



ACADEMIC SENATE

Adopted Minutes

January 19, 2010
Board Room 626
9:00 am – 12:00 pm

1. Call to Order

President Lamb called the meeting to order at 9:07 a.m.

2. Roll Call:

Jeffrey Lamb, President

Susanna Crawford, Erin Farmer – *ex officio* (replacing Erin Duane), LaNae Jaimez, Richard Kleeberg, Lou McDermott, Barbara Pavao, Darla Williams (replacing Matt Borchert)

Late Arrivals: Darryl Allen, Lisa Giambastiani, Karen Wanek

Absent: Thea Alvarado, Jeanette McCarthy, Rennee Moore-*ex officio*

Guests: Jowel Laguerre, Rob Simas, Thomas Bundenthal, Svetlana Podkolzina

Connie Adams, Interim Admin Assistant

3. Approval of Agenda – January 19, 2010

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

4. Approval of Minutes – November 2, 2009, November 30, 2009

Tabled

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

Basic Skills Initiative: While the College went almost a semester without Basic Skills Coordinators we do now have those positions filled Susanna Crawford is the new College-wide Basic Skills Coordinator along with Corrine Kirkbride for Math/Science and Josh Scott for Humanities. The College had a supplemental instruction position which was in flux without clarity of how hours were to be handled.

Strategic Planning Meetings: There was a strong effort to revamp the Strategic Plan during two days of internal workshops with representatives from each division and the campus community. They identified the College's strengths, weaknesses, and items to be fixed and then revamped the College's Mission, Vision, Core Values and Strategic Goals and Objectives. Once that information was collated an external group came in and continued discussion. The next step was listening to the voice of the community and incorporating changes to the original discussion. Results of those efforts were presented to the divisions.

Comments/Questions: President Lamb asked Senators for comments regarding each division presentation and how the information was received. Senator Pavao reported the Counseling/DSP Dean presented briefly at Flex Cal, gave faculty copies of the report and asked for responses. She said the document seemed more abbreviated and focused. Though academics are visible, the role of Student Services in achieving objectives was not. President Lamb noted the Transfer Center mission was left out. There is some contrary language such as "increase enrollment" followed later by "maximize enrollment. The last goals and objectives covered everything the College ever wanted to do and hoped to attain to make that enrollment increase an objective. However, as the College is in flux with changes in administration, a budget crisis, working on accreditation, trust issues, and issues around faculty hiring and programs, increasing College enrollment isn't an expected effort for the next three years. Ms. Farmer shared concern regarding some of the language. Her impression of criticism was that it sounded like ad copy instead of a real reflection of what the College does. Humanities wanted to see more qualitative and less quantitative measures. Senator Crawford felt there was some resistance and sited objections to abnormal flowery prose. President Lamb responded that the Mission, Vision and Core Values are the feel good part of the Strategic Plan, the goals and objectives should be connected to all planning and reminded Senators that the substance (operational proposal) comes not from the goal but from how we obtain the goal.

Senator Giambastiani noted that it didn't mention education and that the language could be more concrete. Senator Kleeberg received feedback that these types of documents are irrelevant and have little impact on day-to-day activity. Senator McDermott felt that overall the report was not well received and didn't like the bullets for lack of clarity. For example, does increased retention mean standards are lowered? President Lamb appreciated the brevity and less hyperbole. He noted that people mostly questioned how to measure progress towards objectives. More qualitative components are needed regarding how to reach goals. Senator Jaimez noted a lack of representation in Life-Long Learning. A bullet was then created that captured some of that. Also, the Vision wording was hotly debated.

President Lamb asked what the feel was on campus regarding the College Vision. How does this impact faculty teaching in daily life? Senator Jaimez responded that she hasn't heard a lot of interest expressed. Senator Pavao stressed the importance of Life-Long Learning as the local community doesn't offer a lot to support that. She suggested more might be said about some of the outstanding programs available and that it is important to stop and reflect on the College purpose. Who are the students, what are their needs, and what are the faculty and College needs? Then remind each other how to do that in a way that is genuine. President Lamb noted that this reflection and review with changes and updates is and should be an ongoing process. He asked how the collective group did as representatives for their divisions, what the next step should be, and shared Mr. Jensen's comment on the imperative to get past the issues that interfere with ability to function before real planning can begin. Senator Kleeberg opined that much of the same material has repeated over years of revisions as the basic premise and mission statement is to offer the best educational opportunities to a variety of students and pointed out that everyone is still trying to do their best with limited resources available.

Senate Budget: Last semester President Lamb requested the Senate budget be reinstated to 100% after attempting to get a history of what happened when the 50% cut occurred. In conjunction with the promise of a 100% reinstated budget, it is important to support efforts of the newly reinvigorated Ethnic Minority Coalition as well as encouraging the Human Resources Director to reinstate the Equity and Diversity Council on campus, which is important also for Title 5 compliance. Tonmar Johnson will attend the Equity and Diversity Institute. Senate should have funds for Spring Plenary and the Faculty Leadership Institute as well to send as many faculty members as possible. The Ethnic Minority Coalition has been in existence as one component of AB1725 to be at the Shared Governance Council table. Unfortunately, the group has simply had a representative without meetings for the last 5-6 years. Within the last six months, due in part to Kevin Anderson's leadership and others involved, they are again meeting. Last semester President Lamb obtained a list of campus-wide committees which included the Staff Diversity and Equity Council, which also had not been meeting for a number of years. The HR Director is responsible for an active Staff Diversity and Equity Council. Though neither of these councils are subcommittees of the Senate, it is important for Senate to encourage their continued existence. Senator McDermott opined they be encouraged to attend FaBPAC.

Policy & Procedures: President Lamb has been concerned and watchful that the new administration is following policy and procedures. There have been questions on job descriptions and hiring policy and following procedure through Shared Governance Council. There has been inconsistency regarding designing job descriptions for people. Answers have been perplexing and incongruent. There was no faculty voice on the Vallejo expansion. He will continue efforts to be sure the Senate is included in discussions to maintain a bridge to faculty and divisions and back to the Senate President in order to assure representation.

Questions/Comments: Senator Pavao stated tools to use are available, such as resolutions and votes of no confidence if necessary. President Lamb believes S/P Laguerre listens as he responds to questions and concerns. Senator Crawford asked what the Senate's rights are. President Lamb responded that the influence Academic Senate has is the respect that is garnered. Senator Kleeberg stated that Senate's direct veto power is limited to few items where a vote from Senate is required. Senators have as much faculty expertise as the College administration has, yet the faculty professionals are not consulted. He shared the fact that Academic Senate has no power other than on 10+1. An item becomes a Senate issue if it affects faculty or classes. He stated the example that purchasing property would affect faculty and classes. S/P Laguerre did acknowledge the Academic Senate will be included next time. Senator McDermott expressed appreciation to President Lamb for his strong continued effort to be sure faculty voice is included in all applicable discussions. President Lamb is committed

to keep the information loop flowing to and from Senate. There is a challenge in the understanding and balance of Senate responsibility.

Senate Secretary: Senator Giambastiani is resigning as Senate Secretary. The office requires editing and revising of meeting minutes. President Lamb asked Senators to consider filling the position.

6. Reports

6.1 President/Superintendent Jowel Laguerre

Funding: The College now has a lobbyist through the county after speaking with the county supervisor. He will also meet with Representative George Miller, Chairman of the Education Committee. Solano College is checking into a large lobbying firm that other community colleges are utilizing.

The Student Support Services Trio Grant would provide service to first generation, low income, disabled, and ESL students. In existence almost 40 years, they give programs that have to start at 15 points, so it is difficult to get into. Nora O'Neil and Jeff Lamb helped work on and submit the federal Trio Grant and notification is pending. There are five to six programs available.

College Partnerships: The Maritime Academy would like to expand and there is potential to work with them. They could enhance the opportunity for Solano College faculty to teach basic courses and 300-400 level courses. They are interested in students attending Solano College for two years before attending Maritime for international studies.

Solano College representatives will travel to Sonoma State to work with them to provide opportunities for students at the Vallejo Campus.

Comments/Questions: Senator Pavao commented that Sonoma State has been mentioned as a partner many times and interest has waxed and waned along with Sacramento State. Currently they have more students than they need. Cal State East Bay is convenient to Solano College and she expressed interest to participate in meetings and offer technical expertise in conjunction with the kind of partnership that would be beneficial. S/P Laguerre, VP Waits, VP Steinback, and other interested individuals will visit Sonoma and Sacramento State colleges. He opined that, if the College attempts a bond measure, voters will remember the previous commitment to connect with Sonoma State.

Strategic Planning Cabinet: The Academic Senate President will be included.

Comments/Questions: Senator Kleeberg viewed this as a monumental step forward. He was planning to make an appointment to suggest it should be done and had raised the issue with every president of Solano College. For the first time in the 65-year history of Solano College, the faculty representative will give voice to the College. He expressed his appreciation to this administration for this opportunity and respecting faculty representation. He cited the excellent work President Lamb has done to follow through and gain that respect. Ms. Farmer asked if President Lamb will be able to report back to the Senate from Cabinet meetings. S/P Laguerre responded affirmatively, unless topic material is not ready to disseminate.

Title III: S/P Laguerre received an offer from a Montgomery College colleague to assist with Title III paperwork. The College has applied for a waiver and feels positive it will be granted. Response should be in February. This would be utilized to strengthen areas such as Basic Skills, Faculty Development, and maybe counseling. Approximately \$2 million could be awarded for a period of two years. The College is ready for Basic Skills, some items from FaBPAC, and Academic Success, as it didn't get into the Trio Grant the way it should have. Brainstorming will begin with the new Basic Skills Coordinator, Faculty Development core group, and representatives from counseling. It is critical to be prepared and stick to ideas rather than follow funds. President Lamb stated this is an opportunity to pull together, re-envisioned after the first good attempt to get funded through Trio. The Senate might set up a Grant Committee.

Appropriations: Every member of congress can put ideas from constituents into appropriations. Word has been received that applications are up and the College can submit applications to five representatives. Funding can

range from \$250,000 to \$750,000. Rob Simas has said we still need to do those strategic things even if we don't know if we'll have the money. Bring ideas forward.

Middle College: This idea has come up which could allow students to complete two years of education while completing high school classes. This would benefit students who can perform and need to move on and would offer a joint effort between high schools and Solano College. Groups of high school students would take morning college courses, afternoon classes with high school instructors, and they could also attend night courses.

6.2 Strategic Plan Revision Follow-up – Rob Simas

Mr. Simas presented the steps that led to the revisions of the College's Strategic Plan, highlighting some of the areas that were of concern to the campus and the community, respectively. He commented that the final draft of the plan would go back to the community in an abridged form. The final draft of the Strategic Plan should be presented to the Board in February.

Comments/Questions: Senator Wanek asked if safety was addressed. The expectation from outside is to have a positive learning environment which would include that. President Lamb reiterated that faculty feel disconnect between words on paper and what they are doing. Mr. Simas responded that work is being done at different levels. Strategic Goals help transform and change how things are done at the local level. There is disconnect because at the tactical level, what is planned to do, isn't seen in planning, activities, and program reviews. Is the College creating an environment for student learning? Mr. Simas doesn't feel Solano College is far behind other colleges and noted there are intermediate successes that are not reflected on this document. The outside community stated one mission goal – transfer, but we are a three-prong system. Mr. Simas thinks College accomplishments should be more support material for what is being done in spite of challenges faced. The Strategic Plan document will be the framework. Senator Wanek queried why Basic Skills is not on the Mission as it is a big focus on campus. Mr. Simas responded that it is under 2.1 on the document and also is part of the quality teaching and needs of students. Senator Pavao suggested staying with the three bullets for the traditional three-prong system and noted it could please the community. President Lamb reminded Senators to communicate back to their divisions, watch for further changes to apprise constituents, and be ready to discuss and vote on the final product.

6.3 Subcommittee Reports

6.3.1 Basic Skills – Susanna Crawford

Senator Crawford was named Basic Skills Coordinator the day before winter break. She will meet with Robin Steinback, Rob Simas and others this Thursday and will have a report at the next Senate meeting. President Lamb expressed her position as both BS Coordinator and Senator establishes a nice conduit between divisions, the Academic Senate, and the Governing Board.

6.3.2 Curriculum – Erin Farmer

Erin Duane briefed Ms. Farmer on the Curriculum Committee recent history. Fine and Applied Arts completed curriculum review and is now back on regular review schedule, with a couple snags requiring follow up. Math and Science is in review and addressing course numbering and approval for online hybrid instruction.

Senator Pavao asked to announce that it has been problematic for counselors who serve on the Academic Senate, FaBPAC or other committees to attend January and May meetings. The Dean told counselors they cannot attend because of pre-assigned counseling appointments. Senator Pavao opined it is essential and appropriate that all representatives, as professional faculty, have a duty to attend. She appreciated being at this meeting because her colleagues offered to take her appointments. However, that is not a solution as it just adds more for those who generously volunteered to cover and flexibility is lacking. President Lamb will discuss this with Vice President Robin Steinback. There are deans who don't understand the role of faculty in the Senate and they have no authority to deny their attendance. This concern will also be brought to the attention of Dr. Waits and S/P Laguerre.

7. Information/Discussion Items

7.1 Update on Senate Goals

7.1.1 Constitution/Representation – Jeanette McCarthy

Senator Giambastiani reported they will start meeting within the next week. Language, duties of secretary and president and part-time faculty representation revisions may be made. Senator McCarthy plans to set up a

mechanism whereby revisions could easily be handled without set meetings because of members' workload. President Lamb suggested WIKI, Google Wave or CCC Conference to share desktop revision work. Senator McCarthy is collecting applicable information from across the state. President Lamb offered his completed document of comparison between Solano College Academic Senate responsibilities and state-wide responsibilities.

7.1.2 Online Elections Procedures – Lou McDermott

At a previous Senate meeting, Senator McDermott suggested a face-to-face election process with booths. Senator Lamb's impression was that Senators weren't in favor of that process, because many hours of volunteer time would be required. Senator McDermott stated three options: elections could be held the old way which he opined wastes a lot of paper; online elections which would be more difficult to identify full-time/part-time faculty votes; or polling place elections which would require faculty to staff. The Constitution/Representation Task Force will look at the representation issue, which needs to be addressed for whatever election process Senate chooses. Senator McDermott reported that Thom Watkins is gathering online election information but that they are both in favor of polling stations.

7.1.3 Accreditation – Jeffrey Lamb

President Lamb worked over the break to organize the current Flex Cal event. The goal was an initial presentation of the accreditation standards, ideally looking for people to tentatively commit to areas related to them. There was a lot of work in terms of the training component, what people do and how it fits into accreditation so that faculty can be working on what they are connected to. The goal is to form an accreditation advisory committee to delve into and explore what areas need to be covered and to avoid an 11th hour attempt to pull together. A system is in place to allow for a lot more review and feedback. The College has 18 months for review and the final product. Contact President Lamb if interested in serving on this committee.

7.2 Senate Vice-President/President-Elect

President Lamb reminded everyone that Senate is currently out of sync with the constitution timeline in electing a vice president/president-elect. An election could be held next month or wait until the next scheduled election time which would be February 2011 to fill this position.

Comments/Questions: Senator Pavao explained that this structure of VP/President-elect was created to have a rolling officer position to allow the experience of the first year in office to lead into the president position. What was not addressed was a way to allow the president to serve another term if interested. President Lamb shared the current concern that anyone new coming in now would not have experience with the accreditation work necessary. Josh Stein had commented that it is not a strong institution if someone isn't ready to step up. Senator Crawford suggested the option of a President and Vice-President running together and suggested the next election might be synchronized with the accreditation. Because of time constraints this discussion will be continued at the next meeting.

- 8. Action Items**
- 9. Action Reminders**
 - Strategic Plan discussions with divisions
 - Senate Goals Task Force meetings
- 10. Announcements**
 - Academic Senate Secretary position open
 - Members needed for Accreditation Advisory Committee
- 11. Adjournment**
 - Meeting was adjourned at 12:12 p.m.