



## ACADEMIC SENATE

### Adopted Minutes

November 30, 2009

TLC Room 101

4:00 – 5:00 pm

**1. Call to Order**

President Lamb called the meeting to order at 4:13 p.m.

**2. Roll Call:**

Jeffrey Lamb, President

Dorothy Hawkes - sub for Darryl Allen, Thea Alvarado, Susanna Crawford, Erin Duane, LaNae Jaimez, Lou McDermott, Karen Wanek, Sandra Rotenberg – sub for Barbara Pavao

Absent/Excused: Matt Borchert, Lisa Giambastiani, Richard Kleeberg, Jeanette McCarthy, Rennee Moore-*ex officio*, Barbara Pavao

Connie Adams, Interim Admin Assistant

**3. Approval of Agenda – November 30, 2009**

No quorum

**4. Approval of Minutes – November 2, 2009**

No quorum

**5. Reports**

**5.1 Distance Ed Committee – Sandra Rotenberg**

Ms. Rotenberg told Senators about two new opportunities for Distance Ed: 1) An unlimited license for growth by adding more online programs; 2) Integrated Learning Outcomes Manager and Enterprise Reporting tools. She is in training now and the new tools will be piloted in spring and then all College division outcomes will be mapped with an overview in the fall. Enterprise Reporting will give a clear picture on eCollege retention, progression, students at risk and more timely data than available before with an update in time for the next self-study. A new policy element was added to make sure each student is the same student to receive academic credit: rather than accepting a password to login, there can be proctored exams so students have to come to a campus with ID checks. Ms. Rotenberg stated that discussion needs to happen and she is hoping the new dean will give some guidance for online learning. Ms. Rotenberg told Senators a manual will follow in response to a question regarding updated policy, and she explained that the syllabus, course schedule, and course description all will note the requirements. Hybrid classes were taken out of the revised guidelines as courses are considered online if any portion is online. This list is expected to go forth next spring from the Academic Senate to the Deans. President Lamb asked Ms. Rotenberg what direction Distance Ed should head and if there is a summary of comments. She will forward the original communication from Chair Rennee Moore who also has the list of policies that need to be addressed. President Lamb will speak with the Distance Ed Committee.

**5.2 Vallejo Expansion – President Lamb** – available for viewing at [sccsenate.blogspot.com](http://sccsenate.blogspot.com)  
President Lamb's report is attached.

**6. Information/Discussion Items**  
**6.1 Update on Senate Goals**

**Enrollment Management Task Force:** Senator Jaimez reported the planned timeline: compile best practices by Feb 10<sup>th</sup>; have a presentation on Enrollment Management by the VPAA in the spring; a Senate resolution and position paper by May. The Enrollment Management Committee and faculty have done work to bring forward the best practices. Task Force plans are to tap into this resource rather than make something new.

**Elections Task Force:** Senator McDermott shared his idea to cut down election costs: Set up a booth in the faculty dining room for two days and; those who don't want to vote in person would have to request an absentee ballot. This would cut down amount the of committee work for stuffing hundreds of ballots. Voting at the library hasn't been successful. However, concern was raised that more time would be needed to staff the voting centers for 16 hours than the time to stuff ballots. President Lamb opined that creating of policy can't be personality dependent. In answer to the online component discussion, Senator McDermott reported it was squelched by criticism of the process. There were many concerns with cost and technical issues from problems experienced by those he consulted. Ms. Rotenberg shared that voters can have unique identifiers to insure voting integrity and President Lamb noted that voting for contract or presidency is more of a concern than voting for an at-large senator. The next election for vice president of the Senate will be scheduled next semester.

**7. Action Items**

**8. Action Reminders**

Forward Representatives for Dec. 3-4 Strategic Plan meetings

**9. Announcements**

**10. Adjournment**

Meeting adjourned at 5:02 p.m.

## **President's Report to the Senate** (copied from [sccsenate.blogspot.com](http://sccsenate.blogspot.com))

As per the Senate's request, I had a meeting with Dr. Laguerre on November 23, 2009. The major themes that I wanted to address were institutional trust, accountability, and adherence to process. I shared with Dr. Laguerre that Solano has had difficulty in the past because decisions had been made without a clear understanding of the particulars: rationale, data, evaluation, etc... around those decisions. I brought to his attention a series of recent personnel actions that raise concern at a time when Solano needs reliability and dependability. We have had Dean positions become Directors that go through Shared Governance but then when a Director position is changed to a Dean, it does not go through the process. We've had Executive Coordinators become Special Project Grant Writers when there is a Strategic Proposal for a Grant Writer/ Researcher position that has had to go through the Integrated Planning Process. In the wake of VP Field's departure the Interim CISO position goes before the Board and is filled while the other half of the VP of Technology and Learning Resources' job description, the Interim Dean of Library and Learning Resources, won't be filled until July. I explained that there is confusion among the Senate about where, when and how the proposed Dean of Enrollment Management will be filled. We need consistency and transparency.

I also shared with Dr. Laguerre the Senate's concerns about the Vallejo expansion. I passed along your concerns about following process, a lack of information (are there other alternatives to the current location?), input and buy-in by faculty. I mentioned the Senate's concern for how this expansion would affect Measure G prioritization. He did share with me that while the College had thought that we would be able to use matching funds from Measure G to build a new library, that money is, or more specifically, never was available. Our MG funds are currently around 15 million. When I expressed concern for the 1300 building, he assured me that that project will go forward. When I asked how buying a piece of property two city blocks from our current location, that is designed primarily for an automotive program we don't have at Solano, become a priority? He assured me that we were only looking into, not purchasing, the property and that there would be plenty of time for input down the road. I re-iterated our concerns for how this site and its potential programs would impact our current hiring practices. Finally, in regards to the Vallejo expansion, he assured me that nothing has been decided, that the Board is exploring options to potentially solve our "landlocked" status in Vallejo.

I was reminded of the words of Julia "Butterfly" Hill who said the distance between word and action is integrity. Solano must support its emerging process if we are to succeed.

The last item I shared with Dr. Laguerre was that after his presentation I believed that it would be good to have a timeline for implementation and a visual aide to clarify when changes will occur and who will be affected by them.