



ACADEMIC SENATE

ADOPTED MINUTES

September 15, 2008
Board Room 626
3:00 – 5:00 p.m.

1. Call to Order:

President Lamb called the meeting to order at 3:10 p.m.

2. Roll Call:

Jeffrey Lamb, President

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

Mary Swayne, Senate Administrative Assistant
Robin Steinback, Vice President of Academic Affairs
Tracy Schneider, Student Learning Outcomes Coordinator

3. Approval of Agenda – September 15, 2008

➤ Motion to Approve – Senator Ferdinanda; M/S/P – Unanimous; President Lamb requested changing **Item 7.d.** to read **Institutional Review Board**. Vote to Approve Agenda as Amended – Unanimous

4. Approval of Minutes – May 19, 2008 and August 12, 2008 (two sessions)

➤ Motion to Approve minutes of May 19, 2008 – Senator Kalish; M/S/P – Unanimous; Senator Aire-Donch – need to change **Item 6.c. 1st bullet** from “Curriculum Committee voted on the proposed Liberal Arts Degrees ..” to read “*voted on the proposed alternatives to the Liberal Arts Degrees...*”. Vote to Approve friendly Amendments to May 19, 2008 minutes; Unanimous
➤ Motion to Approve minutes of August 12, 2007, a.m. and p.m. sessions – Senator Watkins; M/S/P – Unanimous

5. President’s Report – September 2008

➤ Report is available online at sccsenate.blogspot.com; (See Attachment)
➤ Reviewed content of meetings with Vice President of Academic Affairs Robin Steinback
➤ Information from Basic Skills Initiative Committee meeting
➤ Enrollment Management and Student Retention Committee points included:

- Designated Review Group for Strategic Planning; review Strategic Planning and evaluation documents for initiatives outside of cross-campus needs
 - Schematic produced on how the documents are processed; they were emailed
 - Governance Board Meeting
 - Requested community members to serve on Hiring Committee for the Superintendent/President position
- President Lamb encouraged Senators to submit names of active, engaged community members to serve on the Hiring Committee. There will be two (2) selections, one from the North area, and one from the South area.
- Preliminary Superintendent/President candidate interviews for semi-finalist selection will occur March 2 to 6, 2009; Governing Board interviews April 2009; site visit April 13, 2009, and hiring May 6, 2009
 - Special Board meeting: Vice President of Student Affairs Lisa Waits appointed as the Interim Superintendent/President
 - Information provided on meetings with Learning Communities, Division Deans, Webmaster Mr. Ota, and FABPAC
 - Correspondence from State Academic Senate – Expenditure Report for Basic Skills, Distance Education guidelines, Disciplines List Revisions proposal process; general information on State Awards, and State Academic Senate Board of Governors nominees
 - Accreditation Midterm Report – available on intranet

6. Reports

- Academic Affairs – Robin Steinback, Vice President of Academic Affairs
 - Second cycle revision of college Board policies and procedures
 - Academic Affairs policies fall within academic and professional matters of the Academic Senate
 - Request – Academic Senate to work with Academic Affairs revising Academic Affairs Policy Series 6000 and procedures
 - Putting forth a policy includes the policy procedures; they go together and are worked on at the same time
 - SCC has made revisions to at least 14 policies since February 2008
 - Title 5 changes update, Distance Education revisions on State Senate website
- Comments/Questions: Vice President Steinback asked what standing committees are under the Academic Senate, and President Lamb answered that we currently have Curriculum, Basic Skills, Distance Education, Study Abroad, and Flex Cal Committees. He observed that the Accreditation/SLO subcommittee currently exists without membership, charge, or specific structure, but noted that populating this committee is one of the Senate goals. Vice President Steinback here noted the requirements of the Brown Act; emphasizing that the Academic Senate's standing committees is required to follow the Brown Act procedures. When asked what the sanctions are when people do not follow SCC policies and procedures, Vice President Steinback explained that there is no one answer to that, and that it would depend upon what policy is not being upheld and what is the will of the leadership of SCC in terms of enforcing the policy; violators would be subject to the same kinds of sanctions and reviews in any type of disciplinary action.

- Curriculum Committee – Erin Farmer
 - First meeting last week; committee completed Stand-alone course approval training for certification
 - Approved courses; most modifications of courses approved were brought forward to accommodate certain BANNER restrictions

 - Distance Ed Committee – Rennee Moore
 - No report

 - Flex Cal – Charles Spillner
 - No report
- President Lamb noted that broader representation needed on the committee, and encouraged Senators to recruit division member participants.
- Treasurer’s Report – Susanna Crawford
 - Deferred to next meeting

7. Information / Discussion Items

- 2008-2009 Senate Goals

<ul style="list-style-type: none"> • Update By-Laws • Proportional Representation • Accreditation & SLO Subcommittee • Student Services/Student Success 	<ul style="list-style-type: none"> • Academic Integrity/Academic Freedom • Technology • SCC Budget Input • Consult Academic Affairs and Student Services on Policy Review
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Comments/Questions: President Lamb suggested these as possible goals for the Senate, noting that there is no set plan for discussion and some of the goals are carry-overs from last semester. Senator Watkins then pointed to the Student Services/Student Success goal, explaining that last semester faculty was appointed to Enrollment Management to look at certain areas, and reported that there was no need to form a standing committee. The goals were then discussed in depth by the Senators, covering such concerns as Senate involvement, questions the Senate would need answers to, how to proceed, and prioritizing the goals. It was suggested that the Senate start with what has to be done this year, and link some of the goals together. President Lamb then commented that these goals are not listed in any particular order, and that the Senators did not have to sign-up immediately. Some of the ways to focus and realign goals were suggested: To insert Proportional Representation into the goal of Updating the By-laws; to set up Accreditation and SLO subcommittee and making it work; to continue work on Academic Integrity Freedom Policy; Review 5000 Series and 6000 Series Policies and Procedures; to establish a Technology subcommittee to investigate on how we want to go forward as a Senate, and perhaps initiate basic appearance/changes of the website, and submit to the Board; to explore and perhaps enhance our role in the SCC Budget Input process. In response, Vice President Steinback suggested having a State Academic Senate representative come to SCC and give a presentation, tailored to SCC, on what is the role of faculty in budget and institutional planning, and budget development. President Lamb

also noted here that a colleague suggested making Technology a subcommittee or Taskforce of the Senate to get the technology questions/situation done, since the services are provided by SCC and there is no additional cost to implement the needed technology changes/updates. However, Ms. Swayne pointed out that a Taskforce is not needed for Technology, as it is an Administrative function. She noted that in her communicating with the Webmaster and President Lamb, our standing committees are already on the Academic Senate face page so that we can click that committee to go to the Agendas and Minutes, and that she has already been doing this. The only requirement the standing committee chairs should understand is that they will not submit documents directly to the Webmaster. All documents should come to the Academic Senate Administrative Assistant for editing, etc. for internet posting. Her request of Technology to have Acrobat installed on the Senate computer was approved, which means all word documents are converted to PDF for posting on the Senate webpage. This will give the Senate webpage a more professional appearance. President Lamb then noted that we can begin the process by having Ms. Swayne do what she can do and if she has questions or problems, she will bring them to the Academic Senate for a decision on making more significant changes.

President Lamb concluded that we have our basic goals for this year: We will be Updating By-Laws including Proportional Representation; populating the Accreditation & SLO standing committee; continue and finish Academic Integrity/Freedom policy, Review Policy 5000 and 6000 Series with Academic Affairs, and work toward investigating enhanced Budget Input.

➤ Accreditation Midterm Report

- SGC viewed Accreditation Midterm and Special Report
- SGC will meet Wednesday September 17, 2008 for final revisions; another draft, a fifth will be posted on the Intranet
- Recommendation 7 Fiscal Stability – has conflict between two (2) reports
- Special Report items – Planning, Fiscal Stability, Staffing Stability (a problem beyond our control), and Leadership

Vice President Steinback stated that she does not think SCC will go off “warning”, and that in fact, given the problems, SCC would be doing well to stay on “warning.”

➤ Student Learning Outcomes Update – SLO Coordinator Tracy Schneider

- Deadlines, semester goals: all courses coded to the Code 4 by end of October 2008
- Faculty assess courses same as 2007 adding a level of analysis on how the assessment applies to the Core 4 coding
- Only coding if the Core is there regardless of the instructor
- Use the Core that actually apply to the SLO that has been written
- This semester and next semester each division chooses one (1) core to assess, focusing on what is the most valued
- SLO assessment is not necessarily connected to grades
- Gateway courses or more revised by end of December 2008; next semester will complete revising all courses
- Curricunet, once setup, has a component that adds SLOs as an addendum

- Encourages Rubrics - having more than one if needed

Comments/Questions: SAOs and Accreditation – we have SAOs for most of Student Services areas, but what is missing is the actual assessment for most. They are doing the same as we do for courses. There will be a conference in a few weeks hosted at SCC according to Rob Simas for service areas to create SAOs and assessments.

➤ Institutional Review Board

- Function as the authority to review and authorize any research conducted involving faculty, staff or students (former, current or prospective)
- Policy and procedural materials collected that can be used to begin discussion at SCC
- This years' goal – drafting of a policy and correlated procedures for ultimate approval by the Board
- Mr. Simas is willing to work with the Academic Senate Taskforce
- People willing to work on an Institutional Review Board include: Deans Representative Maire Morinec, Barbara Pavão, Tonmar Johnson, T. LaNae Jimez, Dorothy Hawkes, and James DeKloe, Bruce Clark

President Lamb – will research if an Action Item is required of the Academic Senate for approving an Institutional Review Board Taskforce.

8. Action Reminders

- Special Academic Senate Meeting for Action on Accreditation Midterm Report on September 22, 2008 from 3:00 to 4:00 p.m., Board Room 626
- Senators review draft prior to the meeting
- Senate Goals as an Action Item at the October 6, 2008

9. Announcements

- Next week will be the celebration of the 10th Anniversary of the Dancing Fire Wood Kiln, September 23, 2008 starting at 6:00 p.m.
- December 2, 2008 (tentative date) High School Counselors Conference; need suggestions from divisions for the Agenda/Program; send your suggestions to Senator Arie-Donch

10. Adjournment

- Motion to Adjourn – Senator Arie-Donch; M/S/P - Unanimous
- Meeting Adjourned at 5:15 p.m.

Solano College Academic Senate

Monday, September 15, 2008

[President's Report September 2008](#)

Meetings

I've had the opportunity to meet with **Vice President Academic Affairs Steinback** on two occasions since our last Senate meeting. The bulk of our conversations have been related to the Accreditation Midterm Report. However, we did spend time on the inner workings and progress of the Basic Skills Initiative Committee. I am pleased to announce that Vice President Academic Affairs Steinback has proven herself to be available to meet regularly with Josh Stein, Basic Skills Initiative Coordinator and Tracy Schneider, Student Learning Outcomes Coordinator.

I attended the **Basic Skills Initiative Committee** meeting on September 8th. They have decided to adopt a new approach to the committee that includes submission and approval of written proposals for their different initiatives, the incorporation of data driven decisions and a general agreement to rethink how their initiatives are funded. [Minutes](#).

At the **Enrollment Management and Student Retention Committee**, because they have been designated as a Review Group for Strategic Planning, they took a look at two different strategic development and evaluation form proposals, one for Math and the other for Umoja. These two proposals were met with general support. The committee also discussed a strategic proposal for student athlete success on Friday of last week. Because I didn't attend that meeting, I'm not sure how things went. [Minutes](#).

The Board of Trustees has met twice since the Senate last met. Items of importance would include a call for community members to serve Superintendent/ President hiring committee, the proposed timeline for the Superintendent/President search, and the selection of Vice President Student Services Lisa Waits as our Interim Superintendent/ President. Additionally, I sent an e-mail to the Board offering faculty input on the selection of a search firm and the community members for the Superintendent/President hiring committee. I received a response from President McCaffrey, assuring me that he'll bring these items to the attention of the Board. [Minutes](#).

Brad Paschal and I got together to discuss Learning Communities and the idea of creating a Standing Committee of the Senate for this endeavor. Brad will come before the Senate soon with more details.

I've continued to meet one-on-one with Division Deans (Bob Johnson, David Redfield, and Maire Morinec) to facilitate communication with the Senate. These conversations have been very helpful to me so that I can get to know more about the issues and challenges facing the different divisions on campus. I think that I'll continue with these kinds of meetings and include the Vice Presidents.

Scott Ota and I got together to discuss the look and feel of our Senate webpage. We decided to reorganize things slightly to include links to the minutes of our different standing committees.

At FABPAC I was able to highlight concerns about our response to recommendation #7. The acute lack of faculty input on this response has brought home the importance of our level of commitment and engagement in the entire accreditation process.

Correspondence

I've received a series of letters from the State Academic Senate. The first was about our ESL/Basic Skills 2007-08 Expenditure Report followed by one on the comprehensive set of guidelines for Distance Education in the California Community College System (CCCS). They provided a link to this [Website](#). I also received information on the Disciplines List Revisions that included their proposal process, timeline, and form. Later, I got one with general information that discussed the State Senate's publications, resolutions, awards, and institutes for next year. Lastly, I've gotten some information on State Academic Senate Board of Governors Nominees.

Accreditation Midterm Report

Erin Farmer has currently completed the fourth draft of the report. It is available on the [intranet](#). Vice President Academic Affairs Steinback has come up with a revised [timeline](#). Of note is the request the Senate to see the report on 9/15 and to submit for action on 9/22.

Jeffrey Lamb, Ph.D.