



## ACADEMIC SENATE

### Adopted Minutes

**March 7, 2011  
Board Room 626  
3:00 pm – 5:00 pm**

**1. Call to Order**

President Watkins called the meeting to order at 3:07 pm

**2. Roll Call:**

Thomas Watkins, President

Darryl Allen, Michelle Arce, Kim Becker, Abla Christiansen, Nick Cittadino, Dale Crandall-Bear – *ex officio*,  
Susanna Crawford, LaNae Jaimez, Richard Kleeberg, Lou McDermott, Karen Wanek

Absent: Erin Duane – *ex officio*, John Nagle,

Guests: Arturo Reyes; Tracy Schneider

Connie Adams, Interim Admin Assistant

**3. Approval of Agenda – March 7, 2011**

Motion to Approve – Senator Kleeberg; Seconded – Senator Becker

Discussion: remove Feb. 28 minutes from approval; remove Curriculum Report (7.1)

Passed: Unanimous

**4. Approval of Minutes – February 7 and February 28, 2011**

Motion to Approve February 7 Minutes – Senator Crawford; Seconded – Senator Cittadino; Unanimous  
February 28 Minutes deferred

**5. Comments from the Public**

None

**6. President's Report**

*Accreditation Self-Study Visit:* President Watkins read a letter from ACCJC President Barbara Beno which confirms a comprehensive evaluation visit to the College is scheduled for October 24-27.

*Other ACCJC Announcements:* ACCJC (Accrediting Commission for Community and Junior Colleges) is seeking individuals to be considered for accreditation commissioners. President Watkins has applications for anyone who is interested. Volunteer commissioners will be reimbursed for expenses.

The current ACCJC Bylaws can be viewed at: <http://www.asccc.org/about/bylaws>

*Commencement:* President Watkins reminded Senators of the need for Commencement Faculty Marshalls. Commencement practice will be on Tuesday, May 17, Commencement ceremonies will be on May 25<sup>th</sup> at 10:30 am., and Faculty Marshalls need to arrive by 9:30 am. This request is for a total of six faculty members - two (2) Marshalls and four (4) presentation assistants. Faculty will be seated behind the stage.

*Special Trustee:* Tom Henry's contract will be honored through the expiration date of June 30, however, for 50% salary savings, he will be here one day a week or as needed, rather than two day.

*Campus Budget Survey:* Chris Myers sent a campus-wide email with the results of the survey and student recommendations. Contact Mr. Myers with any other ideas.

*Professional Development:* In their last monthly meeting, President Watkins and S/P Laguerre discussed the importance to prioritize faculty professional development. S/P Laguerre requested creation of a Senate sub-

committee for this purpose. He would like to insure faculty professional development will be fully funded all the time and be a priority to save during budget cuts. Senators discussed how money previously came from the Chancellor's Office and then disappeared under a past College financial administrator. S/P Laguerre committed to find a source for this funding and will report back to President Watkins. Future discussions will be held on how to distribute faculty development funds when received. In the past faculty had input followed by division decisions on how to spend the money in an ad hoc process without specific guidelines. Senator Crawford opined it was an equitable process and the Senate might create an ad hoc committee for Senate funding requests for this year (through the Senate) and establish a process for the future with a committee once a funding source is found. Senator Crawford and Senator McDermott volunteered for the committee.

*Relationships with 4-year institutions:* S/P Laguerre will discuss this topic at the March 21<sup>st</sup> Senate meeting.

*Department Chairs & Coordinators:* S/P Laguerre would like input from the Senate regarding department chairs and coordinators. President Watkins suggested the Senate at least initially recommend the criteria for these positions.

Comments/Questions: Senator Kleeberg summarized the history: department chairs were in place until around 1990 and essentially performed the work of division deans; there were no division dean positions as we now have them; the Governing Board was not pleased with the performance of department chairs who were teaching part-time with some release time to be a chairs; faculty chairs were removed, and; chair positions were replaced by full-time management. Senator Allen suggested that Diablo Valley College could be a good information resource as they have department chairs and division deans. This discussion will be continued at future meetings.

Senator McDermott suggested the Senate schedule additional meetings considering major topics and changes that are in process. Senator Kleeberg noted he would be addressing that in item 8.1.

## **7. Reports**

**7.1 Curriculum** – Erin Duane  
No report

**7.2 Superintendent/President** – Jowel Laguerre  
No report

**7.3 Accreditation Update** – Accreditation Coordinator Tracy Schneider

Ms. Schneider reported on the Accreditation Self-Study status and requested assistance in areas that need completion. She distributed a matrix of Self-Study standards and sub-sections and explained that the Commission (ACCJC) gives standards and corresponding themes to respond to. She pointed out the last three columns are Questions, Evidence Needed, and Contact Person which need additional information. Ms. Schneider has sent the document to all deans and all chairs of standards. She asked Senators, as representatives of their divisions, to review the document, speak with their divisions, and see where they might be able to supply responses or know where to direct questions. She clarified that DE/C stands for Distance Education and Correspondence. Solano College doesn't have correspondence courses, but it is packaged with DE on the questions. The process for writing the self-study report involves: written narrative and evidence by the standards committees; Ms. Schneider works on editing a relatively quality narrative from the information provided; narrative returned to each standard committee for review, and; back again to the committee repeating the circle until the final copy is written. Anyone with an idea of who might have answers and evidence, please let Ms. Schneider know.

Ms. Schneider is working with the Accreditation Steering Committee to write the history of Solano College, eligibility requirements, response to recommendations, and progress on planning agenda items, partly using other colleges as models. The response to recommendations is summarized from previous reports. She is making a list of inconsistencies found on the web page which Scott Ota will correct. The Dean Lamb strongly encouraged Senators to articulate to their constituent groups the need for continuing faculty voice and participation in the working groups, and not to think someone else is taking care of everything. A great deal of work has been done to set up a mechanism to assure faculty voice is primary, as it should be, and to be sure the College is reflected as it should be. Steering Committee meetings are open to everyone and more participation is important. Dean Lamb will send out a campus-wide email reminder to attend meetings. He acknowledged Tracy Schneider, faculty representative in this process, for being motivated, active, collaborative, persistent, and working very hard to stand up for faculty voice and expressed gratitude for her support.

*SLO*: Ms. Schneider reported that she is uploading every course SLO on the outcome section of My Groups. There are folders for: forms; program outcomes which are being posted as they arrive; student services, and; institutional support (non-academic side of house). Research and Planning is the only one there now. Meetings and workshops are being held and forms will be revised to more easily work with outcomes. Originally each division had a folder but will be replaced with courses under their departments, because of reorganization. They are also being loaded on CurricUNET. Course outlines will be available when things are worked out with the CurricUNET process. Ms. Schneider opined there are reasons to have information available and accessible wherever possible and not just for instructors. Items can and will be found in MyGroups, which is replacing the intranet. The web page will eventually look more like a catalog page. Only new courses need to go through the Curriculum Committee. Instructors can make course adjustments themselves on CurricUNET and Ms. Schneider will receive notification. SLOs aren't up there yet. President Watkins noted it sounds like "one-stop shopping". Ms. Schneider confirmed that to do anything to a current course, just go to CurricUNET. Keeping old SLOs up-to-date doesn't need to be a concern now in the transitioning process.

#### **7.4 Sub-Committee Reports**

**Basic Skills** – Chair Crawford reported the steering committee met last week. She became a committee member of BAKE (Bay Area Knowledge Exchange) and will send information out to divisions with connection to basic skills. BAKE is a grant funded group interested in having faculty members communicate and have resources. Senator Crawford is involved in mathematics specifically and feels it is a great program. It is currently funded through BSI statewide funding, which covers four groups, including the Bay Area. Senator Crawford announced the deadline submission for BSI funding proposals is April 6th. She will send an email to notify all faculty members, including what qualifies. The proposal process is very similar to IPP proposals. Mini-grants are no longer available this semester. Instead faculty looking for small funding can send in one of these. They have no minimum limits and faculty can ask for as much as needed. The mini-grant program will likely continue in the fall, if a decision is made to keep it funded. Senator Crawford encouraged faculty to send in proposals. She requested faculty respond to the Basic Skills survey that was sent to everyone.

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

#### **8.1 Constitution & By-laws Revision Review – Richard Kleeberg**

Senator Kleeberg noted that there are only a few meetings remaining this semester with much work to be completed. If the Constitution is approved by the Senate, another few weeks will be required for the faculty vote. Senate Representation will need to be determined before the semester ends. Once the reorganization is decided, some divisions may have time to choose senators, but it certainly needs to be done before the end of August. An election for vice-president will be on the agenda after the faculty vote on the Constitution. There was general agreement that at least one additional meeting should be scheduled.

Senator Kleeberg pointed out the most recent changes to the Constitution:

- Page 2, section F Senate membership: The past pres should be a voting ex-officio member. "If the past president is no longer a faculty member, the position remains unfilled" There can be no replacement position until there is another past president.
- Rather than checking the accuracy of Title 5 code numbers, and noting they can be changed at times, the code numbers will be removed. The terms "Title 5", "Rodda Act", "AB1725", and Title 5 Section 53200 (10 + 1) will remain.
- Page 4 – new section G, will be revised. It is essentially saying that, after approval of the Constitution, current senators would hold their position through June or until August, depending on the reorganization timeline. Allowance for rarely held summer meetings is needed. Senator Kleeberg also noted that President Watkins would stay in office until the end of his term.
- Senator Crawford questioned how terms for Senators will be determined considering a new Constitution and the reorganization. Senator Kleeberg noted that the Bylaws can allow rules to be set and changed as needed. Senators may have to serve one, two, or three-year terms.
- Senator Kleeberg reported there were minimal changes otherwise, mainly in language.
- Senator Wanek noted duplication in the documents should be addressed in the same location.
- Specific dates will be eliminated in Article III - A, B, and C.
- Senator Wanek recommended election guidelines and timelines be included in Bylaws Article III.

Senator Allen noted that the purpose of senators at-large is to assure faculty voice. As divisions grow in size, he opined it would be important to consider having more at-large senators. Senator Kleeberg pointed out that by keeping the representation in the Bylaws, numbers of at-large, adjunct, and representation could be changed as needed. He agreed with the point, and added that a faculty member might not be well-received in their division, but interested in serving on Senate, and the at-large position would give faculty the opportunity they might not have in their divisions. Senator Allen strongly opposed online elections. Senator Kleeberg noted that any change from the current process needs to be approved by  $\frac{3}{4}$  vote of the Senate.

Additional questions and comments should be forwarded to Senator Kleeberg.

### **8.2 Distinguished Faculty Awards**

President Watkins requested volunteers for the Distinguished Faculty Awards Committee, which will include the two winners from last year. Senator Crawford volunteered to chair the committee. Contact her to be added to the committee.

### **8.3 Senator / Faculty Funding Requests**

Two faculty funding requests were received this year. President Watkins reported he has received input from Senators about this setting a precedent for faculty development funding and the Senate must decide if this is what the Senate can and should do, and if so, how to decide and set criteria. Senator Kleeberg would like to be able to fund every valid faculty request and supported Marc Lancel's request last year, but reflected that shouldn't have been done. There are 140 full-time faculty and he opined that faculty professional development should be put back in the hands of the College as expressed in President Watkins' discussion with S/P Laguerre. Senator Crawford reported hearing similar input from her division. While the Academic Senate's funding of faculty development isn't a particularly unpopular idea, it would need a pre-planned and large budget. The Senate has Plenary and other conferences, awards, events, and elections to fund. Senator McDermott added that the budget is inadequate for the needs. President Watkins pointed out this should be the last year to accept requests and starting in the fall they can be submitted to a faculty development committee. Senator Crawford expressed that an equitable method for funding needs to be established. Senator Wanek stated her desire to hear from the faculty requesting funds. The discussion could be continued under the action item.

Motion to amend the agenda and move to Action Item 9.3 - Senator McDermott; Seconded – Senator Cittadino;  
Passed: 7:2

### **8.4 Help for Senate President**

President Watkins announced that medical issues will prevent him from attendance at afternoon meetings he is scheduled to attend for the time remaining in the spring semester and requested assistance from Senators to cover those meetings. He spoke with S/P Laguerre who recommended he ask the Senators to help, rather than step down. Senator McDermott offered to attend FaBPAC. Senator Kleeberg volunteered to cover the President's Cabinet meetings, the All Presidents Meetings and some Board meetings. President Watkins will email a list of appointments that need to be covered.

## **9. Action Items**

### **9.2 Commencement Funding**

Action moved forward

### **9.3 Foundations in Art: Theory and Education Conference Funding**

Marc Pandone clarified the purpose of this request: last fall he applied for sabbatical; he was awarded for spring 2012; a component of his sabbatical is to look at foundation classes in the arts; conference requested presentations; Ferdinanda Florence and Mr. Pandone created a proposal for a joint presentation; it was accepted, and: they've requested assistance, throughout the campus, to help with the conference costs of approximately \$2400 each. Every two years this conference brings people together to cover topics that include art history and other aspects of art discipline. Mr. Pandone pointed out that their acceptance to present is good for them, the program, and the College and that there used to be places directly to go, such as committees which no longer exist. He added that the division funds look frozen. Ms. Florence added that art and appreciation classes are the bread and butter classes with maximum enrollment of 50 students. It is a very essential class and in some cases the only art class a student gets possibly in their life. When students have very little encounter in art, there is often lots of hostility and resistance that students bring to class. Ms. Florence finds it a very interesting and wonderful challenge. Part of her sabbatical in spring of 2010 was to write a textbook to engage students who would shut off on the first day of class. Mr. Pandone noted that all art classes are feeder classes to other art classes as faculty recommend other classes to students. Ms. Florence added that one value of a liberal arts education is it creates students who will be well-rounded people in the world. Ms. Florence and Mr.

Pandone have received \$800 from S/P Laguerre. Senator Crawford recommended they also contact EVP Reyes. Mr. Pandone expressed hope that the Senators understood the significance of the arts and the conference and added that any amount the Senate can support them with will be appreciated. They are leaving March 30<sup>th</sup> and will present on April 2<sup>nd</sup>.

Senator McDermott suggested that he and Senator Crawford could get together and come back with an outline for a faculty development committee. Senator Crawford concluded the options are to quickly put together an ad hoc committee and/or matching funds if the decision is made to fund this request.

Motion to table - Senator McDermott; Seconded – Senator Kleeberg; Unanimous

**10. Action Reminders**

Commencement Marshalls needed

**11. Announcements**

**12. Adjournment**

Motion to Adjourn – Senator Kleeberg; Seconded – Senator Crawford; Unanimous

The meeting was adjourned at 5:04 pm