



ACADEMIC SENATE

Adopted Minutes

November 2, 2009

Board Room 626

3:00 – 5:00 pm

1. Call to Order

President Jeffrey Lamb called the meeting to order at 3:02 p.m.

2. Roll Call:

Jeffrey Lamb, President

Darryl Allen, Thea Alvarado, Matt Borchert, Lisa Giambastiani, LaNae Jaimez, Jeanette McCarthy, Lou McDermott, Karen Wanek

Absent: Susanna Crawford, Richard Kleeberg, Rennee Moore-*ex officio*

Late Arrivals: Erin Duane-*ex officio*, Barbara Pavao

Guests: Superintendent/President Jewel Laguerre, VP Robin Steinback, VP Lisa Waits, Joshua Stein
Connie Adams, Interim Administrative Assistant

3. Approval of Agenda – November 2, 2009

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

4. Approval of Minutes – October 19, 2009

Motion to Approve – Senator McCarthy; Seconded – Senator Jaimez; Unanimous

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

Updates:

- *Accreditation Training:* President Lamb asked the Flex-Cal Committee to dedicate enough time on the calendar for Accreditation Training.
- *Accreditation Visit:* President Lamb met with Dr. Nixon and Dr. Stephens, the ACCJC representatives, who gave positive feedback on the College Accreditation actions. In particular, Dr. Stephens expressed very positive comments regarding the College planning mechanism and stating the comprehensive PERT model could be franchised. The College will hear back from ACCJC in late January.
- *Academic Senate Accreditation Committee:* President Lamb obtained names of faculty members from Division Deans, the VP of Academic Affairs, and his knowledge of faculty who have expressed interest in Accreditation. He forwarded some basics on accreditation committee work to about 24 people and he also visited individuals. Response has been marginal so far.
- *Strategic Planning:* President Lamb requested Senators submit names to him by Friday, November 6, for two division representatives and one alternate to attend the Strategic Planning meeting scheduled December 3-4, 2009. It is important to include voices from all divisions for comments in the revision of the Strategic Plan. The goals of the Strategic Plan include Mission, Vision, and Core Values in addition to strategic directions.

6. Reports

6.1 Superintendent/President Laguerre

- *Accreditation:* S/P Laguerre met with Drs. Nixon and Stephens, the ACCJC visiting team, on October 29th. They shared favorable comments. Dr. Stephens was particularly pleased in the area of communication with the productive ongoing dialogue at the College. Other very positive comments were made regarding overall progress, including improvements in the fiscal office and timely financial reports. The team felt that people at the College are concentrating on what is needed and have a strong purpose. There is still work to be done in planning. S/P Laguerre reminded the team that much progress has been

made with the implementation of the PERT Committee from a concept in July. The Board of Trustees are mindful of improvements needed and, along with the College, will continue to work on progress toward the June 2010 completion. The College will hear back from the team sometime after the January Commission meeting.

- *Strategic Plan:* S/P Laguerre reiterated the importance of campus-wide representation for the Strategic Plan Committee meeting on Dec. 3-4, which will provide great benefit to the College planning process.
- *Community Involvement:* S/P Laguerre expressed that the community has missed the College and how important it is to be more involved. He understands the importance of balancing external and internal involvement and stated the necessity for all VP, managers, and deans to also spend time in the community. He expressed gratitude to the Nursing Program which provided vaccinations for school children.

Comments/Questions: Senator McDermott stated that in the past, the Academic Senate members were required to be on committees in local organizations and clubs, such as Lions and Rotary. These representatives brought information on the College to these groups to promote the institution to the community.

S/P Laguerre responded that the College is now a member of the Chamber of Commerce in all the Solano County communities for a nominal fee. He encouraged colleagues to participate in committees and/or be on the Board of Directors.

6.2 Curriculum Committee

Work is in progress with VP Steinback to complete the Curriculum Review.

7. Information/Discussion Items

7.1 Feedback to Student Services – VP Lisa Waits

7.1.1 Academic Integrity

Comments/Questions:

VP Waits replied to President Lamb's question regarding inclusion that academic honesty is in the Academic Integrity document. She will review integrity and honesty procedures side-by-side and make sure they are in sync and will reference and title the section on academic honesty.

President Lamb commented that on page 3, under Recommended Sanctions for Level Two violations, a revision will be made to state that faculty cannot fail a student for a single infraction for their coursework, unless it is a project or exam worth a high percent of their class work. President Lamb suggested additional language at the end to reaffirm existing policy has been reviewed and accepted in fall of 2009 so that people have a sense of the continuity of the document. Senators questioned if Students Rights and Responsibilities are in the Faculty and/or Student Handbook and SCC Catalog. President Lamb will research where to access this information.

7.1.2 Board Policy & Procedures

There are significant revisions to Policy in order to bring student conduct up to current practices. VP Waits asked the Senate to review the language. She stated that Board of Trustees policies are not usually as specific, but the League recommended making it more specific so that there is legal clarity. She explained one significant change made to the initial interaction for students regarding disciplinary was to eliminate the choice to meet with the full Board at the onset. Rather the student would meet with the VP of Student Services, who could choose to delegate the issue to a dean or other appropriate person in the system. The initial discipline issues would be appropriately kept at the lower level for resolution and the Board would be used for the appeal process.

Comments/Questions: Senator Jaimez inquired if a faculty member who brings forth an issue receives feedback on results. Senator McCarthy stated she would like to see this written in policy, if not already there, along with clear guidance for steps and resolution of issues. VP Waits responded that there is no objection to feedback as allowed by law and that policy and procedures can be complicated. With revisions, the Faculty Handbook must be updated. Senator Wanek asked if guidelines are in place for suspension for students enrolled in online classes. It was suggested that there be some type of standardized guideline though the online classes vary individually

with needs, timelines, and physical participation. President Lamb stated that faculty can click a box so students can no longer see content, if they haven't completed their work in a timely manner. VP Waits will look into adding online classes under the suspension item on page 16 of Standards of Student Conduct. In response to President Lamb's question, VP Waits stated the Academic Council is what is referenced to as "hearing panel" on page 19.

President Lamb would like to make sure there is consistency and clarity in names and language throughout the document.

In answer to other classroom issues that do not involve student conduct, such as concerns about student health, it was suggested faculty can request a student leave the classroom, but the student has the right to decide.

7.2 Review of Strategic/Operational Proposals – (60 min. allotted time)

President Lamb explained that this is a new function of the Senate as a part of the Integrative Planning Process. It requires Senate to be a review group for ideas that are either strategic or operational. Strategic means initiatives that affect multiple divisions across campus. Operational is usually things that are division specific. It is a right, privilege and responsibility to look at, review, discuss, and comment on them as it gives faculty a voice to proposals. Senate should discuss, deliberate and make comment on the proposals. The Review Group document on page 31 states that the first decision the review group should take is whether or not the proposal submitted is pertinent to the strategic direction or objective within the group's purview, which for the Senate is quality teaching and learning. If not, the group sends the proposal back to its author with direction where to send it. If so, Senate provides constructive comments and relative recommendations. President Lamb stated his understanding that it is a Senate responsibility to say if an individual proposal is a good idea, would be valuable for the institution, and would either recommend it goes on to Shared Governance Council (SGC) to be looked at, discussed and ranked, and then send it on to FaBPAC to be discussed, ranked, and funded.

7.2.1 Strategic

7.2.1.1 Teaching/Learning Center Re-Design

Josh Stein explained the TLC is designed for staff members as a support mechanism; Pathways to Success is designed to work directly with the students with four support layers. The plan allows faculty to support each other and the students for their success. The purpose is to work collaboratively rather than alone and bring connection and support to one place.

Questions/Comments:

Senator McCarthy requested that systems be set up to look at why students are failing, implement solution paths, along with teacher training. Senator Wanek questioned how logistics would work. Mr. Stein affirmed that details need to be worked out. President Lamb stated the proposal would help faculty work collaboratively with data and pool collective resources in a decentralized way. The goal would not be to tell faculty what to do, but to share information and be a point of contact. The form changed since this proposal was initiated and Senators agreed this is a good proposal and will move it forward with comments added: how to evaluate success; to get input from the union on job description; and to have input as it moves forward. Senator McCarthy expressed her understanding that the ultimate goal is to alleviate student fear and create student success.

7.2.1.2 Grants Development, Coordination, and Support

Rob Simas is the lead on this proposal. Mr. Stein explained that grant funds are one source of cash injection but not near enough and that there is also a huge data issue. Mr. Simas has a heavy workload and is unable to support endeavors to go out and get funds. It is imperative to have data to show need, changes, and that money has been spent well. It is impossible to do with only one person. There was discussion on the grants side of this position now in place, but the data gathering is left open. When this came forward to SGC and was passed on to Dr. Laguerre, the position was coming forward from the Integrated Planning Process (IPP). It is important to comply with the process to allay problems. It would be beneficial for Mr. Simas to have full-time support. With the restructuring, he now reports directly to S/P Laguerre, rather than the VP of Student Services.

Comments/Questions: Senator Wanek mentioned that since the proposal was written in Dec. 2008, it should be changed to meet the current climate. President Lamb suggested that the proposal be sent back with comments to applaud the overall thrust of the proposal, in particular the Grant Committee of the Senate, state that the current climate has changed, and there are items to rethink. Senator Pavão expressed a need to be thoughtful in pursuit of grant money. The College should only seek grants that support the College's Strategic Plan and that grants not drive our program. Grants should help fund programs the College would be working to fund anyway and will continue to support after the grant ends. President Lamb mentioned to SGC and S/P Laguerre that Senate could include this in the Senate Goals Task Force work rather than as a Strategic Proposal. He affirmed to keep it a priority.

7.2.1.3 Pathways to Success 1st & 2nd Semesters

Mr. Stein's presented an overview stating that at the College 2/3 of the students have multiple deficiencies, 85% are singly deficient. The issue is what to do to improve this situation. Right now students could be served much better to ensure students stay at the College to get their certificates, degrees, and transfers. Research is clear that those students that make it through to the end of their first semester, whether or not they pass, are pretty certain to survive the academic content. Something is needed to act as a bridge from the feeder schools to the college experience. It is a combination of elements. This program is designed to link support together with counseling as a component. Many students are great with hands, critical thinking, but academic basics are lacking. Students often had a picture of a program and support that could help them, yet at the end they are unemployable. That is unconscionable for an institution not to offer the support that they need.

Comments/Questions: Senator McCarthy asked if there is some way to close the gap if instructors don't have the proper FSA to get involved. Mr. Stein answered that Senators could look at the Teaching and Learning Center (TLC) support part of the proposal and said that nothing precludes faculty from going to curriculum and creating a student success course that would enable faculty to meet the needs of the students. Lots of schools have created ways to fill this position. Mr. Stein suggested a need to get over the mental hurdle to see if this is the direction to go to help students, and then discussion can take place on how to implement these changes as there are many possibilities. The Pathways are designed to be hybrid clusters that link together, to link and combine courses along with a counselor so that there is a team of people working with that student. Mr. Stein stated that there is a position part of this proposal, an initiative to add one counselor per year. The current College student to counselor ratio is 1000:1. Individuals can do their part but it is important to be part of a team, which is the best way to help people. President Lamb acknowledged that the Senate Basic Skills Subcommittee has been working about three years to come up with faculty driven initiatives on how to best serve the students. The Pathways Proposal is part of that effort. Referencing the diagram with this proposal, the middle area is left to resolve. There is potential to bring the library and learning resources together to have this center spot filled, a way to solidify the College to support the most under-served students. These programs can totally transform the College. There is relative time sensitivity to the proposal and President Lamb opined that it would be best to take pause and consider because this is a significant move for the College. Based on more discussion and observations, Senators agreed to send it forward to SGC while allowing for comments, questions, and concerns that would be passed on to President Lamb, Mr. Stein and his team. In regards to questions on evaluations and relevance, President Lamb said that SGC has a ranking form to use to prioritize each proposal. He also explained that the Academic Senate is the chaperone of the proposal and Senators who have interest in the different parts can team with Mr. Stein on to the next part. Senate will forward this proposal and Senators should send questions, comments and suggestions as soon as possible.

7.2.1.4 Add a Women's Intercollegiate Sport

Senator Borchert said that Title 9 states that the proportion of female sports should meet the campus female ratio as close as possible. For example, if 60% of students are female then close to 60% of sports offered should be for women. Dean Bob Myers put forth the budget for this. Water polo or another sport, such as golf, would make sense based on facilities etc. for cost sensitivity. Senator Pavao agreed with the value of adding sports, but raised concern considering the current funding challenges and priorities. She suggested alternate solutions might need to be looked at, such as eliminating one men's sport, while not a preferred route, might be necessary. Because FaBPAC would be the entity to look at the importance and dollars, it could be beneficial to send comments recognizing the validity of the proposal. Senator Alvarado cautioned that cutting back PE and sports creates a

need for many students to attend other colleges for their sports programs. Senators agreed to send comments recognizing the validity of the proposal but caution the way in which funding is established, i.e.: eliminating men's sport to bring balance. Concern was expressed over monetary prioritization and President Lamb reminded Senators of the excellent record the College has for athletes, athletic programs and sports. Good athletic programs can generate more full time students and support. Senator Alvarado felt there is too much mention of MRSA. President Lamb will send a note to suggest Dean Myer might strengthen his argument for the additional sport. It could also be helpful to research how many students are full-time and are involved in sports and how the percentages are actually based to be compliant with the law.

7.2.2 Operational

These two proposals changed from strategic to operational. Both are requests for funding. President Lamb questioned if these requests are plans to be reviewed by Senate or just funding requests that should proceed to Administration Business Services and Finance. Both items will be tabled until the next meeting.

7.2.2.1 Budget Reinstatement for Physical Education and Athletics

7.2.2.2 Add Division Support Staff

7.3 Updates on Goals

Because of time constraint, this item will be carried forward.

7.4 Clark Young funeral flowers

Senators agreed to allot up to \$80 as a donation in Clark Young's memory (Board of Trustees President A. Marie Young's husband) to the Maritime organization listed in the obituary.

7.5 ASCCC funding correction

A correction was made regarding the request for funding from Robin Arie-Donch, approved at the October 19th meeting. The correct amount was \$246.92, rather than \$246.00. This correction was unanimously accepted.

8 Action Items

Because of time constraint, the Senate VP/President-Elect Election Procedure item is carried forward.

9 Action Reminders

9.1 Submit names (by Friday, Nov. 6) of two division representatives and one alternate to attend Dec. 3-4 Strategic Plan meetings from 1-5 p.m.

9.2 Review Student Services: 1) Academic Integrity; 2) Policy & Procedures and forward comments and question to President Lamb and VP Waits.

9.3 Review Strategic/Operational Proposals and forward comments and questions to President Lamb and Josh Stein.

9.4 Senate Goals Task Force Meetings and plans

10 Announcements

11 Adjournment

Meeting adjourned at 5:05 p.m.