



ACADEMIC SENATE

ADOPTED MINUTES

August 12, 2008
Board Room 626
9:00 a.m. to 12:00 noon

1. Call to Order

President Lamb called meeting to order at 9:15 a.m.

2. Roll Call:

Jeff Lamb, President

Susanna Crawford, Robin Arie-Donch, Erin Farmer, *ex-officio*, Ferdinanda Florence, Ruth Fuller, Lisa Giambastiani, Mike Goodwin, Jeannette McCarthy, Lou McDermott, Rennee Moore, Carl Ogden, John Nagel, Thom Watkins.

Absent/Excused: Susanna Crawford

Senate Administrative Assistant Mary Swayne

Basic Skills Coordinator Joshua Stein

SLO Coordinator Tracy Schneider

Public Information Officer Ross Beck

Technology Services & Support Jay Field

Librarian Sandra Rotenberg

Math/Science Charles Spillner, Svetlana Podkolzina

3. Approval of Agenda – August 12, 2008

➤ Motion to Approve – Senator Florence; President Lamb requested deleting Items **8.8.3** and **8.8.4.**; they will be on the 1:00 p.m. Joint Meeting Agenda August 12, 2008; also delete Item **8.8.5** per Brad Paschal.

➤ Vote to Approve agenda as amended – M/S/P; Unanimous

4. Welcome and Introduction

President Lamb requested everyone to relate an unknown tidbit of information about themselves as they make their introductions.

5. Approval of Minutes – May 19, 2008

➤ Deferred to Senate Meeting on September 15, 2008

6. President's Report

President Lamb expressed kudos to his predecessor Gail Kropp, stating that he felt incredibly fortunate for her help and guidance as he transitions into the Senate President role. Gail Kropp

performed as Senate President with grace, elegance, and incredible communication skills. President Lamb shared his enthusiasm about fulfilling the role as the new Academic Senate President.

6.1. Faculty Leadership Institute –

- Sponsored by State Academic Senate
- Senators are encouraged to attend Faculty Leadership Institute
- Next Leadership Institute meeting is June 18 to 20, 2009 Lake Tahoe

6.2. Hiring Committee Appointments –

- Senate President responsible for Hiring Committee appointments
- John Nagle, Ann Bevilacqua, Brenda Tucker, and President Lamb selected to serve on the Superintendent/President Hiring Committee
- Academic Senate responsible for ensuring hiring policies are created with faculty input and are followed
- Senators are encouraged to familiarize themselves with the hiring policies and serve as watchdogs for its enforcement.

6.3. Senate Election Results –

- Proportional Representation received 48/34 votes; the Senate will need to continue the discussion this school year.
- Recommendations: Start election process earlier according to Senate By-Laws; eliminate paper ballots in favor of electronic ballots; and include the instructions with the ballots

Comments/Questions: Senators suggested ways to improve the continued discussion of proportional representation by resending the proposals and limit the number of options from which to choose to three (3). President Lamb suggested various websites that we could use for email-based electronic voting. This would be an effective way to accommodate both full-time and adjunct faculty in our elections. Paper ballots would be offered for those without email.

6.4. Summer Meetings –

- Superintendent/President Gerry Fisher
 - Discussed Presidential search; Measure G update; Progress on Accreditation Report; and Project K-16 Bridge, a cross-district program to gather student data. Superintendent/President Fisher will discuss at Flex Cal
- Vice President Academic Affairs Robin Steinback
 - Accreditation
 - Ideas for Policy review Series 5000 and 6000. VP Steinback recommends the policy review process start with faculty involvement.

President Lamb - that if the Academic Senate agrees, the Senate would work in conjunction with the Academic Affairs office and review policy items at every Academic Senate meeting.

-Basic Skills initiative, funding, and results of Summer Bridge program

President Lamb stressed the importance of the Academic Senate being more involved in the action and funding of the program. Budget development is one of the Senate charges included within the 10+1; as such we should consider forming an Academic Senate Budget Subcommittee.

- Division Deans Leslie Rota, Robert Myers, Philip Andreini

-President Lamb in meeting with them, confirmed his willingness to talk with all Academic Deans. He commented to them that if there is a program, an initiative or idea that they wanted fielded to all faculty members, the Academic Senate would be ideal for disseminating information and requesting feedback.

- Accreditation Commission for Community and Junior Colleges (ACCJC) letter -Soliciting nominations to be consider for commission membership. Appointments are for three (3) year terms and maybe a maximum of six (6) years; ACCJC is seeking two (2) public representatives. The nomination deadline is September 19, 2008.

7. Reports

7.1. Curriculum Committee – Erin Farmer

- Course management system transferring to Curricunet; will be fully implemented by spring 2009
- Curriculum Committee meeting schedule will be sent out

Ms. Farmer expressed thanks to Robin Arie-Donch, Barbara Paváo, and Marianne Flatland for their hard work and brilliant forethought on the new Liberal Arts degrees. The new degrees, after a few minor changes, are on their way to being accepted for school year 2008-09. Ms. Farmer read the letter from Ms. Stephanie Low recommending approval of the new degrees.

- SCC sent the maximum number of participants allowed to the Curriculum Institute this Summer
- All attendees were retrained on the approval process of stand-alone courses
- Retraining for all faculty will be conducted on campus early in the semester

7.2. Distance Education – Rennee Moore, Sandra Rotenberg

- Training during fall Flex Cal: Best practices using eCompanion on August 13th from 10:00 a.m. to 12:00p.m., Room 505; “up and running” session 1:00 to 4:00p.m.; training on actual setup for eCompanion.
- August 15th Jeff Gorden from eCollege will preview the new .NExT program
- BANNER – problems over the summer for online classes; system lost 60% of students in one of Ms. Moore’s online class.

Comments/Questions: Attendees voiced various situations that occurred with registration, class linking, non-links, total class numbers, differences in Dean and faculty member student reports, etc. via the BANNER system. President Lamb remarked that Vice President Jay Field would be presenting a BANNER update later in the meeting. Any questions, comments can be discussed with him at that time.

- Ms. Sandra Rotenberg, Distance Education Coordinator distributed Report on Distance Education Courses for 2008 and explained reasons for spring and summer issues encountered with the new BANNER system. Ms. Rotenberg – .NExT platform is in its testing stage and should be fully operational by Spring 2009.

7.3. Flex Cal – Charles Spillner

- The theme for this year’s Flex Cal days is from the PBS series “Discounted Dreams”.

- Committee Members: Charles Spillner, Chairperson, Ernie Duane, Kevin Brewer, George Daugavietis, Marc Lancet
- The committee has been discussing changing the number of required and optional days – and has discovered that any such change would affect our contract and as such would need to be a negotiated item.

Comments/Questions: Mr. Spillner asserted that many divisions are not represented on the Flex Cal committee and solicited participation. The committee meets once a week for an hour each semester. The committee has also been discussing the creation of a “master list” of approved optional Flex Cal activities. President Lamb suggested the Academic Senate discuss this with the Deans at the 1:00 p.m. meeting today.

7.4. Treasurer—Susanna Crawford

- No report

8. Information/ Discussion Items

8.1. 2008-09 Senate Meeting Dates

- Academic Senate President and Administrative Assistant will work on the 2008-2009 meeting calendar
- Ms. Swayne will email the meeting schedule to everyone.

8.2. Accreditation Update – Erin Farmer

- Full report presentation on September 15, 2008
- Background on past and present updates
- Reviewed each of the eight (8) Recommendations
- Midterm report must address all recommendations including those addressed in the special report
- First draft was due July 25, 2008; input for writing next final draft is due no later than August 22, 2008, and the writers next final draft is due September 1, 2008
- Project timeline: Review by governance groups begins September 8, 2008 and Board action will be on October 1, 2008

Comments/Questions: President Lamb – the Academic Senate and the campus owes Erin Farmer a great deal of gratitude for all her work on Accreditation. President Lamb encouraged everyone to review and read the sections of the draft report that relate to their area, and give responses. Clarification on resolving issues on the special report was requested. Ms. Farmer stated they must be resolved by the January 2009 deadline. If they are not resolved, then SCC could be placed on probation.

8.3. Banner update – Jay Field

- Use of Legacy/HP Reflections, the old campus system no longer in use for daily campus functions since implementation of BANNER
- Training ongoing for faculty; three (3) Flex Cal sessions this week – August 12th at 1:00 p.m. and August 13th 4:00 p.m.
- Next week training will be taken over by Office of Admissions and Records

- New project: student email will be outsourced to Google, with completion by October-November for spring registration. Students will be able to email outside of SCC.

- Contact Barbara Fountain for answers on how faculty features work in BANNER

Comments/Questions: Ability of BANNER to host pages for Faculty bio/personal information and syllabus information was discussed, as well as concerns related to class rosters. Vice President Field stated that SCC supports using eCollege to post information for our classes. Attendees had questions about the Drop Roster in BANNER and the codes associated with it. President Lamb commented that if the faculty has issues going through BANNER and we have the training for faculty, will there be an Enrollment Crisis Center for students who had some problems? Vice President Field affirmed that Rooms 402-403 would be set up as a Registration Lab and a telephone bank in OAR with Registration Aids for student phone calls. There is help to assist students with BANNER registration, etc. If you have a student to reinstate, this cannot be done through the BANNER system; you will need to go through OAR by contacting Barbara Fountain.

8.4. Public Information Office update – Ross Beck

Mr. Beck presented insights on being the PIO for SCC. As the marketer for SCC this includes:

- Starting with an assessment of SCC and finding ways to integrate into the community;
- Meetings – external and internal (50% of time is internal communications)
- Meeting with Executive Council and an organization offering loan programs for students; students sign up, pay a small fee, and establish a payment plan. This would capture more students for SCC and handle their finances separately. The program can tie-in through Luminas/BANNER and integrate with our accounting system.
- Contacting media outlets, increasing SCC public view with more advertising
- Getting faculty input on broad news issues, establishing public relations to facilitate community communications; outreach to special populations
- Internal responsibilities include meeting with individual departments/divisions, production of catalog, class schedules, website image, and branding to bring about consistency of information.

Comments/Questions: Mr. Beck requested that he be informed of any success stories on students, faculty, profiles, and staff on campus. The contact information can be sent to him. Mr. Beck responded to questions and comments regarding campus communication, specifically the lack of good communication, being consistent with information distribution, and SCC advertising outside of Solano County. Mr. Beck stressed that CA Community Colleges have specific districts. There are guidelines that state we cannot go into another district to advertise. The exception is athletics – can recruit from adjoining districts. President Lamb invited Mr. Beck to speak because one of our charges in the Academic Senate is ‘student success’ and as such, marketing success is in direct relation to our student success.

8.5. Senate Goals for 2008-09

- Deferred to the September 2008 Senate meeting. President Lamb indicated that he would read the possible goals at the Joint Senate meeting and report that the Senate is in the process of dialogue and debate on the goals.

8.5.1. Update by-laws

8.5.2. Technology

8.5.3. Academic Integrity/ Academic Freedom

8.5.4. Proportional Representation

8.5.5. Accreditation Subcommittee

8.5.6. Consult with Academic Affairs and Student Services about Policy Review

8.5.7. Others...

9. Action Reminders

- Ms. Swayne – send Senators proportional representation options
- Ms. Farmer – forward copy of letter from Stephanie Low to President Lamb for Academic Senate file.
- Flex Cal list of approved functions – Senators discuss process with Division Deans
- September 15, 2008 – Accreditation Report review

10. Announcements

- Ferdinanda Florence will not continue as the Senate Secretary for 2008-09
- Need a Senate volunteer to fill this post by the September 2008 meeting

11. Adjournment

- Motion to Adjourn – Senator Ogden; M/S/P – Unanimous
- President Lamb adjourned the meeting at 12:15 p.m.