



ACADEMIC SENATE

Adopted Minutes

March 15, 2010
Board Room 626
3:00 pm – 5:00 pm

1. Call to Order

President Jeffrey Lamb called the meeting to order at 3:01 p.m.

2. Roll Call:

Jeffrey Lamb, President

Susanna Crawford, Lisa Giambastiani, LaNae Jaimez, Richard Kleeberg, Lou McDermott, Sandra Rotenberg, Karen Wanek, Darla Williams

Arrived Late: Darryl Allen, Erin Farmer – *ex officio*, Jeanette McCarthy

Absent: Thea Alvarado, Rennee Moore-*ex officio*, Barbara Pavao (replaced by Sandra Rotenberg)

Guests: Superintendent/President Jowel Laguerre, Sun Guard Representatives

Connie Adams, Interim Admin Assistant

3. Approval of Agenda – March 15, 2010

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

Motion to Approve as Amended – Senator McDermott; Seconded – Senator Farmer; Unanimous

Add Program Discontinuance as first Information/Discussion item after President's report; revise order to #8 Action Item; #9 Succession of Authority; #7 Constitution Review at end of agenda, if time allows.

4. Approval of Minutes – January 19, 2010, March 1, 2010

Will be carried to the next meeting

5. President's Report - Available for viewing at sccsenate.blogspot.com and attached to minutes

6. Presentation - Sun Guard

Presentation/Demonstration – BANNER/My Solano

SunGard representatives, Kathy Williams, Peggy Davis, and Wendy Davis, gave a BANNER presentation to the Senate to explain “what you are about to turn on.” Ms. Williams told Senators “you own everything you’ll see, so catch the vision of what is about to go live.” Wendy Davis shared some of the features and functions, including: survey component for course evaluations that can be analyzed anonymously; arbitrary tabs that can be rearranged; Luminus portal and integration engine linking everything together. She explained that the content underneath the tabs are called “channels” or “portlets”, which can be locked down to allow ease to access links. Content can be changed, and it continues to be developed and released. While questions and concerns were posed by Senators, representatives responded, took notes and agreed to send faculty a survey to have input on what they would like to see in the system and ways to work with it. Ms. Davis also explained the layers of service: Tabs can be predefined over channels for classes, grades, and advisees, which all deep-dive into a middle layer called self-service. BANNER is a workhorse where records, courses, programs, and financial aid rules are built. The top layer is a presentation portal layer that has an integration component. She can provide a list of channels. In addition, menus could be built as needed. Many functions and features are pre-delivered but changes can be made. So SunGard will do it our way. Ms. Williams noted more large pieces will come live in phases.

S/P Laguerre invited one or two faculty members to join the Operational BANNER Committee, which will meet Wednesdays at 8 a.m. He noted that decisions are made at the S/P Cabinet level, which includes the AS President. Wendy Davis encouraged the College to take full advantage of this BANNER solution by six month or annual reviews to keep up with new features that will continue to be released.

7. Information/Discussion Items

7.1 Senate Constitution Review

7.1.1 Article I

7.1.2 Article II

(Reordered to end of agenda if there is time)

Program Discontinuance

President Lamb shared background information: because of categorical cuts, Student Services brought forth proposals this year, including the elimination of the LD assessment position. The LD Specialist position, Nancy Konecny's position, was authorized to be eliminated, so that function is lost, but not the person. Ms. Konecny is involved in the coordination of LD assessment, teaches learning services courses, and is a counselor. Questions raised are: if the position is eliminated, is the program eliminated; can a faculty member be fired and then a program discontinued; and how is a program defined? Lisa Waits, VP of Student Services, explained to President Lamb: Erin Vines will take over as LD Assessment Coordinator; the Learning Services courses are not being eliminated, but will not be taught in the next semester; other faculty have FSAs to teach Learning Services courses; and Ms. Konecny has several options.

Senator Crawford expressed concern that if some eliminated courses are the only options for reading and writing at that particular level, no one would be left in the Learning Services Center to teach those courses that 5-10 % of the student population are enrolled in, and access to these courses might be the difference between progressing to functionally literate and getting a job. Additionally, there are other ways to get funding for the program. Senator Crawford learned from Enrollment Management that the decision was made based on the fact that this level of reading falls below Basic Skills and the Chancellor's office does not consider Basic Skills funding a source for these lower level programs. However, Senator Crawford's impression was that these would be supported with 70 to 75% funding as non-credit classes. Senator McCarthy shared her understanding of a Program Discontinuance flow chart: 1) a discontinuance issue is raised; 2) program review date is looked at; 3) lead person is brought into the discussion; 4) look at what services the course provides, and if a decision is made; 5) a letter is issued from the Superintendent/ President. Budget is one reason for discontinuance.

President Lamb had not heard that anyone has received March 15 papers and he would like the Senate to have a full-fledged discussion to cover the guidelines, time points, key points, and data analysis for program discontinuance. Erin Farmer stated that when courses aren't offered but listed, they need to go through the Curriculum Committee. These courses aren't being offered next semester. Senator Crawford discussed with Ms. Farmer the option to continue the courses as non-credit. VP Waits and VP Steinback agreed that would be a good avenue to pursue and possibly continue with 301 courses next spring. President Lamb noted that this will be the first time the College come close to using the the current Program Discontinuance Policy & Procedures, which took three years to write. He queried if Senators are interested in bringing this topic back to a Senate meeting for discussion, including budget cuts and impact on faculty. Senator Crawford noted that her argument isn't that district doesn't have the right to eliminate a position, but rather that students' access need must be met as stated in page 1 of the Policy. If the administration is not interested in having Learning Services courses taught again, as early on as next spring then they should initiate the Policy. Senator Jaimez queried the impact on students in fall. Ms. Farmer responded that 305 courses are available for these students. President Lamb noted it would be important to find which other faculty have FSAs to teach these courses, as well as the option for Ms. Konecny to teach these courses in the fall. Ms. Farmer noted that this topic came up at Curriculum

Institute last summer and it is important to be watchful as the process protects faculty from arbitrary cuts based on reasons other than budget. Senators agreed to bring this topic back for further discussion.

8. **Action Items**

Vice President/President-elect election

President Lamb stated the two options carried over from the last Senate meeting: 1) hold an election for vice president/president-elect as soon as possible to serve as president beginning in May; 2) hold election as in #1, but the vice president/president-elect would shadow the current president for a year, then become president and the current president would serve as past president for that next year. Option two offers mentorship to the vice president. President Lamb has committed to not running again, as he announced his plan to apply for the Dean of Academic Success and Learning Resources position. As he has considered the impact on the senate, if he is hired, the second option is no longer viable. He would serve as past-president, if not in another position.

President Lamb asked for Election Committee volunteers to step forward immediately to arrange the needed elections for vice president/president-elect, at-large Senator and part-time Senator. He read election rules and reiterated that it is important for current senators to do the work. Senator Wanek agreed, shared her experiences from the last election, and noted that more than one person needs to be involved to share the workload. Benefits of reduced workload by holding online elections can be employed in the future, if the Constitution is changed, but for now the paper elections have to be used. President Lamb noted that Senate has two weeks from nominations to hold elections. Senator Allen volunteered to chair the Election Committee and Senators Crawford, Williams and Jaimez will help.

President Lamb responded affirmatively to Senator Allen's concern if the new Accreditation Coordinator Position, yet to be approved and then filled, would cover many of the tasks currently handled by President Lamb. In light of these new developments, it was agreed option # 1 is the only viable one at present: VP/President-elect to serve as Vice-President when elected and then as President for a two-year term beginning in May 2010.

Motion to Approve Option #1 and hold election for as soon as possible – Senator McDermott; Seconded by Senator McCarthy; Unanimous

President Lamb stated the next election will also need to include nominations and voting for an adjunct Senator and an at-large Senator. If only one person is nominated, he/she can be elected by acclamation. President Lamb also reminded Senators to review and follow Article V, Section I of the Constitution for clarity on election of representatives within their divisions. The division elections are conducted by outgoing senators unless they are running for re-election, at which point they must assign a person to run their division election. They need to get ballots to every full-time faculty member. President Lamb noted that if a division goes unrepresented and no one volunteers, then that division would not be represented in the Senate.

9. **Information/Discussion Item**

Succession of Authority: Appointment to Hiring Committees

President Lamb explained that he is applying for the position of Dean of Academic Success and Resources, and has recused himself from all Hiring Committee activity. He spoke with past presidents and researched history to make a decision to find a replacement to appoint representatives to the Hiring Committee, which normally falls under the responsibilities of the AS President. He shared the process he has used to make appointments in which he sends an e-mail to all faculty to see who volunteers, and then he chooses from those volunteers. If any voice is missing he solicits someone to participate, with the goal being to find a diversity of voices, age, ethnicity etc. He asked Senator Giambastiani to take his place in this instance because she is the next ranking Senate Officer. Additionally, the other Senate Officer is an adjunct instructor who might not be as familiar with the campus community. \

President Lamb excused himself from the remainder of the meeting.

Senator Giambastiani asked whoever put this item on the agenda to explain the issue. Senator Crawford responded and read a letter which covered her concerns of the selection process used to appoint faculty to the Hiring Committee. Questions Senators posed included: why there would be an issue with the President placing an assignment to the next officer in line; how to deal with a process that, at least, gives the best appearance of more than one person who makes the decisions; why weren't these objections raised before appointments were made, when request for volunteers first went out; and how many applicants were there and how many appointments made? Senator Wanek queried if anyone had a proposal on resolution of this issue. Many Senators expressed concern that this came across as a personal issue. Senator Giambastiani explained her process of appointments: she tried to pick the widest array of faculty to cover all of the position's constituents; she didn't confer with President Lamb in any way; she checked the Constitution/By Laws for duties of the secretary, which state "to do whatever the president asks you to do"; and she checked with both Gail Kropp, Past Senate President, and with Dean Leslie Rota (Interim VPAA) who is serving to get the process started, and they both assured her that there was no problem with her being delegated to do the job, and that she did it very cleanly, for the right reasons and worked hard to avoid the perception problem. Senator Crawford stated that an Academic Senate president has the ability and responsibility to appoint faculty members for hiring committees, but it falls short by appointing a person to appoint faculty members. Her argument is that people who don't get the position will come in and say there is something wrong and that people came to her with complaints. Senator Crawford asked for a motion from Senators to reject the selections. Senator Giambastiani noted that a whole new call would have to be put out, if these appointments are revoked. Senator Rotenberg explained that the appointments have already been moved forward and emails sent out to arrange meeting schedules. As a possible solution, Senator Kleeberg suggested increasing the size (approximately doubling to 10 or less members) of the Hiring Committee by appointing all applicants. Senator Giambastiani responded that the number of committee members isn't a Senate decision. Senator Crawford felt it would be appropriate to call another Senate Meeting to make this issue an action item. Senator Giambastiani asked Senators to submit questions that she can forward to interim HR Director Trudy Largent for clarification and assistance in Senate resolution of this topic.

10. Action Reminders

11. Announcements

Call for two representatives for the BANNER Committee.

12. Adjournment

Meeting Adjourned at 5:07

Monday, March 15, 2010

President's Report to the Senate

Meetings:

FABPAC: At the Financial and Budget Planning Advisory Council meeting we reviewed and forwarded to the Board the "Proposed Facilities Use Procedures and Fees". I provided an accreditation update. We were also informed that the College would not be going forward with the \$1.8 million Sun Guard that would include the hiring of the Chief Information Systems Officer.

SGC: The Shared Governance Council meeting of March 10 had PERT, Accreditation, Institutional Review Board, Banner update, Dinner with the Governing Board, Strategic Proposals, Policy 5000, the Board agenda and area updates as agenda items. The IRB will be voted on at the next meeting. It seems that its approval is forthcoming. The Banner update included the information that the College was going to move forward on a two-year, \$1.64 million contract with Sun Guard to make the last "push" to get the College out from under the Banner rock. This contract will not include the CISO position. SGC was able to discuss the Strategic Proposal on "Adding a Women's Inter-Collegiate Sport" to SCC. We still have two other proposals to discuss.

PERT: In the Process Evaluation Review Team meeting we reviewed one of the training video modules that Rob Simas and I produced on Operational Proposals, discussed the e-mail that Rob will be sending to \$ALL soliciting performance indicators for our Strategic Objectives, and we discussed our systematic evaluation of the Integrated Planning Process to date.

Accreditation: I have held two informational meetings with the Accreditation Committee to give co-chairs guidance on how to move forward with the accreditation self-study this semester. My sense is that working groups have begun to meet and the campus has taken its first steps toward completing the 2011 Self-Study Report. Also, I have activities planned for the March 17 optional Flex Cal day. Finally, there is a group of faculty, staff, and administrators who will attend the State Academic Senate Accreditation Institute this weekend. I'm sure we'll have plenty to report back on.

American River College: I went with Nancy Konecny and Susanna Crawford to American River College for a tour of their Learning Resource Center and to discuss how they have implemented their Basic Skills Program. We were able to glean some interesting insights that may inform our discussions

VP ASA hiring committee: I wanted to let the Senate know that this committee has been meeting and is making good progress.

Distance Education: Rennee Moore has stepped down as the DE Committee for personal reasons and Dale Crandall-Bare has been selected by the committee to take over her responsibilities for the remainder of the semester.

The Board: The Board Study Session focused on an accreditation update, an overview federal education budget changes, and the academic calendar. Additionally, they discussed Dr. Laguerre's proposal for the Board to dedicate future study sessions to discussions with faculty, staff and students.

Other items:

As I'm sure most of you saw, I sent out e-mails requesting faculty volunteers to serve on the FABPAC, the My Solano/ Luminus Committee, the Vallejo Expansion Committee, and the Equivalency Procedures ad hoc committee. Response has been strong for most areas. Mary Ann Haley from Cosmetology has volunteered for the FABPAC, Richard Kleeberg for My Solano, several faculty for the Vallejo Expansion and two reading and one DSPS faculty member for the Equivalency Procedures.