleagues and report back at a later date.
- There is currently no policy regarding sabbatical replacement hiring. President Lamb asked how much time and effort the Senate wants to place on this topic.  
Comments/Questions: Senator Florence also asked which divisions get to have their positions filled. President Lamb stated that there is no specific policy that deals with sabbatical replacements, the policies and procedures for temporary hiring are to be used. A Senator said that in Math and Science they interview and bring in candidates for sabbatical replacements. Ms. Harris inquired if there was a parallel that might be drawn in the procedures for an emergency hire. President Lamb stated that he would invite the director of Human Resources to a meeting and have the procedures for sabbatical replacement explained to the Senate.
- The board of trustees approved the curriculum actions as submitted by the curriculum committee chair.
- Update on Mary Swayne and temporary replacement interviews.

## 6. Reports

Curriculum Report – Erin Farmer

- The curriculum committee has had their marathon meeting. Senator Farmer stated that there should be an earlier deadline for course proposals and new degree programs.  
Comments/Questions: A Senator asked about the interval between course proposals and course offering, and Senator Farmer answered that it was usually a year. A Senator stated that faculty members are rushing to try to get their courses listed in the catalog by March. Senator Farmer stated that during the fall semester there may have been 2 or 3 proposals and then suddenly at one meeting there were 61 proposals.
- Senator Farmer also explained that Distance Ed courses, even though they may have been approved under the old system, where approval was simply part of the consent agenda and needed no documentation whatsoever, are now required to all be reviewed fully and each course must be in compliance.
- There were some questions about how class size limit is determined in course proposals and Senator Farmer explained there is currently no curriculum policy of how class size is designated, and that perhaps the Senate need to address this lack.

#### Follow-up on Solano endorsements of “For-Profits” – Robin Arie-Donch

- Senator Arie-Donch spoke with a representative at Kaplan University. Senator Arie-Donch expressed the Senate’s concern about the standards and students’ ability to transfer with just an associate degree. The representative informed Senator Arie-Donch that Kaplan is willing to say that the students would not only have to earn an associate degree, but they would also have to show proof of completion of either IGETC or the CSU GE. Instead of being an “articulation partner,” the relationship will be called a “transfer agreement.” Senator Arie-Donch is concerned that SCC would be providing marketing for Kaplan, but at the same time she wants to be able to inform students of the potential 10% savings they will earn by signing up for Kaplan through SCC.

Comments/Questions: Senator Nagle expressed that with this change he has now even become stronger in his opposition for the partnering with Kaplan. Another Senator stated that she was also opposed because Kaplan would be willing to take students who have completed 60 units, whether or not they are actually ready to advance to junior level courses. The overall consensus of the Senate was in opposition to the partnering with Kaplan.

#### Distance Education – Rennee Moore

- The DE committee has been looking at ideas to ensure student identification. It is not legal to put any standards on DE students that are not also put on face-to-face students but, DE students can be requested to do things that face-to-face students are also requested to do (i.e. – DE students can be required to take exams in person). Senator Moore asked what standards the board would like to see to put into place for DE students.  
Comments/Questions: Senator Moore stated that she would like to see required in-person finals for online classes. A Senator stated that we would have to put a disclaimer in all online course descriptions stating that finals must be taken in person.
- The student code of conduct is currently being updated to include a code of conduct for online students.

## Updating the Bylaws – Jeanette McCarthy

- The constitution uses confusing terminology when referring to the senate/union/faculty association. Senator McCarthy stated that the term “faculty association” needs to be removed and there should be a decision made regarding what the faculty will be called.

Comments/Questions: A Senator suggested that the group be called the Solano Community College Faculty, and drop the word “association.” Senator McCarthy stated that the group could not simply be called the Solano Community College Faculty, so there must be word to substitute for association. Senator McCarthy asked that the discussion about this topic be stopped due to time. She asked that everyone consider a title for the group and email or respond to her at a later date.

- Senator McCarthy stated that she would first like to update the duties of the officers. She asked the officers to look at the constitution and make specific suggestions, and she passed out the full Ten Plus One Title Five regulations for reference. Senator McCarthy informed the board that she would send out all of this information electronically, and asked that everyone be ready to discuss changes on February 2.

Comments/Questions: A Senator suggested that there might be two meetings for the amendments of the constitution: one for smaller items (i.e. duties of the president, cleaning up the language) and the other for much larger items (i.e. personal representation).

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

- Final exam schedule – President Lamb stated that the Senate should have a larger role in the approval of the schedule before it is published.

## **8. Action Reminders**

- Ask colleagues about the implementation of “College Hour.”
- Senator McCarthy will email items which she discussed.

## **9. Announcements**

- No Announcements

## **10. Adjournment**

- Motion to Adjourn –Senator Florence; M/S/P - Unanimous