



ACADEMIC SENATE

ADOPTED MINUTES

October 6, 2008
Board Room 626
3:00 - 5:00 p.m.

1. Call to Order

President Lamb called the meeting to order at 3:03 p.m.

2. Roll Call:

Jeffrey Lamb, President

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

Absent/Excused: Lisa Giambastiani, Rennee Moore

Mary Swayne, Academic Senate Administrative Assistant

Robin Steinback, Vice President Academic Affairs

Brad Paschal, Math & Science/Biological Science

3. Approval of Agenda – October 6, 2008

➤ Motion to Approve – Senator McDermott; M/S/P – Unanimous

4. Approval of Minutes – September 15, 2008 and September 22, 2008

➤ Motion to Approve September 15, 2008 minutes – Senator McCarthy; Senator Crawford noted incorrect spelling of name *Susanne*, change to *Susanna*. Vote to Approve friendly amendment to minutes; M/S/P – Unanimous

5. President's Report

➤ Available for viewing at www.sccsenate.blogspot.com (Attachment #1)

➤ Majority of time dedicated to Accreditation Midterm and Special Reports

➤ Governing Board approved Accreditation Reports October 1, 2008

➤ Accreditation Midterm and Special Report final version posted on Intranet

➤ Dr. Waits, Interim Superintendent/President, agreed to continue meeting with Senate President twice a month

➤ Basic Skills Initiative Committee meetings – several valuable proposals being considered

➤ State Academic Senate Plenary Fall Session, November 6-8, 2008 Los Angeles, CA; in the past, four representatives were sent – Senate President, Senate Vice President, Ex Officio (Curriculum Chair), and SLO Coordinator

President Lamb encouraged all Senators and especially CTE and Nursing to consider serious participation in state events such as Plenary.

- State Academic Senate for California Community Colleges (ASCCC) requesting nominations to represent Senate on Chancellor's Office Counseling Advisory Committee (CAC); applications accepted until October 9, 2008
- Senator Lisa Giambastiani (Humanities) accepted the Secretary Officer position for the Academic Senate (2008-10)

6. Reports

- Academic Affairs – Vice President Academic Affairs, Robin Steinback
 - Accreditation reports being prepared for mailing – collecting evidence
 - Special due October 15, 2008; on or before December 15, 2008 expect Accreditation team visit
 - Distance Education program changes to procedure; online course students can now be uploaded into eCollege with a debt ceiling of \$400; this will be for all students
 - Educational Administrators will join Academic Senate October 20, 2008 for recommendations on new faculty hires for the 2009-20 school year
 - Stephanie Lau (State Chancellor's Office) recommends a change to the University Studies Degree to break out "Preparing Elementary School Teachers" as a separate Associate of Arts Degree
 - Plan to present recommendation at the next Curriculum Committee meeting
- Curriculum – Erin Farmer
 - Will work on new Curriculum Procedure Handbook
 - Preparing for Curricunet startups

Comments/Questions: Senator McCarthy inquired about required forms from the State for CTE courses and guideline changes by the State. Vice President Steinback replied that there are changes, and we had a grace period last year to bring the Liberal Studies degrees and to bring our Job Directive Certificates into compliance. She also stated that she would be happy to work with Ms. Farmer on a presentation to the Academic Senate regarding this question and also respond to other comments Senator McCarthy raised at a previous Academic Senate meeting.

- Articulation-CSU transferability, UC transferability update

Senator Arie-Donch explained the transferability systems: one affects only CSU transferability courses and one includes UC transferability. CSU transferability: The system used to submit curriculum changes going into effect in Spring 2009 is now open and is going to close on Oct 17. What that means is any courses such as temporary #s or courses that were approved late last spring or even this fall can be made CSU (not necessarily UC) transferable so the students taking them in spring don't have to worry or wait, and, if the course eventually gets a permanent number without major modifications to it, there is no need to submit the permanent course outline to the system; just a number change. UC transferability: The appeal process for making courses UC transferable is now open until Oct 19 and we can submit courses that were approved by Curriculum Committee this fall, if there is an outline created for them. That would mean the course would be transferable for the 2008-09 academic year and could be offered for UC Credit in Spring 2009 (if UC approves it). This is a shady area whether courses recently approved in Committee (ex. Math 012) must have Board approval before they can be submitted. UC will take the outlines if the campus curriculum committee has approved them. The courses, of course, wouldn't be in the 2008-09 Catalog. However, that could be fixed by a catalog addendum as for the two new degrees. Senator Arie-Donch explained other scenarios and strategies related to work-arounds that would allow courses to be taught and for students to receive transferable credit for their work.

President Lamb added that the Academic Senate will not be taking any action on this point, but the formal decision will come from the Curriculum Committee. The CSU/UC course transferability issues for Spring 2009 are an Action Reminder for the Senators to discuss with their divisions. They should submit any request by October 17, 2008.

- Distance Education Committee – Rennee Moore
 - No report

➤ Treasurer's Report – Susanna Crawford

- Expenditures for Flex Cal Dessert \$70 and \$500 for Distinguished Faculty Awards, 2007–2008

President Lamb pointed out that a paper copy of the report should be distributed to the Senators, and that a copy must be maintained in the Senate office files. In reference to the Staff Development funds, we are still in the dark about the amount which has changed more than once, and whether the funds have been disbursed. Research will continue on this issue.

7. Information / Discussion Item

➤ Learning Communities – Brad Paschal, Math & Science/Biological Science Coordinator

- Information on the need for an Academic Senate recognized committee on Learning Communities Program
- Attended nationwide conference on Learning Communities to reinvigorate our existing program
- Team developed a foundation to strengthen and develop our program above and beyond the Coordinator's job

Mr. Paschal explained why a committee would be needed to implement the plan, revise the plan; create a policy if needed, and online courses. As the Learning Communities Program Coordinator, he is asking the Academic Senate for support in approving a formal committee. The size and composition of the committee is being fine-tuned, but he proposes an ad hoc volunteer committee similar to that of our Distance Education Committee.

- Distributed: Letter addressed to the Academic Senate; Proposed Program Goals (Attachment #2)

Comments/Questions: The Senate requested budget information for the program. Mr. Paschal stated that there is an existing budget through Humanities. There was a discussion of committee members for the program, and Mr. Paschal informed everyone that he was looking for a volunteer committee initially, rather than a representative one.

President Lamb voiced the Senate's support and appreciation to Mr. Paschal for bringing this subject to the Senates' attention.

➤ 2008-2009 Senate Goals (Priorities and Working Groups)

Comments/Questions: President Lamb offered suggestions on how the Senate should proceed with accomplishing the goals. Updating the By-Laws will include Proportional Representation. Senator McCarthy volunteered to oversee the structure of the *By-Laws*; Senator Crawford volunteered for *Proportional Representation*. Vice President Steinback suggested consulting Diane White about the process used in doing the CTA By-laws. There was an inquiry into whether the Senate voted on a final agreement for Proportional Representation. President Lamb read the response created in 2007-08 to Proportional Representation. The issue of Adjunct faculty representation was discussed, with a suggestion that Adjunct faculty should be included. Senator Crawford stated that she would include researching Adjunct faculty representation.

- Update By-Laws and Proportional Representation
- Consult with Academic Affairs and Student Services on Policy Review

Comments/Questions: President Lamb observed that we have until March 2009 to do this. While he recommended that the first step be for Vice President Steinback to vet the policies that need the attention of the Academic Senate, Senators did not agree, but opted to start as soon as possible reviewing the policies in a systematically, over the course of several Senate meetings.

- Accreditation Subcommittee

Comments/Questions: President Lamb noted the correct name is Accreditation and SLO committee. This was decided because the State Senate has the same committee structure, and he suggested that SCC should have two (2) separate committees. Discussion followed on the composition of an Accreditation committee; what tasks, how it will go forward, training, etc. President Lamb read aloud one of the "Dos and Don'ts" for Accreditation: Don't wait until 18 months out to do your self-study, and urged that the Senate take action quickly in this matter. Suggestions for the committee's tasks included working on Planning Agendas,

Sub-standards, researching other college Accreditation committees and their successes. Ms. Farmer voiced her concern over the lack of faculty participation, transparency when it comes to the budget dynamics, and the governing board, suggesting that a Senator should be a part of and have knowledge of these areas so that they can report/share this with the campus body. The Senate agreed that the first step to defining the Accreditation Committee would be for President Lamb to create an Ad Hoc committee whose membership could provide guidance on how to organize the College as we move forward. After the scope and composition of the Accreditation Committee is established the Senate recommended that President Lamb email \$ALL asking for help in establishing the Accreditation Committee member base.

- SCC Budget Input – Deferred
- Academic Integrity / Academic Freedom – Deferred

- Fire Technology Program
 - Deferred

8. Action Items

- Establishing Institutional Review Board (IRB) – Create Taskforce to investigate, review, create policy for Institutional Review Board

President Lamb informed attendees that there has been a tremendous response to the Institutional Review Board.

- Motion to Approve establishing the Institutional Review Board – Senator Arie-Donch; M/S/P – Unanimous

9. Action Reminders

- Articulation – needs UC/CSU transferable new course information for Spring 2009 from Divisions by October 10, 2008. The course list should be sent to Senator Arie-Donch.

10. Announcements

- Study Abroad Committee first meeting will be Friday, October 17, 2008 at 12:00 noon. If any division faculty is interested in joining, please do so.

11. Adjournment

- Motion to Adjourn – Senator McDermott; M/S/P – Unanimous
- President Lamb Adjourned the meeting at 5:03 p.m.

Solano College Academic Senate

[Report to the Academic Senate](#)

Senate President's Report

October 6, 2008

Most of my time over the past few weeks has been spent, in conjunction with Erin Farmer and Vice President Academic Affairs Robin Steinback, shepherding in the Accreditation Midterm and Special Report. As I mentioned at our Special Meeting on September 22, 2008 when the Academic Senate approved the reports, Shared Governance Council served as the review group for these documents and we met on three different occasions to come to full agreement, twice before our last Senate meeting and once on September 18, 2008. During the week of September 22nd the Associated Students of Solano Community College (ASSC), Executive Council, and Shared Governance Council all approved the reports. The Board of Trustees approved the final version during their October 1st meeting. While I cannot say that the Accreditation Midterm and Special Report remained exactly as they were when they crossed the Senate's desk, I can assure you that Erin and I worked diligently to ensure that the spirit of what the Senate approved was maintained. It was, to say the least, a challenging task. The final version of the reports is available on the Intranet under Events and Activities.

While the Board of Trustee meeting minutes are available for [viewing](#), I thought you might like a few highlights. The Board gave Dr. Tanaka a certificate in recognition of receiving his 8th degree black belt, making him one of only 14 people in the United States with this honor. They accepted our Superintendent/President's resignation. Finally, the Board approved the Accreditation Midterm and Special Report.

During Gerry Fisher's retirement event on campus, I had the opportunity to speak with our new Interim Superintendent/President, Lisa Waits, who would like to continue with the tradition of meeting one on one with the Senate President. I am glad that she has decided to meet with me because it is a great opportunity to bring Senate issues and concerns directly to the President of the College.

I have continued to meet with the Basic Skills Initiative Committee. Early on in the semester they agreed that their committee needed to formalize its proposal process and as a result they have been reviewing proposals. The full minutes can be found [here](#), but

it is worth mentioning that there are several valuable initiatives being generated by this committee, including a Center for Academic Success (similar to that at Butte College,) formalizing an Umoja group on campus. The complete list and estimated budgets are [here](#):

The Fall State Academic Senate Plenary session will be upon us soon, November 6-8, 2008. In order for us to participate we need to register before October 27, 2008. The event takes place in Los Angeles. A full description of Plenary is available [here](#). Senators should consider if they would like to participate. In the past we've sent four representatives.

I received a letter from the Academic Senate for California Community Colleges (ASCCC). They are calling for nominations to represent the Senate on the Chancellor's Office Counseling Advisory Committee (CAC). Nominations for representatives to the Senate must be accepted by October 9, 2008. Additionally, the Academic State California Community Colleges President's update can be found [here](#).

Finally, I wanted to announce that the junior Senator from Humanities, Lisa Giambastiani, has graciously accepted the Secretary Officer position for the Academic Senate.

Jeffrey Lamb, Ph.D.

October 2, 2008

Dear Senators:

I am asking for your support in approving a new Senate-recognized committee for the Learning Communities program. A formal committee is needed to strengthen and further develop our existing program.

A team from Solano Community College attended the National Summer Institute on Learning Communities, held at the Evergreen State College, last summer, and the team developed the foundations for a plan to strengthen and further develop our program. This plan intends to develop our existing program in order to 1) to reach more students and 2) to root the program at SCC more firmly. The reason is simple: students can benefit greatly from this experience.

Our program at SCC was one of the first in California. Our faculty recognized the value of this very early (almost 20 years ago). Meanwhile, many California community colleges have created a Learning Communities program in the past 5-10 years. This is not the next education fad, and these schools have not made arbitrary decisions. As you may know, students can benefit greatly—in both measurable and non-measurable ways—from a robust Learning Communities program. Other schools are now recognizing this.

Learning Communities are a nationwide movement on college campuses. More and more colleges are developing programs because the research is clear: Learning Communities significantly increase students' retention, satisfaction and success. In fact, U.S. News and World Report now consider Learning Communities when ranking schools. Consider the following excerpt from U.S. News and World Report (Sep 13, 2002):

*You'll also want to research the school's offerings, of course. For the first time this year, U.S. News assists in that effort by spotlighting schools with outstanding examples of academic programs that have been shown to enhance learning. With the help of staff members of the Association of American Colleges and Universities who are focused on quality initiatives in higher education, **we identified eight types of programs associated with student success, including first-year experiences, learning communities, study- abroad programs, and opportunities for undergraduate research and service learning.***

Learning Communities at SCC should be a model program. I think it can be, and there is a plan to achieve this. I am asking you to support an ad-hoc volunteer committee in order to implement this plan. In addition, this committee will review Learning Communities course applications and create policies for the Learning Communities program, albeit within the confines of the Academic Senate's by-laws.

Sincerely,

Brad Paschal
Biology Instructor &
Learning Communities Coordinator

Long-Range Objectives

- I. To reach more students
- II. To root the program at SCC more firmly

Strategies

- I. Improving enrollments by developing a PR plan
- II. Making the program more cohesive
- III. Recruiting and mentoring new faculty
- IV. Exploring the possibility of developing a Second-Semester Experience

Possible Ways to Achieve Strategies

I. Improve Enrollments by Developing a PR Plan by:

A. Online

- list courses under Department name and Learning Communities in online schedule
- making online class schedule titles more descriptive
- moving LC courses to top of list in the Schedule of Classes (print & online)
- adding a LC website link to online schedule
- showing data on LC courses' success on the SCC LC website
- developing a MySpace and/or Facebook page
- showcasing LC program on SCC website

B. Counseling

- having faculty presentations at the last Counseling Division meeting
- presenting data on effectiveness of LCs at a Counseling Division meeting
- show LC advertisement on monitors in building 100
- giving mini-presentations to students at Counseling orientation sessions
- asking Counselors to use LC courses as an example when showing students how to find info on a course in orientation sessions.
- adding a LC glass display case in Counseling waiting room?

C. Other

- having faculty briefly present in feeder classes at end of semester
- making a video of instructor and student testimonials
- having faculty share student work/projects at a required Flex meeting
- contacting local reporters assigned to SCC
- contacting student newspaper
- surveying faculty interest and views of LC program (to guide recruitment?)
- presenting to the Governing Board once a semester (bring students too)
- giving the Governing Board info/articles on LCs
- sending student comments to the Governing Board
- meeting with the President
- making a better flyer (contact Marge T. for suggestions)
- making a permanent poster (contact Marge T. for suggestions)
- using existing outreach efforts to reach HS students (Karen's program, etc.)
- advocating for priority registration for LC students
- presenting evidence for LC effectiveness at division meetings

II. Make Program Cohesive by

A. Consider standard practices for all LCs

- integrative assignments
- introducing and encouraging the same study techniques in all LCs
- using project/problem-based learning
- going on field trips
- distributing “how to” packets to new faculty and students?
- going to library orientations
- finding a public forum for students to share their work
- writing standards

B. Become a Senate recognized committee

C. Creating formal strategic goals, objectives, measures and targets proposal

D. Other

- creating our own (virtual) Teaching and Learning Commons
- having LC-wide social events and off-campus seminars
- having all LCs meet together at beginning and end of semester
(recruitment tool?)
- finding a physical location (office/student study area/resource center)
- participating in a regional consortium

III. Exploring the possibility of a Second-Semester Experience

- picking up where BSI First Semester Experience classes leave off
- offering transfer level, historically high-enrollment classes
- using campus data to guide decisions on course combos

IV. Recruit and Mentor New Faculty

- encouraging LC faculty to find a new partner
- using experienced LC faculty as campus resource faculty
- providing modest funding for LC related conferences?
- having a summer retreat?

Additional Items

- finding resources to help LC students navigate financial aid (etc.)