

ACADEMIC SENATE

ADOPTED MINUTES

September 21, 2009

Board Room 626

3:00 – 5:00pm

1. Call to Order

President Jeffrey Lamb called the meeting to order at 3:06 p.m.

2. Roll Call:

Jeffrey Lamb, President

Matt Borchert; Joseph Conrad; Lisa Giambastiani; LaNae Jaimez; Richard Kleeberg; Lou McDermott; Ruth Fuller (substituting for Barbara Pavao); Karen Wanek

Late Arrival: Jeanette McCarthy

Absent/Excused: Erin Duane – *ex officio*; Rennee Moore – *ex officio*; Carl Ogden

Guests: President Jowel Laguerre; VP Lisa Waits

Connie Adams, Interim Admin Assistant

3. Approval of Agenda – September 21, 2009

Motion to Approve - Senator Conrad; Seconded – Senator McDermott

Senator Borchert requested the addition of item 6.2.2

Passed as amended - Unanimous

4. Approval of Minutes – August 31, 2009

Tabled until next meeting

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

Introduction of new Senators, substitute Administrative Assistant and thank you to past Senators.

Shared Governance Council (SGC): A discussion clarified that the previous CPA requirement for the Director of Fiscal Services position is now a recommended option. Concerning Board Policy 1070 and Procedure 2035 that had been placed on the Board of Trustees (BOT) agenda, SGC pointed out that policies should go to, not around, the SGC before being added to the BOT agenda. They have asked to see those policies which are primarily about the BOT self-evaluation and procedures for evaluating the Superintendent/President. SGC recommended that the Board have a broader interpretation of self-evaluation and perhaps include the voices of different constituencies such as the president, faculty, staff, and other administrators. They also recommended the results of the evaluations continue to be public and accountable.

FaBPAC: No meeting to report.

Following the Senate's instructions to find out more regarding the executive level reorganization, President Lamb had a conversation with President Laguerre. President Lamb summarized the Senate's comments, concerns, questions, and positive feedback concerning the reorganization and expressed that the college needs to hear the productive dialogue and to see if it has an impact in the way planning moves forward. He urged President Laguerre to embrace the college's new planning mechanism and to present a proposal in form of a Strategic Proposal that would include background data, budget impact, timeline and evaluation. A formal proposal is forthcoming on the proposed reorganization through our several campus-wide forums.

President Lamb raised questions as to what the next steps for the Academic Senate might be and what should be done with information gathered. He suggested things the Senate could do: 1) create a position paper on pros/cons; or 2) create a resolution to support productive dialogue. He requested consideration on these topics.

Accreditation: The second draft is available on the Intranet. This document is almost complete. There are a few places where narrative is necessary and the evidence is sought. President Lamb recommended that everyone read it.

Comments/Questions: The Senate office will be moved to the 400 building. Senator Kleeberg commented on the change, presented a history of the Academic Senate at Solano College, and expressed concern that the Senate be considered with the same significance and status for the important role it maintains at the college. President Lamb acknowledged that the Academic Senate will maintain vigilance.

6. Reports

6.1 President Laguerre

President Laguerre expressed appreciation for Senator Kleeberg's comments regarding the Senate office and President Lamb's regarding the Accreditation Report. He also encouraged everyone to review it and stated there is a lot to learn from it and that it will give everyone a sense of the state of the college now and where it's headed. Solano College's new Accreditation Self-Study will be due in October 2010 and he encouraged getting started. He acknowledged that the Academic Senate is looking at accreditation as an ongoing activity and expressed appreciation of the Senate leadership and pledged administrative support. He encouraged all faculty and staff to watch for opportunities to participate in the next accreditation self-study.

President Laguerre has continued to make presentations to groups on the reorganization and stated the interaction has been effective to reflect concerns and views of all constituents.

The 2009/2010 Budget is going to the Board of Trustees for a first reading on September 23. President Laguerre shared that the college is facing major issues and doing the very best it can to alleviate negative effects on employees. He reported that programs are getting hit really hard, with Federal Government Relief down to \$150,000 from the original \$600,000, and said the college has provided commitment to basic skills, transfer, and workforce. Dr. Steinback is looking at everything and adjusts schedules to meet demands.

President Laguerre told the Senate that the Vallejo site, at 2700 students, is nearing the maximum capacity of 3500. When this site was planned, it was thought that everyone was interested in environment and would not come one-to-one in cars and now the campus is running out of parking space. There is a nearby property currently vacant which would be wonderful for many of the college's career programs to look at for the future.

President Laguerre and his cabinet have looked at proposals for an image campaign for the institution to reposition the college to tell its own story internally and externally, so that people will know what is true and the efforts made. To do an image campaign, funds must be raised. President Laguerre has informed local businesses that he'll be soliciting support.

Comments/Questions: Senator McDermott asked if the college has a regular means to communicate with alumni. Dr. Laguerre responded that he has spoken with a local businessman - alumni to start an association. Many alumni are living locally. Senator McDermott knows one who had organized a newsletter for Vallejo High and Weber State, and he'll contact him to see if he's interested. President Laguerre will contact people from the area, such as Jeff Gordon, and he requested input of names and also would like to begin an association for retirees.

6.2 Subcommittee Reports

6.2.1 Learning Communities program update – Brad Paschal

Report will be rescheduled.

6.2.2 Senate Elections

Senator Borchert sent out a memo today to solicit nominations. Senators Borchert and Wanek have planned to have the Senate election completed by October 19, 2009, so two new senators can participate at the Senate meeting on that date. The election committee requested direction as the Constitution and college election history does not address timelines for elections, except for president-elect. President Lamb agreed with the committee's recommendation to give five days for nomination process. Senator Wanek stated the planned timeline that by Tuesday or Wednesday of next week the committee would send out ballots and then allow seven days for ballots to be counted before the October 19th Academic Senate meeting. Concerns were expressed regarding the timeline that some adjunct faculty may not see their email. President Lamb commented that it is the professional obligation of every faculty member to be informed and checking emails regularly is part of that responsibility. Senator McDermott conveyed an idea to more efficiently work the next elections by setting up a booth in the faculty lunch area and have absentee ballots adjunct and other faculty can apply for. This idea included voting from 8 a.m. – 8 p.m. Tuesday-Thursday to give everybody who wants to vote the opportunity. Senator Wanek checked with Human Resources to obtain a list of only current faculty. In response to the question on who can vote, it was noted that teachers are required to teach an entire course, not just a class session or a number of hours, in order to vote. HR can identify who those teachers are and their locations. Senate members will meet on September 28, Monday afternoon at 2 p.m. to stuff envelopes.

7. Information/Discussion Items

7.1 Student Services – VP Lisa Waits

Student Discipline Report 2008/09: The official report, sent to the Senate about last year's discipline issues, measured discipline issues back to 2003. In 2008/2009 there were 27 official conduct cases, whereas the previous year was more intense with 49. Last week there were already six discipline cases. A connection was noted between environment and social behavior. The report lists the numbers by type of incident and action taken to show what has happened. VP Waits stated that academic dishonesty numbers do not include all the e-mails sent to her, only official cases. When asked if Student Services should be informed of plagiarism and cheating, VP Waits replied that is tracked as they check to see if they are getting hits on the same student name and then to decide if that's a student to meet with. President Lamb asked if there is a continuity of incident types, a rubric used. VP Waits answered that there are some areas with a common behavior/incident type and others that are specific to a particular year. There are very specific things in the conduct code and they attempt to track according to what it is, though sometimes cases fall into more than one incident type and the one that is most prevalent is picked. If a student doesn't show up for the required meeting, there is a hold on their records until they return to campus and they attend hearing. Regarding combative or verbally abusive behaviors, Student Services relies on the campus police to inform them of incidents.

Revisions to Policy & Procedures 5300 – Student Conduct and Discipline: VP Waits explained that because she's had to deal with quite a bit of student discipline and complaints regarding student conduct issues that it's time for Student Services to review policy and procedures for Academic Affairs. She will be looking to the Academic Senate also to review and suggest revisions to simplify language. The same packet of information went to Student Government and the Shared Governance Council (SGC), so the Senate is the last official group for this conversation, which will be continued at a later date. Her goal is to have the revisions approved by the SGC by the end of the current term which allows a couple months to get through all the processing. VP Waits stated that Student Services has put a lot into the policy, and rather than feeling overwhelmed, look at why the policy is so lengthy. She noted the rationale for lengthening policy and procedures is that it's legally advised. In reply to a question on what senators are to do, VP Waits stated that what is in italics and bold are the replacements. VP Waits will revisit the Academic Senate on November 2, 2009, which will give senators time to discuss this with their divisions. Senator Giambastiani requested electronic packets of the handouts, which VP Waits will have sent to Interim Admin Assistant Adams to distribute.

Academic Council Procedures 2009/10: VP Waits explained that procedures for student academic appeals has not been followed properly, which she realized there were issues when the catalogue revisions were due and she saw that there were rewritten procedures. When she inquired about the revisions, she found that the procedures hadn't gone through a process; therefore, the normal procedures were put back into the catalogue. VP Waits offered to review all academic appeals, first, to see what the track looked like and, second, because of the workload issue. After reading the petitions, she became more and more concerned on how the college is working with students who are academically disqualified and have some sort of academic appeal. One of the college counseling faculty members is taking a sabbatical to look at the programs that might be put into place to address students who are academically disqualified. Basically, over 10% of Solano College students are on some form of academic probation. About 1500 students

each term are on their first term of academic probation or are disqualified – about 800 or about half of enrolled students are academically disqualified a year. VP Waits shared her concern and has read student petitions and their transcripts. She has met with each student who questioned the decisions made so they had the opportunity to discuss it. While she was glad to have spent time with the appeals, she also expressed her opinion that it's a disservice to have only one person look at student transcripts and shared the need to reinvigorate the Academic Council and start a committee to look at the petitions. This group should also begin to look at bringing in financial aid information so people are aware we have an abnormal amount of students with a high number of units. This is very important work and VP Waits requested support for this council.

Comments/Questions: Senator McDermott suggested a letter to inform students, not just the student looking at their transcript. VP Waits replied with her concern that the college got away from the best practices and students are not informed officially, only if they look at their academic transcript. This was partly due to the Banner conversion and the transition and it is important to get back to earlier intervention. She stressed this is not new policy, but a need for improvement. In reply to a question concerning deadlines on petitions, she told Senate there are no deadlines currently, but in terms of workload, there should be prescreening and the staff should make some recommendations and set some standards. President Lamb explained that a committee was formed that hasn't met for over two years and he offered to confirm who is still willing to be on this committee and will appoint people to look at procedures. Senator Kleeberg expressed willingness to join.

Academic Integrity: VP Waits explained the reason for discussion on this item is that work that came up (see middle of 3rd page "Recommended Sanctions for Level 2 violations) regarding a warning for failing grade/course issue. In 2007, the Chancellors office sent out a legal opinion that you cannot fail a student for the entire course based on one exam or one essay unless they can't pass without it, so this needs to be in compliance with that statement. VP Waits requested that the Senate modify and bring language into compliance. It was decided that senators would prefer to read through it and come back for discussion. President Lamb stated he will modify that particular section and also bring feedback on the overall document.

7.2 Goals – Establish Taskforces

President Lamb expressed willingness to meet with senators to get the following committees started and that it would benefit these committees to recruit people outside senate to draw resources from the general campus community and find expertise to solve problems being worked on specifically addressed in the following goals:

7.2.1 Online Elections

President Lamb stated that the Senate needs to decide if online elections should be continued. On the first attempt, it didn't do so well for a number of reasons, but should be considered seriously before being discarded.

7.2.2 Constitution/Representation

President Lamb noted that the Constitution has some inconsistencies. In particular, as the college moves forward, the question of proportional representation will become of paramount importance because of the six division structure might be going down to three. Therefore, it would make sense to include a proportional representation team to determine how many senators would be making decisions for the whole faculty.

7.2.3 Enrollment Management

President Lamb stressed the importance of how to keep the student numbers at the college and be more efficient and that it would be wise for faculty to take reigns of that.

7.2.4 Accreditation Committee

President Lamb opined that it would be an advantage to have an Accreditation Committee on a regular basis.

Comments/Questions:

Senator McDermott volunteered to chair the Online Elections Taskforce and agreed that these Senate Goal committees should find non-senate members to serve under the Senate chairperson, as he felt it otherwise overburdens the members. Senator Lamb offered to create language and pass on to committee chairpersons to then send out via email – a call for collaboration.

Senator Giambastiani questioned if adjunct vs. full-time faculty voting belongs under constitution rather than elections and what would the charge be for the Constitution Committee. President Lamb stated that the constitution was last revised in 2002 and the proportional representation topic is in the scope of the Constitution Taskforce. He also expressed concern for the inconsistencies in terms of the name used to describe the college faculty association that the union is now using and questioned if they should continue to use it or change it. Senators Giambastiani and McCarthy volunteered to co-chair the Constitution Taskforce.

Senator Jaimez volunteered to chair the Enrollment Management Taskforce with President Lamb as co-chair.

President Lamb will also chair the Accreditation Committee.

President Lamb suggested that each committee meet once outside of Senate, to get a sense of what it entails, between now and the next senate meeting, and begin to prioritize the work to move forward, including: look at what the task will need in resources; timeline predicted; and prepare a statement that would bring in more committee members. This work should be completed by the end of the academic year, though some might be more urgent.

7.3 FaBPAC Representatives

Senate Past-President Gail Kropp was the FaBPAC representative and has now stepped down. President Lamb asked Senators if any were willing to take cover the position as FaBPAC representative before he sends a request out to the faculty. FaBPAC is the Finance and Budget

Planning Advisory Council and meets from 2 p.m. –5 p.m. on the 2nd/4th Wednesdays. The Council makes recommendations about statewide cuts, looks at the impact of that on the college, they developed the People and Things list and recommendations on how to move forward with cuts. President Lamb explained that his attendance at their meetings was insightful to know how money decisions are made on campus and the state of the college. It was noted that SGC is the value group and FaBPAC is the fiscal group.

7.4 Procedures for adding students to courses – Jeanette McCarthy

Senator McCarthy expressed her concern that there are many instances in which management tends to lower the authority and respect for the faculty and explained her experiences in regard to that for the last four years. Two items were brought up that most impact the faculty: 1) disregard of proper hiring procedures and, 2) undermined faculty authority, given an example when a dean bypassed an instructor and the instructor's established wait list to add a student to the class. She pointed out that the Senate must be ever vigilant to preserve faculty professionalism and be able to do their jobs without being undermined as professionals.

President Lamb shared that while Academic Senate doesn't deal with grievances, it should ensure faculty voice is involved in policy of the college.

7.5 Signed Evaluations

This item will be on the next agenda.

8 Action Items

9 Action Reminders

Review Policy and Procedures 5300 for Student Services and Academic Integrity Policy
Senate goals taskforce meetings

10 Announcements

11 Adjournment

Meeting adjourned at 4:59 p.m.