

**JOINT MEETING OF THE
ACADEMIC SENATE
AND EDUCATIONAL ADMINISTRATORS
APPROVED MINUTES**

**Aug 14, 2009
Board Room 626
1:30 to 4:30**

1. Call to Order

President Lamb called the meeting to order at 1:34 p.m.

2. Roll Call

Jeffrey Lamb, President

Matt Borchert; Joseph Conrad; Lisa Giambastiani; LaNae Jaimez; Jeanette McCarthy; Lou McDermott; John Nagle; Carl Ogden; Barbara Pavão; Karen Wanek

Absent/Excused: Erin Duane; Rennee Moore; Thomas Watkins –arrived at 11:00

Guests: Philip Andreini, Dean – Humanities; Jerry Kea – Vallejo Center Director; Dr. Jowel Laguerre, – Superintendent/President; Shirley Lewis, Dean – Student Services; Teresa McLeod – Vacaville Center Director; Maire Morinec, Dean – Health, Public Safety, and Family Studies; Robert Myers, Dean – PE, Wellness & Athletics; David Redfield, Dean – Math/Science; Leslie Rota, Dean -- Fine & Applied Arts/Behavioral Science; Robin Steinback – VPAA; John Urrutia, Dean – Business & Career Technical Education; Lisa Waits – VPSS;

3) Approval of Agenda

Agenda needs to have the new Senators' names included.

Motion to Approve – Senator Ogden; M/S/P – Unanimous

4) Information/Discussion Items

A) Accreditation –Special Report Timeline & Process – Robin Steinback

VPAA Steinback presented us with several handouts detailing elements of her presentation, which covered the following points:

- 1) Follow-up report is due Oct. 15; the team will be visiting late October or early November; 1st draft is due by Sept. 2
- 2) Working groups structure and wiki will be used again, as survey results suggested
- 3) Master calendar with all timelines and forum dates and working group meetings will be posted on the wiki, and the wiki address and other info will be sent out to campus.

- 4) VPSS Waits noted that working groups for Recommendations 2 & 3 have been meeting, and will be sending a survey to the college asking for examples of decision and the data driving them.
- 5) VPAA Steinback noted that they are working on a style sheet and citation format standards to avoid the complications of last time, and also that they have no writer chosen as yet.

B) Integrated Planning Process (IPP) PERT – Jeff Lamb and All

President Lamb reprised much of the report given earlier in the morning session, covering the following points:

- 1) The purpose of the IPP
- 2) IPP got conceptual approval from both the Senate and Shared Governance
- 3) The documents will need to go through Shared Governance then to S/P Laguerre, then to the Board to become official
- 4) Erin Duane has created an interactive document (temporarily available at <http://metadatamaven.com/ipp>)
- 5) IPP group has put together training teams to provide IPP Presentations on Demand (IPPPODs)

C) Student Learning Outcomes/Service Area Outcomes – Tracy Schneider

Tracy Schneider provided us with handouts and presented the following update:

- 1) Flex will go the same as it has in the past, but facilitators need to gather evidence of actions taken since last semester in order to gather evidence for “connections made between SLO assessment, 3-Year Plans, program reviews, strategic and operational plans, etc.”
- 2) Deadlines: Due to the early accreditation report, facilitators need to get flex reports to Ms. Schneider no later than Sept. 7th, division assessment schedules by Sept. 2nd, and program SLOs and assessment methods in ASAP.
- 3) Ms. Schneider urges faculty to use the wiki (sccslos.pbworks.com) to find forms, rubrics assessments, etc., and to upload assessment information and evaluations, for both the accreditation report and for “closing the assessment loop” stage of the SLO program.
- 4) Ms. Schneider also asked for assistance with non-academic outcomes.

Discussion:

In answer to a question asking the definition of a “program” for the purpose of establishing program SLOs, Ms. Schneider explained that if a program review is done, then it is a program.

D) Status Report on Basic Skills Initiative

Plan & Expenditure Plan – Robin Steinback and All

VPSS Steinback explained that BSI is also experiencing budgetary woes: categorical funding was cut 32%, and a committee will need to be convened to determine cuts and

when recruitment can begin again. SCFA President Grube will be working on the recruitment issue from the union side, and there will be more information later as developments are made.

Coordinator Positions – Robin Steinback

As noted above, budgetary concerns have put a temporary halt to the recruitment for the four coordinator positions open – BSI Coordinator; BSI Academic Success Coordinator; BSI Supplemental Instruction Coordinator; BSI Math Coordinator.

E) Reorganization

Student Services & Academic Affairs (2009-2010) – VPs & All

VPAA Steinback outlined some of the changes in organization:

- 1) Reduction of Administration by one Associate VP and one Dean
- 2) Each dean now has responsibilities campus-wide:
 - A) Development of our centers
 - B) Larger presence in non-credit programs
- 3) Re-organization was approved as information item by Board in July; comes up for final approval in August.
- 4) This structure may need to change again to accommodate any changes in Executive structure.

VPSS Waits added the Student Services side tried to keep access points for students solid, especially as they didn't get a Dean of Registrars. Judicial Affairs will be putting a peer review board in for lower level disruptions, which could lead to some policy changes with the Conduct Code – if so, they will come to the Senate later.

They still need to work toward coordination of recruitment, perhaps a separate administrator.

Executive Level (2010-2011) -- Dr. Jowel Laguerre

Dr. Laguerre outlined the shape of the Executive level re-organization:

- 1) Initiate a change from our current structure to the “Institutional Advancement” model as per the Magellan study of years ago
- 2) Reduce the number of VP's to two – combine Academic Affairs Student Services and Fiscal Services with Technology
- 3) Assured Senate and guests that he has done re-organizations before but also wants to take input into account

Discussion:

Senator McDermott questioned the “institutional stability” issue that we have to address for accreditation; Dr. Laguerre acknowledges that ACCJC may or may not “approve,” but also notes that this idea has been implemented in many places.

Senator Ogden questioned the amount of the savings the college will realize, and Dr. Laguerre responded that the unofficial number is approximately \$140,000.

Senator Pavão voiced general confusion about the “solidity” of the proposal, asking what might affect his decision; Dr. Laguerre wasn't really sure, but assured us that the idea is well-

thought-out. Senator Conrad asked if there was a timeline for the decision; Dr. Laguerre said he hoped it would be before the 1st of the year.

Senator Borchert noted that \$140,000 doesn't seem like much of a savings, and wondered if ACCJC would be "impressed." Senator Jaimez asked how the concentration of power in two VP's as opposed to four would be beneficial; Dr. Laguerre responded that this isn't a matter of power, but of "survival" of the college.

Dr. Laguerre promised to keep dialogue open and to visit every division to keep the discussion going.

Discussion Continued following Dr. Laguerre's departure:

President Lamb commented on Dr. Laguerre's proposal, and invited discussion as to whether the proposal is really open to input, or is in fact a "done deal." He noted that he has heard concerns about 1) institutional stability issues; 2) the actual savings vs. the "cost;" 3) concentration of power, and 4) the timeline, to which he added his concern about Dr. Laguerre speaking to all of the divisions separately. He concluded that there is room for discussion, and urged us to engage.

Dean Andreini expressed concern about not having the whole picture of Dr. Laguerre's "vision," but noted that part of critical thinking is to hear both sides. President Lamb suggested that one way to get the information would be to follow the Strategic Proposal model.

Senator Pavão stated the need for more dialogue; for one thing, she felt that the proposal to turn to the community for additional funding is inappropriate in this largely low-income community, especially in these times, with which Dean Rota agreed, and Dean Myers noted that it takes money and resources to bring in that money.

Senator McCarthy was concerned how the proposed infrastructure would help reach goals, and Dean Myers noted that combining Communications and Marketing with Institutional Advancement would be more than one full-time job, and noted the lack of evidence as to where this model had worked in California. Senator Conrad agreed that the lack of evidence was troubling, and that it would be better if we could see evidence and a goal.

Dean Morinec was equally concerned about the methods, terming the plan to speak with divisions separately as "divide and conquer," and worrying that in smaller groups he might be more able to control and influence responses and outcomes. Senator Giambastiani noted that he might be hoping to engage more dialogue in smaller groups, but that we could all note what is said and bring that back to the Senate, to compare notes and consistency of message. Senator Wanek observed that she could see the point in Dr. Laguerre's choice to reduce administrators.

Dean Lewis brought up the issue of "morale" as noted in the ACCJC report, and wondered what message we should give so as not to negatively affect campus morale about the re-organization. President Lamb urged that we emphasize the dialogue that we are engaging in. Senator McCarthy agreed, noting that she didn't feel that the Senate was ready to make a general statement of disapproval of the proposal, and President Lamb asked that we bring back some response from our constituents.

VP Waits noted that in her experience this particular structural shift was very damaging and was changed back as soon as possible. She asserted that we need evidence, because the evidence

that she has is that student learning and success did suffer due to the change in administrative structure.

5) Announcements

Dean Andreini announced that the Reading/Writing Lab remodel is done, and invited all to come and see.

Senator McDermott is presenting a paper at U.S. Air Academy, Washington, D.C.

6) Adjournment

Meeting adjourned at 4:36