

ACADEMIC SENATE
ADOPTED MINUTES

October 5, 2009

Board Room 626

3:00 – 5:00pm

1. Call to Order

President Jeffrey Lamb called the meeting to order at 3:05 p.m.

2. Roll Call:

Jeffrey Lamb, President

Erin Duane; LaNae Jaimez; Richard Kleeberg; Lou McDermott; Rennee Moore-*ex officio*; Carl Ogden

Late Arrivals: Barbara Pavao; Karen Wanek; Jeanette McCarthy

Absent/Excused: Matt Borchert; Joseph Conrad; Lisa Giambastiani

Guests: Superintendent/President Jowel Laguerre; VP Academic Affairs Robin Steinback; Brad Paschal; Sandy Rotenberg

Connie Adams, Interim Administrative Assistant

3. Approval of Agenda – October 5, 2009

Motion to Approve – Senator McDermott; Seconded – Senator Kleeberg; Unanimous

4. Approval of Minutes – August 31, 2009 and September 21, 2009

Motion to split minutes for approval – Senator Ogden; Seconded – Senator Moore; Unanimous

Motion to Approve August 31, 2009 minutes – Senator Moore; Seconded – Senator Jaimez; Unanimous

September 21, 2009, Minutes tabled until next meeting

5. President's Report - Available for viewing at sccsenate.blogspot.com

Shared Governance Council (SGC): The Senate and SGC met to vote on the accreditation document. The Accreditation Special Report was approved unanimously.

Process Evaluation and Review Team (PERT): This group officially met for the first time and reviewed its charge, scope and composition. Additionally, PERT prioritized its first set of objectives for the year and will meet regularly for the next few Fridays and then less frequently after that. President Lamb appointed Ruth Fuller and Tracy Schneider to this committee as our faculty representatives. The Senate President is an *ex-officio* member.

Superintendent/ President Laguerre: During the "President's Meeting", Dr. Laguerre mentioned that the hiring committees for HR Director and the VP of Business and Administrative Services are moving forward. He announced that Vice President of Technology and Learning Resources Jay Field

has taken another position at Long Beach City College. There was some discussion as to how to adjust for his absence. Of immediate concern is who will lead the IT Department and the Library. There were several ideas discussed, including the formation of a collection of learning resource areas into something similar to the Center for Academic Success that Butte College has. As details come forward, they will be passed along to the senate.

Accreditation:

The Report: Dr. Steinback advised us that the final draft of the report is available on the Intranet. Because there have been some minor revisions, it is important for the Senate to read and ensure the final product is not substantively different from the one we approved last week.

Training: Last week Friday a team of Solano College faculty and administrators went to an ACCJC standards and self-study training. Because we have become, unfortunately, such experts on accreditation, there wasn't a great deal of new material. However, it was a good opportunity to meet some of the commission employees, ask direct questions about standards, and to come together as a team from SCC. Additionally, it was important to hear yet again that the Standards are not some arbitrary guideline established by the ACCJC in isolation but rather produced by us and our peers. I did receive an e-mail questioning why SCC was obligated to participate in the training. The answer is that we could have refused to participate. However, eligibility requirement 21 requires the college to maintain a healthy and professional relationship with ACCJC. Not attending would have damaged that relationship.

Division Deans: President Lamb has been meeting with Division Deans. His goal is to get feedback from them on the accreditation process at SCC, to see how they might contribute, and to be put on their division agendas to speak directly to faculty to answer any questions they might have and to solicit help for the next reports... especially the self-study in October. President Lamb expressed the importance to invite participation from all interested faculty to keep accreditation an open process.

Other items: The Senate office has been moved to 422.

6. Reports

6.1 Superintendent/President Laguerre

Dr. Joe Conrad is on the Board of Trustees (BOT) agenda to be approved to replace Dr. David Redfield as Interim Dean of Mathematics and Science. Also VP Jay Field is leaving the college, therefore President Laguerre has engaged the Senate, IT and library staff in discussion about what to do regarding the change.

Solano Community College received a Green Education grant for just over \$418,000 and now has an opportunity to look over this new area of emphasis for training and education.

S/P Laguerre thanked the Senate for work with accreditation. The report looks good. The shared meetings and frank discussions with the Shared Governance Council (SGC) and the Senate proved successful. The College's Strategic Plan expires in 2009, which means the College needs to start work on the next plan. S/P Laguerre asked the Senate to help and stated that a lot of involvement is needed for the next Strategic Plan. The afternoon of October 29th and the morning of October 30th are planned for activities. He would like to see people participate that haven't yet been involved in this process. The College will be looking at the mission statement, reviewing goals, and setting up

plans for the next five years.

Comments/Questions: S/P Laguerre agreed with Senator McDermott's suggestion that it would be wise to begin looking at the next Five-Year Plan at the three-year mark, to have ongoing activity. President Lamb noted that reviewing the strategic plan includes looking at the mission statement, value statement, goals & objectives, quality of teaching and learning, student access, technology, diversity, etc. Because the Integrated Planning Process is connected to the Strategic Plan, what is changed there will affect many different areas. The district plans figure prominently in the direction the college moves.

S/P Laguerre noted that on October 13, some state legislative staffers will visit the College to ask and answer questions in regards to what does and doesn't work, to learn what is going on in classrooms, and what programs and projects are working out. They will look at buildings in need of renovation and plan to see where specific needs are and what the college has done. Senators expressed interest in their visiting the nursing lab, the science building, the library, and the theatre. The staffers are visiting a number of colleges, including Solano College's Vallejo campus.

6.2 Vice President of Academic Affairs Steinback

In addition to the Green Education grant, the college received two grants funded through the Workforce Investment Board. One grant is for wastewater management and the other is for industrial maintenance, both in the amount of \$49,999. These grants are part of the American Relief Recovery Act (ARRA) stimulus dollars for industrial management.

6.2.1 BSI (Coordinator/Budget) and Accreditation

BSI is a categorical program in its fourth year at the college. Though the college expected to receive \$116,000, the chancellor's office notified Solano to expect only \$90,000 because of cuts in the program. Then college presidents were informed the colleges would be fortunate to receive 25% of the original amount promised from ARRA. The BSI budget baseline decreased from \$100,000 to \$90,000. The college has \$26,000 - \$29,000 carryover from last year. There is no flexibility with this as the money must be spent on basic skills. VP Steinback responded to questions that there is no current consideration in the state to raise fees and affirmed that the coordinator positions will be recruited and filled. She also answered that this should not affect the rest of the budget. As a condition of accepting BSI money it was stipulated that these funds were not to be used to supplant general funds; BSI money is to be used for the coordinator positions. The full cost of release time for the BSI coordinators was charged against the BSI budget because of audit findings. Nonetheless, the college has been spending BSI funds at higher rate. The point of BSI was for the colleges to explore what strategies would work for fundamental foundational classes into collegiate training. President Lamb shared his understanding that there is a window of time during which this kind of funding would become part of the regular general fund as the College takes on the responsibility of rolling BSI into regular curriculum. Once the program is placed in the general fund and institutionalized, it is supported as a priority. VP Steinback explained that BSI wasn't set up to continue in perpetuity. This was a three-year commitment and the college is now in year four. While colleges have made great strides accommodating students who need basic skills, there is room for improvement. She is eager to have recruitment for the BSI committee to make decisions about the future.

VP Steinback met with the Minority Coalition to discuss the Ethnic Studies Coordinator position. The last revision was through SGC in 1993. The college will be recruiting for that position as well.

Accreditation – VP Steinback gave an update on the curriculum and program review that she and Ms. Duane have been working on, so that we can get back on schedule to meet accreditation standards. CTE requires a program review every 4 years. Solano College implemented an in-depth program review every 3 years with a less elaborate annual review every year. The steps in this process are curriculum review, program review, and then results published next fall.

VP Steinback explained that half of the colleges in California have to write special reports because of strongly worded letters or sanctions based on program review. She is the curriculum analyst and reviews all the curriculum reports. It is important the college meet the current Education Code that mandates current technical programs should go through program review every two years. Deans have been provided with program review data, which they use to develop proposals for new faculty positions. VP Steinback is asking the division deans, the Senate and Curriculum Committee to look at whether the college should do a deep program review every two years.

Comments/Questions:

President Lamb stated that the Senate usually takes recommendations from the curriculum committee regarding the schedules for curriculum review, since, as VP Steinback added, historically, curriculum review has been done as a precursor of program review, though it was noted that some colleges work on both reviews together.

President Lamb therefore suggested that the curriculum committee make the decision regarding the sequencing and cycle of curriculum as related to program review and inform the Senate.

6.3 Subcommittee Reports

6.3.1 Election Committee – Matt Borchert and Karen Wanek

Senator Wanek confirmed the election ballots were sent out Friday, Oct. 2. Ballot returns are due Oct. 14th. The Faculty Association sent out emails to all adjuncts regarding an opening, with a response of one nomination. Senator Wanek proposed that someone take on the task to organize election information and policy to be agreed on for future elections. A suggestion was made to meet with the Union President for input on procedure and also to investigate a computerized model. President Lamb requested a brief report at the next meeting from Senators Wanek and Borchert regarding the current election procedure, any problems noted, concerns and ideas on improving the process.

6.3.2 Learning Communities Committee—Brad Paschal

Chair Paschal explained the committee's four major goals: 1) Develop a robust public relations and marketing campaign to stabilize and make enrollments more predictable; 2) make the program more cohesive; 3) recruit new faculty to teach learning communities. Policy was discussed to put that into action; 4) explore learning communities as one way to address basic skills students and their needs. This semester members are focused on PR and initiated projects to help with that. Efforts range from

low tech to high tech, from students' video testimonials to MySpace, Facebook and blogs. Next semester LCC will plan for the next step. This semester has seen the strongest enrollment. Knowing there might be cuts based on enrollment caps, President Lamb suggested LCC invite VP Steinback to a meeting to discuss how to make adjustments to prepare for that. He also suggested using LCD screens for PR.

7. Information/Discussion Items

7.1 Goals – Senate Task Forces (progress report)

President Lamb requested recommendations from each task force which will be brought forward to the senate for discussion and approval. He will then send emails to all faculty members to recruit membership from outside the senate and urged senators to also do their own recruiting. He reminded task force chairs to use the operational proposal forms and as operational and strategic proposals are needed. Important steps in the process are: meeting with the task force team; recruiting members; activities; working on goals; setting timelines; success points etc.

7.1.1 Online Elections—Senator McDermott

Senator McDermott plans to contact CSU to gather information on problems and solutions experienced with their large election. He reiterated one idea of having a Tuesday-Thursday timeline election with faculty having the opportunity for absentee ballots. There are multiple solutions for elections including online or voting booths to install a better election system. President Lamb stated the two important points to be worked on regarding elections: 1) basic election procedures; 2) paper or online elections. There was agreement on importance of recruiting members outside of the senate for this task force. After discussion, the task force name was changed to Elections Procedures Task Force.

7.1.2 Constitution/Representation – Senators Giambastiani and McCarthy

Senator McCarthy is gathering constitutions from other colleges to use as comparisons/models for our possible revisions. She noted at some colleges the whole faculty is involved on committees, even if they are not on the Senate, and in some cases, the entire faculty is considered part of the Senate.

7.1.3 Enrollment Management – Senators Jaimez and Lamb

Enrollment management/retention affects both faculty and class offerings. The committee's initial goals are to have administration present their retention philosophy to the Senate. Other faculty should be at the Enrollment Retention meetings in order to participate in meaningful discussion. President Lamb stated the importance of the Union and Senate partnership in understanding each other and the part the Union plays in the efficiency committee. It is important to look at changes and explore curriculum issues that directly affect efficiency. This task force will look at best practices within the college, as well as statewide, including the teaching component and how to keep students in the classroom. The task force is considering developing a Flex Cal information training, and then passing a Senate resolution on an informative paper for faculty. Senators Jaimez and Lamb plan to work in conjunction and cooperation with Academic Affairs and Student Services.

7.1.4 Accreditation – President Lamb

President Lamb expressed the need for a co-chair for this task force. He requested input from administration to find who might be active participants.

7.2 Signed Evaluations – Senator Giambastiani

In Senator Giambastiani's absence, President Lamb initiated discussion per Professor Thomas Warren's request concerning the required faculty signature on supervisor evaluation forms.

Evaluations are opened by confidential staff, comments redacted, then submitted to the VP of Academic Affairs without signatures. After discussion of the pros and cons of this process, it was agreed that more clarity on the procedure and confidentiality is needed. Senator Wanek suggested the recording process could be outsourced. President Lamb will research this issue to see if it falls under Senate duties.

7.3 Vice President / President-elect of the Senate

This item will be discussed at the next meeting.

8. Action Items

E-mail Senate Constitution to senators and post on web.

9. Action Reminders

Senate Goals Task Forces to continue working on meetings/recruitment of members

10. Announcements

ASCCC September Senate Rostrums were made available.

11. Adjournment

Meeting adjourned at 5:06 p.m.