



## ACADEMIC SENATE

### Adopted Minutes

**September 20, 2010**

**Board Room 626**

**3:00 pm – 5:00 pm**

**1. Call to Order**

President Thomas Watkins called the meeting to order at 3:05 pm

**2. Roll Call:**

Thomas Watkins, President

Darryl Allen, Kim Becker, Abla Christiansen, Nick Cittadino, Erin Duane – *ex officio*, LaNae Jaimez, Richard Kleeberg, Lou McDermott, John Nagle

Late Arrivals: Alena Hairston, Karen Wanek

Absent: Dale Crandall-Bear – *ex officio*, Susanna Crawford

Guests: Superintendent/President Jowel Laguerre; Tracy Schneider – Accreditation Coordinator

Connie Adams, Interim Admin Assistant

**3. Approval of Agenda – September 20, 2010**

Motion to Approve Agenda – Senator Nagle; Seconded – Senator Kleeberg; postpone 8.4 to next meeting as amended: postpone Item 8.4 to October 4, 2010 meeting. Unanimous

**4. Approval of Minutes – September 13, 2010**

Postponed until Oct. 4, 2010

**5. Comments from the Public**

None

**6. President's Report**

*APUS:* President Watkins reported that he had a good discussion with S/P Laguerre regarding the Senate meeting discussion with American Public University (APU) representative, Craig Gilman. S/P Laguerre expressed appreciation for the care and concerns about Solano College that Senators expressed and stated he was proud of the faculty. S/P Laguerre will have EVP Reyes address the issues with John Hough from APUS. The topic may then be re-introduced to the Senate.

*Commencement:* S/P Laguerre requested that a Commencement Committee be formed immediately to look into the feasibility of having morning Commencement. Mustafa Ghous and Shirley Lewis will be the Co-chairs. S/P Laguerre would like a few faculty to be members on the committee. President Watkins will send an email to all faculty.

*Faculty Hiring Process:* Though Solano College uses a process for hiring, there is no clear written faculty hiring process in the IPP. This needs to be clearly identified and put into IPP. EVP Reyes will probably set up a task force to document the hiring process for new or replacement faculty.

*Student Loans:* The College is looking at NelNet, which would provide student loans. The terms would be: repayment in four installments with a flat fee of \$25 charged. This would be an option to offer students small loans to cover books in time for the semester start while waiting on their government loans.

Comments/Questions: Senator Hairston expressed concern about faculty not being consulted. Senator Kleeberg noted that financial aid offered students is not in the 10+1 responsibilities for the Senate. This topic was offered as information.

*Board Study Session:* scheduled October 6, 2010.

**Sustainability:** Dean Julian sent an email out seeking interested people on campus to form a group and address Solano College sustainability issues by looking at ways to reduce resource consumption and waste on campus, incorporate sustainability into the curriculum, and participate in outreach projects to the community.

**Board Agenda Items:** A new Board Agenda template was approved at the September 16 President's Cabinet meeting. S/P Laguerre would like the template used at the October 6<sup>th</sup> Board meeting. Emphasis is to facilitate the Board to make good and proper decisions by identifying which policy and/or government code substantiates their action. Estimated fiscal impact is also requested. If an item is grant-funded, the amount of money involved and the associated grant would be identified on the form.

**Accreditation Special Report:** A joint meeting of the Academic Senate and SGC will be held September 29 from 2-4 pm for final approval of the Special Report.

**Green & Clean Day:** The students have challenged the faculty to participate on Saturday, September 25<sup>th</sup>. President Watkins asked for someone to sub for him at the September 22<sup>nd</sup> SGC meeting to review the Accreditation Special Report draft. Senator Kleeberg volunteered.

## 7. Reports

### 7.1 Curriculum – Erin Duane

Ms. Duane updated Senators that CurricuNet has some fine-tuning but should be up this week. She noted that everything is paralyzed but saved for curriculum reviews. If anyone wants to start working on their division course reviews, Pei-Lin Van't Hul can make it available.

### 7.2 Superintendent/President Jowel Laguerre

**Campus Lockdown:** S/P Laguerre addressed the lockdown that occurred last Friday and answered Senators' questions and concerns. He stated that there was a debriefing with the CHP and Sheriffs who assisted and a training will be set up with local authorities. He noted that these outside authorities will make future lockdown decisions. Senator Jaimez suggested faculty have a card/reminder of actions in emergency situations. Senators expressed concerns regarding how the students were handled by authorities and questions of legal authority to keep students contained in classrooms. S/P Laguerre responded that a comprehensive response will be determined regarding safety and the College community. He stated the importance to give the best advice to the students and do what is most reasonable under the circumstances.

**Middle College:** S/P Laguerre reported that several discussion have occurred with county school districts of the potential to implement the concept of middle college for high school students. He has received positive response. S/P Laguerre mentioned how he worked with this concept at Truckee Meadows and was asked by Solano County residents to bring the concept here. Students are often talented but the high school scene isn't working for them. They could take college and high school courses. He offered that when plans begin, the Senate will need to be involved. Senators opined their pros and cons on the issue. S/P Laguerre shared the concept of middle college is to have the students at the college for all their classes through the school year. Transportation is not an issue and they are part of the college life. He also noted that when taking high school classes they are with high school teachers, otherwise, they are in mixed college classes.

**Sonoma State MOU:** S/P Laguerre announced the signing ceremony will be Monday, September 27<sup>th</sup>, at 10 am at the Vallejo Center. President Watkins will say a few words and the Cal Maritime president will speak to their desire to offer some classes with Sonoma State also.

### 7.3 Basic Skills – Susanna Crawford

Absent – no report

## **8. Information/Discussion Items**

### **8.1 Revise January Senate Meeting date**

President Watkins reported that the Academic Senate needs to meet with the deans in January. Usually a full day is reserved for that joint meeting (3 hours) and the regular Senate meeting (3 hours). Optional Flex Cal days were discussed. President Watkins will attend the next Flex Cal meeting and find what times are available. Senators expressed preference for meeting on January 12 and 14 from 9-noon both days. Senators will be notified by email when dates and times are confirmed.

### **8.2 Accreditation Timeline Plan - Tracy Schneider**

Tracy Schneider, Accreditation Coordinator, reported on the issues to be addressed regarding the Accreditation Special Report. It was originally thought the special report would be due October 15, 2010, but that is when the ACCJC Accreditation Team will visit Solano College. The report needs to be done by August, two months before the visit. If the Senate decides not to have a meeting during the summer, four months will be lost, as the report would have to be completely done and approved before summer. If the Senate agrees to have one meeting in the summer for approval, everything else can be handled through email prior to the meeting. Ms. Schneider explained that there would not be enough time to be ready for an approval meeting before summer break and working back from the week of August 15, when it is due, the timeline would be: approved by the Governing Board on August 3; information to the Board by July 20; SGC action item on July 13; information to SGC by June 29<sup>4</sup>; post production with hyperlinks between June 22 - August 14; final draft to AS/SGC June 22, and; draft out to campus between June 13-17. Without a special summer meeting, the final draft would need to be completed June 3<sup>rd</sup>, which means all the documentation and evidence would need to be in by mid-late February. Bullet points will be used to facilitate editing. Dean Lamb explained the different paradigm than in the past, whereby, a third party from outside may do a read through of the document, which will be over 200 pages.

Ms. Schneider answered Senators questions regarding the report process and President Watkins informed Senators that they could send a substitute to the final approval meeting, if they can't make it. In response to Senator Wanek's question about using evidence from previous reports, Ms. Schneider explained that some evidence may be used, but the report must not repeat too much, some of the report is outside what the groups have been doing, eligibility requirements must be addressed separately and themes will be woven in. In other words, there is a lot more than just evidence and a sentence to explain it. Ms. Schneider also shared that part of her plan as Accreditation Coordinator is to establish a process to continually gather evidence, so people know where to look. The point of the self-study is not just to get a report done, but to ask and answer questions of ourselves to make the institution better, so it's going to be a process that takes two years. Senator McDermott suggested it is time for the Senate to set up an Accreditation Committee to meet on a regular basis. President Watkins noted the immediate concern is to make sure Solano College does not sacrifice the quality and integrity of the Special Report by rushing it through. Senator Kleeberg queried if a conference call could qualify as a quorum for the approval meeting. Dean Lamb noted that had been done with one Board member, but would need to find out if it would work with many members. He reviewed the timeline for the next ten days, ending with final approval at a joint AS/SGC meeting on September 29. Senators can view accreditation work on techlrbworks.com.

In interest of time, the Senate moved to the Action Items.

### **8.3 Constitution / By Laws Revision**

Carried forward /time constraint

### **8.4 Flex Cal – Richard Kleeberg**

Carried forward /amended agenda

### **8.5 Working with SCFA**

Carried forward / time constraint

**9. Action Items**

**9.1 Election of Secretary**

Senator Hairston nominated Senator Kleeberg to serve as Senate Secretary; Seconded by Senator Wanek; Unanimous

**9.2 Honorary Degree Vote**

To award Honorary Degrees at the Spring Commencement to Solano College supporters: Jesse Branch, C. C. Yin, and Billy Yarborough.

Motion to Approve - Senator Cittadino; Seconded - Senator Hairston; Unanimous –

**10. Action Reminders**

**11. Announcements**

**12. Adjournment**

Motion to Adjourn - Senator Becker; Seconded – Senator Wanek; Unanimous

Meeting adjourned at 5:00 pm