



ACADEMIC SENATE

Adopted Minutes

December 6, 2010

Board Room 626

3:00 pm – 5:00 pm

1. Call to Order

President Watkins called the meeting to order at 3:14 pm

2. Roll Call:

Thomas Watkins, President

Darryl Allen, Kim Becker, Abba Christiansen, Nick Cittadino, Dale Crandall-Bear – *ex officio*, Susanna Crawford, Erin Duane – *ex officio*, Alena Hairston, LaNae Jaimez, Richard Kleeberg, Lou McDermott, John Nagle, Karen Wanek

Guests: Jowel Laguerre, Ferdinanda Florence

Connie Adams, Interim Admin Assistant

3. Approval of Agenda – December 6, 2010

Motion to Approve – Senator Becker; Seconded – Senator Nagle; Unanimous

4. Approval of Minutes – October 18, November 1, and November 15, 2010

Motion to Approve Oct. 18, Nov. 1, and Nov. 15 Minutes – Senator Jaimez; Seconded – Senator McDermott; Unanimous

5. Comments from the Public

No Comments

6. President's Report

Deferred for other business

7. Reports

7.1 Curriculum – Erin Duane

No Report

7.2 Superintendent/President – Jowel Laguerre

Vacaville Center Expansion:

S/P Laguerre reported that the College is looking seriously at the possibility of acquiring Vacaville property where the original Vacaville Center had been located. Current dialogue with representatives of the owner has been very positive. S/P Laguerre asked Dean Lewis to form a committee to look at expansion and to involve faculty in the process.

Comments/Questions: Senator Crawford inquired on the status of the fire science burn structure concept previously brought to the Senate. S/P responded that discussion has been renewed with Vacaville and the city is ready to move forward and bring something to the Board. Currently space in Dixon is leased for the fire program. Last year, to balance the state budget, the legislature took redevelopment money away from cities. Funding through the City of Vacaville is not available as expected so other ideas are being explored.

Completion by Design:

California Community Colleges will need to graduate 1,000,000 more students over the next ten years. This equates to approximately 700 more graduates per year for Solano College. Conversation on this matter needs to begin.

Master Plan:

A long range master plan and update for the future is being discussed for educational and facilities planning. Interesting opportunities include: potential for a new science building; a new library building; Technology Center at Vacaville; Higher Education Center at Vallejo adding a partnership with Cal Maritime, and; an Automotive Tech program. Solano College has \$5,000,000 set aside and needs about \$14,000,000 more to match the other half the state has promised to provide to fund the library. The Automotive Program will fit into place where opportunity occurs. The previous facilities were inadequate. In discussion with Janet Harden, Career Tech Administrator for Solano County Office of Education, good county facilities can be used for starting the program until funds are available to move forward. As part of the long range plan, facilities for an agricultural program will be needed as well. Agriculture is the second largest industry in Solano County. Another bond election for 2012 is in the plans. S/P Laguerre requested involvement and advocacy campus-wide towards these projects, and noted that all of these additions, such as a new science building, will enhance the whole college, not just the science department. He added that one critical thing for the institution is to not just leave the fate of anything valuable for the institution to a small group of people.

Finance and HR Support:

S/P Laguerre reported on a couple of areas in Solano College that should have additional support. A level of neglect over the years and work to be done as reported by the Finance Department demands a structure be in place to bring the College to the maximum level it can be. He opined the College was very fortunate to attract a quality individual, in Yulian Ligioso, the new VP of Finance and Administration, and acknowledged the hiring committee for their work. S/P Laguerre will soon announce the hiring of a wonderful Director of Finance Services. He further stressed the importance to not regress and the need to provide the support the Finance Department needs. S/P Laguerre noted that Roy Stutzman, Ron Cox, and Terri Ryland did a superb job filling in and showed the College what was missing and how to get up to speed. It is their recommendation for the financial health of the institution that a lower level management position is necessary. The College has done well in Human Resources but many things in HR have been on hold without the strength and power to bring things forward. The hiring of Karen Ulrich was a wise decision but more support is needed for her in order to strengthen HR. He shared that the most difficult thing for him in coming here was not having a solid VP for Finance and Administration in place. Finance is the top priority, HR next, and a director for the library will also be needed in the future. S/P Laguerre noted he is working to reallocate resources to accomplish these changes, without more expenditure on the budget.

Comments/Questions: Senator McDermott opined that FaBPAC, SGC, and the Academic Senate all need to be aware of how Finance is doing, in a mode to help, to know what needs to be worked on, and in order to improve. S/P Laguerre affirmed that that is the intent and that someone is also needed to be responsible for processes to help with grants and the like, so a proposal will be put forth for that. President Watkins noted that the College, through many peoples' effort and hard work, is now moving forward and there needs to be surety that all offices have the crucial support needed. He added the need to strengthen faculty development resources. S/P Laguerre agreed that would be discussed as well.

7.3 Sub-Committee Reports

7.3.1 Basic Skills – Susanna Crawford

No report

7.3.2 Flex-Cal – Charles Spillner

No report

7.3.3 Study Abroad – Ferdinanda Florence

Study Abroad (SA) Chair, Ferdinanda Florence, reported the committee held one meeting this semester and discussed the future role of SA, which was made an official advisory sub-committee of the Academic Senate. Though it's not currently an official program, there are many individual faculty who like to go places. A lot of ground work has been done so if it grows to a proportional size of concern, the committee will be prepared to move forward. They will meet twice each semester with a goal to maintain visibility. Lorna Marlow-Munoz is travelling to Paris with French 12 students this summer. SA students need to receive credit, preferably transferable, so their transcripts should show their studies in Paris. Ms. Florence is working with Barbara Fountain on a list that will be on BANNER, which could be French 12" T", simply a different letter and not a different course. That would be one option to assure it will be shown on students' transcripts. The Curriculum Committee will review this. Another idea is taking lecture courses, with an extra unit option available for two weeks to travel and study. The knowledge gained from the semester course would be taken to study abroad. Theoretically people can take one unit without the semester course. Discussion will continue regarding maintaining pedagogical rigor while learning in another country. The 48 contact hours required in two weeks offers a challenge with reading, writing, and research also required. French 12 is a high level immersion class with host families. That kind of rigor cannot be handled by people in French I. Ms. Florence announced Ron Zak will also be going to France at the same time. She informed Senators that up-to-date SATS information can be viewed on the web.

Comments/Questions: In response to questions regarding adding Study Abroad courses, Ms. Florence advised that either a course would need to be changed or a Study Abroad course could be built. For transfer purposes, it is helpful to use a current course and make it an SA course. SA has only been offering two-week courses, mainly because of expense, but there are also course load issues. To offer semester courses consortiums, sometimes paid by Financial Aid, should be considered. President Watkins noted that some colleges offer scholarships. The enrollment numbers are usually 15-20, with 25 being the maximum. The Chancellor's office does not allow leisure courses that are not for majors and transfer. Some students repeat the SA courses. Senator Allen noted the state allows that one person can only take a course three times at one particular college. Ms. Florence stated that supply and demand and visibility are the challenges with SA. EVP Reyes added that part of the problem is access, as all classes have to be accessible to all students at a college. Scheduling a class in French with 12 students, rather than a class on campus with 25 or more, is a broader issue for the Senate to consider. Not having an instructor to oversee students as instruction is taking place, is a Title 5 issue. Ms. Florence negated the latter as the study is considered homework.

7.3.4 Other

Treasurer's Report: Treasurer Wanek reported the Senate account balance is \$9,308.48.

8. Information/Discussion Items

8.1 Faculty Designation of Professor

Senator Kleeberg reported that SGC recently brought forth the idea of creating a special emeritus award and designations for various classifications on campus. One was emeritus professor and Senator Kleeberg decided to again bring up the topic of whether Solano faculty could be called by the typical title of "professor" rather than "instructor". The SCC Senate passed a resolution in 1995 to make that change. Senator Kleeberg sent a message to both Dr. Reyes and Dr. Laguerre, bringing this up and how to go about it. Both encouraged him to proceed with the idea and bring something forward for discussion purposes starting in the Academic Senate. From research done in 1995, one third of community colleges had changed to using that title. He will bring more about that and other information in writing back to the Senate. AB1725 legislation in 1989 took community colleges from high school districts and made them a separate entity as community college districts and a movement followed to change faculty titles. The

Senate passed the resolution in 1995 which was not taken to the Governing Board. This resolution or an updated revision will be brought back to the Senate next semester for discussion.

8.2 Faculty Hiring: Minimum Qualifications “Plus”

Senator Kleeberg expressed concern that the College advertises for faculty by listing only minimum qualifications, which seems in effect to say “that is enough”, rather than encouraging interested people more qualifications. There was some debate whether that is usually the case. Senator Kleeberg suggested advertising as many other colleges do, such as “welcome earned doctorate or other specialized training encouraged”. Senator Kleeberg suggested this to S/P Laguerre and EVP Reyes, who encouraged him to pursue the addition on job descriptions where appropriate and where additional trainings are available. Senator Kleeberg was advocating using terms “welcomed” or “encouraged to apply” and not “preferred” or “required”. All candidates with or without extra training should be encouraged to apply. This could be brought to the Board in January if it is an item of interest.

Comments/Questions: Differing opinions were expressed and advertising may vary by divisions. Senator Kleeberg reiterated the importance that all candidates interested and qualified minimally and beyond be encouraged to apply. Senator Christiansen queried why Solano doesn’t support faculty here to earn PhDs, other than through encouragement and stipends once earned, and noted other colleges such as DVC do offer faculty support.

8.3 Strategic Proposals

President Watkins asked Senators for final comments and recommendations for the five proposals forwarded to Senators in November for review.

Regarding the Mandatory Orientation proposal, Senator Jaimez queried if it could be a barrier for some students not able to fulfill the requirement and register for classes. She expressed concern that the research doesn’t tell causation. Senator Jaimez suggested that randomly selecting and comparing students who take orientation and students who don’t and see if it does make a difference. Senator Crawford queried if there are guidelines to opt out for certain groups or an opportunity to do it differently. The College contains a very dynamic group of students, including parents and working students. With no further comments on the other proposals, President Watkins noted the proposals will be forwarded with the comments made.

8.4 Constitution Revision – Richard Kleeberg

Senator Kleeberg took on the challenging job to bring together the Constitution revisions with only 3/5 of the revisions the Committee recommended being documented last year. He thanked Senators Jaimez, McDermott, Wanek and particularly Dr. Jeff Lamb, for their correspondence and research to bring the committee to agreement with what was written down. Two documents were distributed at the meeting: 1) the “Draft, revised Dec. 2010”, is his current working version; 2) the current Constitution “Revised May 2010” with considered revisions, not including the corrections gathered over the last week. Senator Kleeberg gave an overview of the Draft document and noted that no changes have been endorsed or voted upon. He pointed out a topic that might be more difficult in deciding, namely Article II, Section 4, regarding votes for part-time faculty and suggested a compromise somewhere between one and none to avoid another difficult discussion. Through research last year he found many community colleges use 1/5, 2/5, or 1/3 vote for part-time faculty. He will survey other colleges and report what they’re currently doing. Senator Wanek mentioned past difficulty accessing correct information from HR on numbers and names of current part-time faculty. EVP Reyes opined this should no longer be a problem. The meaning of “current” part-time in regards to voting rights will need to be decided.

Senator Kleeberg pointed out other changes the committee suggested, including the following: On the second page, Article II, Item G, the committee essentially agreed that President/President Elect office in place for ten years hasn’t worked and recommended returning to offices of a President and a Vice President. Also considered, was combining the positions of Secretary and Treasurer into one of

Secretary/Treasurer. This office would still be voted on within the Senate and Senator Jaimez opined it should include, not exclude, the at-large senators.

The committee discussed moving Article III to the By-Laws to facilitate changes needed in representation based on changes made in divisions, colleges, schools, or other quantifiable groupings and names used as the College structure changes. The Senate can vote to change the By-Laws while changes in the Constitution require a full faculty vote. If this move is approved and Solano College reorganizations are announced, the Senate could vote to make appropriate changes in representation, rather than amending the full constitution with a full faculty vote. Senator Allen queried if any sitting senator would be grandfathered in. Senator Kleeberg responded that is something to address so that senators could finish their term.

There are various methods to add to voting procedures. Addressing this in the By-Laws would give this and future senates the ability to make a choice.

Officers' duties and responsibilities were shortened from two pages to one page, combining some things and adding a few others. There is a lot of redundancy in the By-Laws and about half was cut out.

The committee shortened the Constitution from six to four articles. There may be some wording to change in Article IV, though nothing drastic.

Senator Crawford thanked Senator Kleeberg for taking on this monumental task.

9. Action Items

9.1 Approve Acceptance of International Baccalaureate Degree

Motion to Accept – Senator McDermott; Seconded – Senator Crawford

After some discussion Senator Cittadino amended the Motion to “Approve the IBD program pending further notification of the exact description of the articulation agreement”.

Unanimous

9.2 LMS Resolution

Senator Kleeberg asked for clarification on three items in the Resolution.

1. Who is "us" in the fourth paragraph? DE Chair Crandall-Bear stated “us” refers to the Solano College DE program

2. What does “unique” mean in the fourth paragraph? Some online professors have shared their course shells with other professors. Mr. Crandall-Bear responded that this doesn't address the issue of publisher generated courses, but references it because it is an issue. This statement is more to address canned courses.

3. In the sixth paragraph, beginning “Therefore”, does “first” mean just the very first time the student logs into the course, the first day the course is open, or each and every time the student logs into the course? If a student logs in one time for one second, does that satisfy the requirement?

Mr. Crandall-Bear responded that this was written out of concern to use only one platform to enter.

Senator Hairston opined the spirit is to insure students are coming into the system, log in, and are counted for and is a technical issue and not a content issue. Senator Wanek, a DE Committee member, confirmed the intent was to allow every student signed up for a course to know only one platform to start their course, only one thing they need to know to get in to eCollege, to make it easier for every student to access their course. Once in there, the instructor could explain you're here, now here's what you do.

This is not disallowing use of other LMS systems after the first time. Senator Allen's concern was the first sentence wording “all online instructors . . .” that it should make clear that the initial interface is there. Senator Kleeberg suggested clarifying that instructors are welcome to use any system. Mr.

Crandall-Bear queried if the concern was is the first sentence. Senator Wanek expressed the concern that if it is broadened too much, there could be many different instructors on different platforms. The philosophy behind the DE program has not been discussed before and this is first document to address it. In other colleges it can be a contractual issue using never addressed canned courses versus the idea of

using eCollege where it can take 200 hours to get a course open. Senator Wanek concluded that this Resolution is a very brief statement to get something going. Senator Crawford expressed still having concern about the term “unique”. President Watkins stated that since the document is not complete enough to send specific questions to Connie to return to the DE Committee. The DE Committee can revise it and return to the Senate next semester. Motion to return the LMS Resolution to the DE Committee so senators can send specific questions to DE – Senator McDermott; Seconded – Senator Jaimez; Unanimous

9.3 American Public University MOU

Motion to table - Senator Hairston; Seconded – Senator Wanek; Unanimous

Senator Hairston asked to have it noted that the copy of the MOU distributed at the beginning of the meeting was the first the Senate has seen of the MOU, there is no time to read it and vote, and the date says it's approved Dec. 15. She further stated it is a bad MOU and not in the best interest of Solano College. EVP Reyes responded that the reason Dec. 15 is shown is that initially it was dated September, then October, then November, so there were many dates, now changed to a future date.

10. Action Reminders

11. Announcements

President Watkins announced the Senate will receive a request for funding from the Commencement Committee for a donation to support Commencement.

Senator Christiansen announced a Retirement Party for Ella Tolliver is scheduled at the Vacaville Center on Thursday, January 27 at 6:30 pm.

The January Senate meetings will be Wednesday, January 12, 9 am – 1 pm, and Friday January 14, 9 am – 12 pm will be a joint meeting with the Ed Admin.

12. Adjournment

Motion to Adjourn – Senator Nagle; Seconded – Senator Becker; Unanimous

The meeting was adjourned at 5:03 pm