



## ACADEMIC SENATE

### Adopted Minutes

**May 3, 2010**  
**Board Room 626**  
**3:00 pm – 5:00 pm**

**1. Call to Order**

President Lamb called the meeting to order at 3:04 p.m.

**2. Roll Call:**

Jeffrey Lamb, President

Thea Alvarado, Susanna Crawford, Erin Farmer – *ex officio*, Lisa Giambastiani, LaNae Jaimez, Richard Kleeberg, Darla Williams

Absent: Jeanette McCarthy, Lou McDermott

Late Arrivals: Darryl Allen, Barbara Pavao, Karen Wanek

Guests: Superintendent/President Jowel Laguerre, Dale Crandall-Bear, Robin Arie-Donch, Alena Hairston

Connie Adams, Interim Admin Assistant

**3. Approval of Agenda – May 3, 2010**

Senator Kleeberg requested the addition of the Luminus Platform Report (see 7.6)

Motion to Approve Agenda as Amended – Senator Crawford; Seconded – Senator Williams; Unanimous

**4. Approval of Minutes – April 19 and April 26, 2010**

Motion to Approve April 26, 2010, Minutes – Senator Williams; Seconded – Senator Jaimez; Unanimous

Motion to approve April 19, 2010, Minutes – Senator Williams; Seconded – Senator Alvarado; Unanimous

**5. Comments from the Public**

None

**6. President's Report**

*Accreditation Special Report:* President Lamb distributed copies of the Accreditation Special Report timeline that he had earlier emailed to members on that committee. The timeline is a view of what will happen between now and the 2010 Report. He has recommended that working groups meet twice before the end of the semester to: look at what steps were taken; continue with the supportive work; draw up evidence with bullet points, and ; turn in a narrative. In recent discussion between S/P Laguerre and the Union, general concern was expressed about excessive reassign time, which has been decreased from 100% to 50%. President Lamb will continue to request more time rather than less as from experience he knows it is a 100% job, which someone will do anyway.

*Shared Governance Council:* President Lamb pointed out that, as working groups have formed and produce narrative efficiently, the need for Shared Governance Council (SGC) to be an editing group is greatly diminished and could possibly interfere with the process. He recommended SGC be an up or down vote. The Accreditation Special Report is due in October to resolve all of the current accreditation issues.

S/P Laguerre is working with Rob Simas to identify and update the District plans, as some plans are out of date or irrelevant. The goal of the Integrated Planning Process (IPP) is to inform the direction of the College. Therefore, plans such as Enrollment Management, Technology, Outreach, Transfer Center, and Student Equity need to be revised.

## 7. Reports

### 7.1 Superintendent/President Jowel Laguerre

*Missing Graduate:* S/P Laguerre asked Senators to keep recent nursing program graduate Phuong Le and her family in their thoughts. She has been missing since April 25. The School of nursing held a vigil last Friday. Senator Wanek shared that Ms. Le graduated in December, passed the boards a month ago, and had been a highly motivated nursing student.

*Vallejo Center:* S/P Laguerre announced that the Board of Governors for California Community Colleges approved Vallejo as a Center this morning, after a lot of discussion about the million dollars. The Chancellor stated it's one tenth of one percent of the budget, so it's not an issue. S/P Laguerre acknowledged that the Chancellor's office staff was quite supportive. Letters of support were needed at the last minute from universities such as Berkeley and Davis and Director Jerry Kea and VP Lisa Waits responded well to get the work done. S/P Laguerre considered the Vallejo Center a primary issue he needed help with and applauded Bob Jensen's early leadership. Solano College hopes to receive the \$1,000,000 soon, and another \$1,000,000 on July 1. The College needs staffing for Vallejo and Vacaville, as there is currently no security or maintenance. Vacaville Center already had received this funding, which has helped with Vallejo expenses also. Instead of putting more burden on the budget, this next \$1,000,000 will help pay for these things at both campuses. S/P Laguerre congratulated everyone for their part in this good news.

*Celebrations:* S/P Laguerre mentioned the many celebrations coming up in May: the Tenure Tea Party on May 14; the Faculty & Staff Recognition Ceremony on Friday for retirees, tenured faculty and others for years of service; the opening of the new Vacaville Center on Saturday, and; Commencement on May 26<sup>th</sup>.

*Comments/Questions:* S/P Laguerre responded to questions regarding the Vacaville Center Director Position: it has been approved by the Board for recruiting and hiring; it has been advertised, and; the plan is to have the position filled by July 1. He also stated that the Vacaville Center is very important to serve Vacaville, Dixon and Winters. S/P Laguerre noted that Dr. Arturo Reyes will spend time here on Monday, May 10, to meet staff and faculty. His official start as VPSS&AA will be July 1.

### 7.2 Election Committee – Darryl Allen

Senator Allen reported receipt of one nomination for President, one for the 2-year Adjunct Senator, one for the 1-year Adjunct Senator, and none yet for the At-Large Senator. The deadline for nominations is Tuesday, May 4. If the nominations remain at one for each position, an election will not need to be held.

### 7.3 Committee Reports

#### 7.3.1 Basic Skills – Susanna Crawford

Senator Crawford reported Basic Skills Committee had a large meeting last week that was very successful. The Committee is still considering the proposals for Basic Skills funding for next year and will continue deliberations for another week or two, with a report ready for the May 17 Senate meeting. Senator Crawford noted this has to be completed by the end of semester, at least to know what is getting funded and what is not. Proposals for less than \$3,000 could likely be funded for next year. President Lamb stated the May is the deadline for campus strategic and operational proposals, which can be looked at by committees now and then be pursued in the Fall. Senator Crawford clarified that there is a Basic Skills proposal to create a Basic Skills Coordinator position for the Center for Academic Success. Eventually any coordinator position would have to go through the Union but would be funded by BSI, so would have a good possibility of approval. President Lamb noted that Basic Skills is sometimes the pilot

program, if it is to be institutionalized, it will go through the campus planning mechanism. If the coordinator position is approved, one-year position applications will be open to all faculty. Senator Pavao expressed the importance to continue something that could begin with Basic Skills seed money. The coordinator would first work on IPP. The Center for Academic Success will be multi-phased, and a coordinator would be funded by BSI first and then another plan created.

### 7.3.2 Curriculum – Erin Farmer

Ms. Farmer announced this is her last year as Curriculum Chair and she will be replaced by Erin Duane, who had taken her place while she was on sabbatical. One of her dreams was to see the change to CurricuNET, the new course management system. There have been some setbacks and it looks to be postponed until July. Ms. Farmer recommended that anyone working on curriculum proposals, save it as a word doc to be easily transferred. She noted CurricuNET may be difficult to learn but it will have many bells and whistles, including giving alerts to everything it impacts. It is a good interface for the College to use as the Chancellor's office uses it. Dr. Steinback really expedited obtaining the program.

Ms. Farmer noted a proposal is going to the California Community Colleges' Board of Governors to change the policy on establishing pre-requisites to give local districts control over requirements so the College won't have to do statistical data. There are advanced courses that should have pre-requisites so students are prepared. There can be rubrics for establishing advisories and inconsistencies need to be fixed. Ms. Farmer expressed surprise that Accreditation hasn't looked at grade distribution and noted that this change could help with student retention and success. Students can be more prepared for better performance. This change could happen next spring. The State Senate has already passed the resolution and it has moved on to the Board of Governors. Training is already taking place through the State Senate. President Lamb suggested engaging the current pre-requisites, look at grade distribution and inflation and plan what could happen to change pre-requisites and some of the stigma around it. He acknowledged that Ms. Farmer has been the only Curriculum Chair many Senators have known and has done exemplary work on Accreditation. He further noted that, without her participation, the work accomplished would not have been possible.

Senator Giambastiani introduced her replacement, Alena Hairston, who will take the next 2-year term as Humanities Representative in the Senate.

### 7.3.3 Distance Education – Dale Crandall-Bear

Dale Crandall-Bear is the Distance Education Interim Chair as Renee Moore stepped aside for health reasons. He reported that a couple of divisions were not represented and the Committee is always looking for full representation. The main focus is to work with Sandra Rotenberg to help with the overload. Mr. Crandall-Bear opined they have a good game plan to take care of some clerical items so that Ms. Rotenberg can take care of priorities she has to handle. He distributed a report to Senators and stated his priority as Committee Chair is the discussion of faculty views on use of publisher-generated materials in DE courses, what's on the market and comparisons. He would like good solid academic input. To that end, Mr. Crandall-Bear will set up a subcommittee of 4-5 people with the goal to inform people of the status in the next two semesters. Senator Kleeberg noted that Senate will need to talk about representation because of division changes. He queried if the DE committee talked about proportional representation with new division status or based on e-college users. Mr. Crandall-Bear responded that it has been brought up and the first step is to assess how many are needed from each division and what can be done independently or with Senate. That will be added to his list to move towards proportional representation. Hearing questions on access, Mr. Crandall-Bear suggested people take advantage of the e-college training. He will also look at revision of the dated white paper document. New faculty are strongly recommended to take the course, while other faculty can be signed off by peers. He noted the course is excellent and free to the campus, offered 3-4 times a year, with live feedback from a real instructor at e-college. Senator Pavao suggested it would be good to have dates of courses posted with the white paper or online with DE.

### 7.5 Tenure Tea Committee – LaNae Jaimez

Senator Jaimez reported the Committee has planned for the music and room for the Tea, and is deciding on food and drinks, and will be making private invitations to tenured people. The Tenure Tea will be held from 2:00 – 3:30 p.m. on May 14<sup>th</sup>.

### 7.6 Luminus Platform Report – Richard Kleeberg

Senator Kleeberg attended the Luminus Committee meeting as faculty representative. He had been pointing out concerns for 2 ½ years and is disappointed with what little the Course Studio offers. The list of eight things faculty can do is the same list as other people and departments have, so nothing is specific for faculty. Senator Kleeberg considered it essentially a simple “Facebook” type page. He has found that SunGard does not have the capability to offer any type of course page, grade book, sophisticated pie charts or other fairly straightforward items. There can be five links to classes, which can take three links to get to. Senator Kleeberg stated that the web pages that used to be on BANNER at UCD were from software that they had written themselves and added on. As Davis is no longer using that system, he suggested that maybe there is some way they could allow use of this system. Senator Kleeberg plans to recommend to the DE Committee and Senate to get as many faculty as possible to get course pages to look the same for students’ benefit. Some faculty have course web pages on Business Division server, some have created their own websites, some have used the e-companion, though some students would have more trouble with that. He expressed disappointment that the SunGard representatives who brought their presentation to the Senate, hadn’t even looked at the program, or hadn’t seen it in months. E-College is offering e-Companion pages. Even though they don’t offer all that faculty want, people could be encouraged to use it to have similar course web pages, a demo could be offered for non-online people, or possibly find another company.

President Lamb noted there have been discussions about changing the learning management systems. Coalesced in terms of good practices, evaluating periodically, and moving forward, there were several programs looked at to be discussed. Jay Field was able to renegotiate a contract so the College was no longer paying per head and were given unlimited access. There is still work to be done. Representatives from Luminus will be speaking with Distance Ed.

## 8. Information/Discussion Items

### 8.1 Review of Constitution

President Lamb explained changes considered at the April 26<sup>th</sup> Senate meeting, which were emailed to Senators on April 29<sup>th</sup>. A lively discussion was held and questions arose on how to present changes, how to determine legalities, and how to continue. Another special meeting will be held on May 10 from 3-5 p.m. to continue with review of the Constitution.

### 8.2 Propose GE reciprocity policy to honor other CCC courses – Robin Arie-Donch

Ms. Arie-Donch announced that the State Academic Senate approved Resolution 9.02 S10 – General Education Reciprocity which recommended that all colleges take up this issue. She requested that Senate place this item on the May 17 agenda to approve that Solano College accept as equivalent, courses from other California community colleges, to satisfy requirements. Ms. Arie-Donch and Senator Pavao explained that the resolution expresses that community college students are transient and in order to not impede student progress through general education requirements, Solano could accept bona-fide general education courses from other colleges as applicable. This would offer consistency. The policy currently allows deans to decide and the State Senate is asking to change that. Senator Pavao noted that students are being unfairly punished when they, in good faith, met requirements at another college. Concerns were raised regarding math requirements or schools that wouldn’t be adhering to Title 5 laws. President Lamb suggested Ms. Arie-Donch forward current general education course information for Senators to help with deliberations on this topic. Ms. Arie-Donch pointed out: this has nothing to do with faculty right for pre-requisites; it does not affect majors, it is only for GE applicability; this is a local decision, and; it is not saying you should accept everybody’s course. She suggested one option would be

to approve except for math. Senate will review the information and add this as an action item to the May 17 agenda.

8.3 Program Discontinuance Policy (no discussion/out of time)

**9. Action Items** (no actions taken – time constraints)

9.1 Approve Changes to Student Services Procedures Policy #5200

9.2 Approve President's Participation at Faculty Leadership Institution

**10. Action Reminders**

**11. Announcements**

**12. Adjournment**

The meeting was adjourned at 5:04 p.m.