



## ACADEMIC SENATE

### Adopted Minutes

November 1, 2010

Board Room 626

3:00 pm – 5:00 pm

**1. Call to Order**

President Watkins called the meeting to order at 3:09 pm

**2. Roll Call:**

Thomas Watkins, President

Darryl Allen, Dale Crandall-Bear – *ex officio*, Abla Christiansen, Nick Cittadino, Susanna Crawford, Erin Duane – *ex officio*, LaNae Jaimez, Lou McDermott, Karen Wanek

*Absent:* Kim Becker, Alena Hairston, Richard Kleeberg, John Nagle,

*Guests:* S/P Jowel Laguerre, Articulation Officer/Counselor Robin Arie-Donch, EVP Arturo Reyes, Dean Jeffrey Lamb, Transfer Counselor Marcie McDaniels

Connie Adams, Interim Admin Assistant

**3. Approval of Agenda – November 1, 2010**

Motion to Approve Agenda – Senator McDermott; Seconded – Senator Crawford; Unanimous  
Amendment: Senator Wanek requested the Nursing Department Full-Time Hire position be addressed

**4. Approval of Minutes – October 18, 2010**

Deferred to next regular Senate meeting

**5. Comments from the Public**

None

**6. President's Report**

President Watkins relinquished his report time to CTA President Tom Grube to address questions circulating recently regarding changes in *faculty workload and compensation*.

Mr. Grube stated that, when approving new courses and changes in courses, the Curriculum Committee has the role of looking at student workload and the Faculty Association has purview over issues regarding faculty workload and compensation. He reported that in recent years some faculty have gone to the Curriculum Committee and reclassified or changed courses and the components that are lecture and lab. He mentioned, as an example, some PE and dance classes that were considered lab classes now have lecture part of the time (probably ½ to 1 hour per week). In some cases of course reclassification to part lecture and lab, the contract has been misinterpreted, in that people assume lecture was category one and labs are category two and three. Those reclassifications from lab to lecture have manifested themselves in workload and activity point changes by changing from lab to lecture. The Faculty Association contract addresses categories in terms of how much work has to be done inside and outside the class, from category 1 at one hour out for every hour in, category 2 at somewhat less, and category 3 at even less. This has been misinterpreted as lecture and puts the Faculty Association in the unenviable position to go to HR and ask for money back a year later, if teachers were overpaid, or to ask instructors to teach overloads for free because they were under loaded when they received extra activity points they shouldn't have. Mr. Grube also stated that he doesn't want to be in a position of increasing someone's workload or having faculty feeling we're arguing against our own. The law requires 50% of district money to be spent on instruction. The College becomes less efficient when some instructors manage

to reduce their workload. This has a negative effect, putting downward pressure on all wages to a large degree. Mr. Grube reiterated that this wasn't done correctly and more and more cases are coming to his attention where deals have been made by going through the Curriculum Committee or going to administration to create positions and change workload issues. He would like to insure the correct procedures are being followed. Ms. Duane stated that faculty and department level course changes are brought to the Curriculum Committee to look at the course, not the workload. Mr. Grube acknowledged he is not faulting the Curriculum Committee but faculty or deans put more pressure on everybody by going around the union to negotiate deals, and this is a totally inappropriate way to make changes.

Comments/questions:

Ms. Duane noted that Section 19.204 of the contract states that category placement or changes to a course "shall be determined jointly by division members and division deans and submitted as part of the course proposal to the Curriculum Committee." So, although the Committee is not responsible for determining workload for a course, workload is presented on course proposals that come to the Committee.

After more discussion, the following suggestions were made to remedy the concerns: write a recommendation; be aware and keep from happening anymore; language in contract needs to be clarified; the roles need to be clarified and communicated to administration so that Curriculum Committee changes don't change faculty workload; it has to be clear that someone is proposing the course and it's not the final say; Senate can resolve that there is agreement with the process; report activity point and lecture/lab changes in positions to the union as they occur, and; Senate could say that they recognize that changes made by the Curriculum Committee regarding lecture and activity do not effect workload compensation.

EVP Reyes spoke of his work in a district where classes were either lecture or lab, without mixing the two, and another district where every single change was renegotiated with the union at monthly meetings. He suggested if a change is going to increase compensation or workload, then discussion must be implemented and to keep things clear and simple in the process, state that workload and compensation stays at the current level, until discussion/negotiation takes place. EVP Reyes has noticed that PE departments are currently being scrutinized by the Chancellor's office and it wouldn't benefit Solano College if someone looks at the curriculum and sees the instructor is getting paid lecture rate for an activity.

President Watkins will draft a resolution to bring back to the Senate.

## **7. Reports**

### **7.1 Curriculum – Erin Duane**

No Report

### **7.2 Superintendent/President – Jowel Laguerre**

*Accreditation Team Visit:* S/P Laguerre reported on the Accreditation Team visit that took place today. The two-person team spoke with quite a few folks and acknowledged with delight and interest that the College made and sustained progress in all categories since their last visit. S/P Laguerre also reminded everyone that there are areas to continue working on in progress and planning. He noted that he won't attempt to guess what the Accreditation Commission will say or do, with an example of Peralta College, which had a good report from the Commission saying it was outstanding and then it was put on probation. S/P Laguerre asked the evaluators what Solano can work on from now until the Commission meeting in January. The response was to continue the sustained progress. They were also very pleased with the Governing Board progress which was a major concern last time, noting their more positive communication with the Board members today. It seemed the Board members felt the same. S/P Laguerre complimented the great work many have done to move the College onward and forward. He will receive a confidential report soon and will look for errors that can be corrected. Then it will be sent to the Commission. In January S/P Laguerre will visit the Commission to talk about what the College has accomplished. Official word on the College status will arrive by the beginning of February. President Watkins reminded Senators to forward relevant success information to S/P Laguerre prior to his January meeting.

*S/P Open Forums:* S/P Laguerre held Open Forums through the month of October to share updates and plans for the future with colleagues. Feedback has been very positive for the following plans: a new science building;

theatre renovation; a new library building; a new biotechnology training center in Vacaville, and; the higher education extension center in Vallejo with Sonoma State and Cal-Maritime. While there is no current ranking of these plans, S/P Laguerre opined from a state budget perspective, the \$12 million theatre renovation will not use Solano College funds and the \$38 million 2-story library (which will change the face of the campus) will be a 50/50 split. The College will continue to pursue state funding and another bond for the other building plans. Planning for those should get underway soon. To expand the Vallejo Center, a request for funding support will also be made to Sonoma State and Cal-Maritime. Senator McDermott noted that there are many empty classrooms that could be used at Cal-Maritime in the meantime. More Open Forums will be scheduled which will feature general topics of student achievement and show Solano College commitment to student success.

*Accreditation Self-Study:* S/P Laguerre expressed that things are moving very well. Standard IV B, which he chairs, is making very good progress and he is hearing the same from other Standard Committees. The College can take advantage of the self-study to look at self improvement within divisions, disciplines, and departments to self-critique how well things are going and what needs to be done. This offers an opportunity to talk about improvement in every area.

*Opportunities:* S/P Laguerre reported that Senator Crawford and many others are looking at interesting initiatives. Some staff listened to Dr. Tinto speak and are getting good ideas to share at forums, including partnering with other folks. He is taking time to get to know programs, faculty, staff, and students. Let him know of opportunities for that as well as other things you'd like to see or ideas to share. S/P Laguerre congratulated Senators Cittadino, Jaimez, Christiansen, and Allen, who all attended the Puente event. EVP Reyes gave a great speech in Spanish and English. The students were quite pleased with this opportunity to know where we've come from, what our backgrounds are that things weren't all ready to go for us, and that we went through struggles too, to get where we are.

### **7.3 Distance Ed – Dale Crandall-Bear**

DE Committee Chairperson Dale Crandall-Bear gave an update on the Committee's work. He explained the areas of focus this year are: Accreditation; Title 5 compliance, and; Learning Management Systems (LMS) review. The Committee is working on DE materials to support moving forward in the Accreditation Self-Study. Mr. Crandall-Bear presented on the projector screen the DE Course Shell created by the Committee to share documents, offer on and offline communication and discussion through eCollege. The Committee has been moving intensely forward. He explained that the first priority was to have each committee representative go to their divisions and put their materials into the self-study. At next Monday's DE meeting there will be a review of what the divisions have created. They are working with the most recent ACCJC 2010 guidelines for DE and reading that document very thoroughly. The Committee is encouraging each division to develop their own policies and guidelines. A DE policy group was set up in the Humanities Division last semester. They are using the ACCJC guidelines document to thoroughly review DE to check compliance with ACCJC and Title 5. They will note and work on anything that needs to be changed. The vigorous Humanities process should be a good example for the other divisions. It will be shared on the DE Course page and other divisions can adapt it to use for a guideline. A Math/Science DE representative needs to be elected. Currently, only the Committee can access the DE Course page, but anyone in the Senate can be enrolled, as well as other faculty members who want to be in. A team is now working on online course catalog descriptions which ACCJC requires.

The DE Committee is systematically reviewing all other LMS platforms learning management systems services and costs to make recommendations whether to stay with eCollege or change to another system. In response to Senators' questions, Mr. Crandall-Bear explained that the Committee is performing a very comprehensive, rather than anecdotal, review to make the best decision regarding an LMS. A course will be tested in every LMS considered. Three surveys will be completed for input from Solano College faculty, students, and faculty from other colleges. If a change is made, it would be about two years out.

The DE Committee is also sketching out long-term plans for Solano College DE. Mr. Crandall-Bear pointed out items listed on the left bar of the course page that they'll be working on. These include the following:

- Develop really good *Professional Development & Innovation* programs
- *Student Orientations* – are students prepared, should orientations be upgraded, does face-to-face or online work best? There is opportunity for students to use orientations which are built into eCollege courses now. Student self-assessment and orientation is optional and this is an important component in looking at all platforms.
- *Data & Surveys* – would like to do more data driven analysis about what is going on in DE in terms of student behavior and where they're going.
- *Programs & Course Offerings* - look at programs and course offerings to be sure there is a balance
- *Online Services – Website* - student tutoring for online students
- *Academic Integrity* - looking in a major way at academic integrity issues to insure a program with integrity

Mr. Crandall-Bear distributed an official resolution to Senators for review regarding online Learning Management Systems. The resolution addresses the issue of using one platform (currently eCollege) for online course entry. Senators had questions concerning clarity of the Resolution verbiage and restrictions on linking out from eCollege. It doesn't prohibit linking to other systems, other than the entry point. Reasons for the Resolution are; to avoid confusion, use of canned courses, and little or no instructor interaction; to manage a course base, announcements, and grading; to promote consistency, cohesiveness, data gathering, and; documentation for ACCJC. Senators will take the Resolution to their divisions for review and will vote on it at the next regular meeting.

President Watkins pointed out that the ACCJC Guide to evaluating DE and correspondence education applies to the College as a whole. Questions in the Guide apply to all the Accreditation Standards. Everyone on an Accreditation Self-Study Committee needs to look at DE related to the standard.

#### **7.4 Basic Skills – Susanna Crawford**

Basic Skills Coordinator, Susanna Crawford, gave the following report:

1. On November 8 a group of administrators and faculty will visit Dixon to discuss how Solano College can work with them. It may be to have classes at the high school or other alternative programs.
2. Solano College is now officially involved in Title 3 creation of a grant application under the Completion by Design Initiative, which offers grants to expand completion rates for low income students. Solano College will be submitting an application in conjunction with Contra Costa College District. The grant requires a cadre minimum of four colleges. Senator Crawford, Jeannette McCarthy, and Diane White met with budget personnel from DVC, Contra Costa, and Los Medanos colleges, and brainstormed what is happening at all four colleges with respect to completion, and specifically, what programs have been tried successfully or not, and programs associated with four different phases of students transition starting from contact through Basic Skills, transfer classes and beyond. Senator Crawford will discuss with a grant writer this week what information is needed to make this grant application complete. The application is due on November 19. If Senators have relevant information or ideas from their divisions, she requested they forward quickly to her.
3. Senator Crawford will present a Basic Skills report at the Board Meeting on Wednesday.
4. Senator Crawford attended a Student Success Conference at Santa Rosa Community College on October 29. She will introduce interesting ideas from that at another meeting.

#### **Nursing Department Full-Time Hire** (item added to agenda)

Senator Wanek was asked to bring to the Senate a concern from the Nursing Department that a permanent position for a nursing instructor has been delayed long enough and will be an emergency hire. The position has to be filled for a class that is only taught in spring semester. Senator Wanek queried why it was not announced until about 10 days ago and only as an internal hire. It has to be posted for 28-30 days, and then allow time for applicants to prepare for a presentation. There has been no mention of a hiring committee or anything and the position may be filled over the holidays when everybody goes away. This doesn't look like a fair practice and has happened in past as an emergency hire over and over. It was known last spring that this position was needed and

it's just now being announced only internally. EVP Reyes offered to clarify some of that. When he began here recently, he was told there wouldn't be any hiring other than positions hired in spring to start next fall. The nursing position was a question mark to him as it came in as a mandatory permanent position. EVP Reyes asked Dean Morinec to clarify what that meant and she indicated it needed to be mandated to be a permanent full-time tenure-track position. Being new here, EVP Reyes explained that he wanted to be consistent as aeronautics had a similar situation and both needed review. No documentation was provided that this is a mandatory fulltime tenure track obligation. Arguments about being permanent can come through the Senate and to the deans and then we make a determination. Sometimes it is important to check the veracity of assumptions. This position somehow went to HR, then out as an internal only full-time hire for a faculty position which is contrary to our policy. It will be a position for the spring. Senator Wanek queried if it would be the same person hired as emergency before as there is no other nursing faculty on campus to teach it. The memo was addressed to tenured faculty, so even if an adjunct could apply, the memo didn't go to them. The College needs to have a complete external search to hire for a full-time/tenured track position. EVP Reyes agreed but noted it needs to be a position for spring and it is not the right thing to make it full-time permanent now as it is not mandatory. He doesn't know the history and thanked Senator Wanek for bringing the issue to his attention. He will not support an emergency hire process and explained they can go to HR tomorrow and open it up to a one semester assignment and then follow the correct process to have someone here. Senator Wanek opined that there may be adjunct faculty as well as many nurses out of work that could be great instructors.

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

### **8.1 Constitution Revision – Richard Kleeberg**

Deferred

### **8.2 International Baccalaureate - Robin Arie-Donch**

Robin Arie-Donch gave the following background. For a long time Solano College has accepted Advanced Placement (AP) scores so high school graduates have received credit for specific general education courses. Last year the state Academic Senate thought it would be good to have a universal chart for consistency in how scores are used for transferring students. A couple years ago the Solano Academic Senate voted to be consistent with most of other community colleges and to honor way the AP is used to receive credit so that students don't have to start over when they change schools. However, Solano College doesn't award credit for the IB exam. Students receive IB credit at CSUs, UCs, and for IGETC transfer. In order for Solano to honor IB, a directive is needed. To get a policy directive to admissions evaluators and for counselors to know how to advise students, the process is to start at Senate drafting a policy to honor IB degrees. If the policy is approved, it would go to SGC and the Governing Board. Ms. Arie-Donch noted that some university students have received a year of credit through their IB exam and begin college as sophomores. It's a similar concept to AP. Armijo High School offers IB coursework, yet Solano doesn't honor these high achieving students and may be turning students away and it may reflect badly on Solano. IB subjects are: biology, chemistry, economics, geography, history, foreign language, math, physics, psychology, and theatre. Senator Crawford's understanding of IB is that it is a complete, expansive, and structured program. Ms. Arie-Donch stated there is a standard skills level and a higher skills level and this discussion refers to the higher level which results in an IB diploma. Ms. Arie-Donch would like to have Solano honor IB, inform admissions evaluators and counselors, and use scores consistently with CSUs/UCs/IGETC/other community colleges. To implement acceptance of the IB, the following steps would be taken: 1) Senate recommends we adopt IB and award credit to students who have successfully completed IB examinations; 2) recommend that we follow the proposed California Community College General Education guidelines for accepting the IB for use in Solano College general education. Ms. Arie-Donch noted that this is not mandatory, but it is being brought to local senates because the state senate recommends each community college adopt this California Community College General Education plan for consistency as it relates to Title 5. Likely because of economic times, more IB students are attending community colleges rather than universities. Senator Cittadino and Senator Christiansen agreed to draft an official proposal.

### **8.3 Associate Degrees for Transfer AB 1440– Robin Arie-Donch**

Deferred

- 9. Action Items**
- 10. Action Reminders**  
Take DE resolution to divisions for review.
- 11. Announcements**  
EVP Reyes announced that this Thursday, November 4, that Vice Chancellor of Workforce Development, Jose Milan, and a scholar from Chile will be here for a tour of the campus to view CTE programs and student services. EVP Reyes will notify everyone by email of the time and details.
- 12. Adjournment**  
Motion to Adjourn – Senator Allen; Seconded – Senator McDermott; Unanimous Meeting was adjourned at 5:04 pm