



## ACADEMIC SENATE

### Adopted Minutes

May 16, 2011

Board Room 626

3:00 pm – 5:00 pm

**1. Call to Order**

**2. Roll Call:**

Thomas Watkins, President

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

Absent: Michelle Arce

Guests: Jowel Laguerre; Arturo Reyes; Jerry Kea; Dale Crandall-Bear

Connie Adams, Interim Admin Assistant

**3. Approval of Agenda – May 16, 2011**

Motion to Approve – Senator Nagle; Seconded – Senator Crawford; Passed – Unanimous

**4. Approval of Minutes – April 26 and May 2, 2011**

Motion to Approve April 11 Minutes – Senator Jaimez; Seconded – Senator Nagle; Passed – Unanimous  
(April 26 corrected to April 11)

Motion to Approve May 2 Minutes – Senator Nagle; Seconded – Senator McDermott

Discussion: Senator Wanek requested 2 corrections to Item 7.2: correct OVP to OB/P; strike the “new  
psychology. . .” sentence as it would require more clarification.

Passed as amended – Unanimous

**5. Comments from the Public**

None

**6. President’s Report**

Acting President Kleeberg reported on the following:

*Senate President:* Thom Watkins sends his regards and his appreciation to Senators for calls and emails received, which has meant a lot to him.

*Academic Senate & Subcommittee Representation:* Per the Constitution, Distance Ed and Curriculum subcommittees of the Academic Senate are under Senate direction as part of the 10+1 items. With a new reorganization taking place, the Senate and its subcommittees need to reorganize. It is a monumental task for the Senate to take on entirely, so President Watkins and Acting President Kleeberg request both subcommittees to prepare a recommendation based on the new allocation of schools for how those committees might be reorganized and bring back a plan to the Senate in August or September. It may be the first of October before all decisions are made and division elections can be held. Until then current membership should remain to prepare a recommendation and complete tasks as needed.

*August Meetings:* President Watkins and Acting President Kleeberg will establish times available to finalize meeting dates for a 3-hour Senate meeting and a 3-hour joint meeting with the Educational Administrators. They plan to know by week’s end if these meetings will occur on Friday, August 12, and/or Monday, August 15.

*Governing Board Meeting:* Acting President Kleeberg has been substituting for President Watkins at Board meetings but will not be able to attend the May 18 meeting in Vallejo. Per S/P Laguerre, the agenda does not require Senate attendance. Reorganization is on the agenda and the Senate has already had input. Senators are welcome to attend.

*Executive Committee:* The idea to form an executive committee will be discussed later in the meeting. Acting President Kleeberg asked Senators to check emails at least once a week during the summer, as that is the best way to be informed. Senators will email their home contact information to Senator Crawford, who volunteered to compile the list.

## 7. Reports

### 7.1 Curriculum – Erin Duane

Erin reported that the Curriculum Committee approved two SB1440 degrees, Associate of Science for transfer in Math and Associate of Arts for transfer in Sociology. Speech, psychology and early childhood education are in process for future transfer programs. The Curriculum Committee will schedule CurricUNET training for faculty during optional Flex and another training opportunity a few weeks into the fall semester. On May 25 Joe Conrad, Erin Duane, Pei-Lin Van't Hul, Leslie Rota, and Maire Morinec will meet to work out a new Curriculum Review schedule to get back on track. Erin reported that Pei-Lin Van't Hul and Dean Rota have worked extensively to correct many problems they've had with CurricUNET throughout the year. Dean Rota received a letter from the CEO, who apologized and expressed gratitude for patience and promised that CurricUNET will be hiring new positions to adequately address issues.

### 7.2 Superintendent/President – Jowel Laguerre

*Budget Revise:* The long anticipated May revise from the Governor came out today. The good news is that he hasn't asked to give anything back. Instead, the excess revenue of 6.6 billion dollars was announced. The Governor wants to set aside 1.2 billion dollars to fund Proposition 98 which would cover public schools and community colleges. It is not clear yet what that would mean for Solano College. The League of Community Colleges usually comes out with some predictions quickly. VP Ligioso is in Sacramento at a meeting of the chief business officers and will update the College.

*Commencement :* S/P Laguerre hopes to see a lot of the faculty at Commencement on Wednesday, May 25<sup>th</sup>. He previously asked Acting President Kleeberg to share the faculty seating plan with the Senate, which has been changed from last year.

*Recognition:* The Board approved a policy to recognize 10-year employees.

*65<sup>th</sup> Anniversary:* The Solano College 65<sup>th</sup> Anniversary Gala will be held on Friday, May 20. Alumni and ASSC will have activities at the College on Saturday, May 21.

*Sustainability:* Clean and Green Day will be held on Sunday, May 22, from 9 am – 12 pm as well as the signing of the Climate Commitment recently approved by the Board.

Acting President Kleeberg announced that S/P Laguerre will be speaking in Winters at next Tuesday's city council meeting and at Thursday's school board meeting. He acknowledged the continuing effort by S/P Laguerre and EVP Reyes to include Winters in the College District. S/P Laguerre noted the purpose to build relationships and see what can be done to support the Winters area as the College does in Dixon and other places.

### 7.3 Treasurer's Report – Karen Wanek

Senate Treasurer Wanek reported the current balance is \$9,106.75. A deposit of \$128.40 from the last pay period will be deposited and be added to that balance.

## 7.4 Sub-Committee Reports

### 7.4.1 Distance Ed – Dale Crandall-Bear

DE Chair Crandall-Bear distributed the following handouts: Program Review Data for 2009-10, Distance Education; Policies and Guidelines for Distance Education Courses in the Humanities Division; Supplemental Questions for Online Courses, and; Re-Organization of the Distance Education committee, Fall 2011. Chair Crandall-Bear noted DE has had a very busy year and he reported on several topics as follows:

*Program Review:* The DE Committee will begin working on this fairly consistently next year for the DE Program as a whole and to separate DE data in each division. This was first time a report with DE data has been created. A 3-year plan for the DE Program will be created, as is done in disciplines and divisions.

*Accreditation:* An important topic this year, Jeff Lamb, Sandy Rotenberg, and Dale Crandall-Bear have been working on the Accreditation Self-Study Report. They determined that a Substantive Change Report was needed and it is in draft form now. The Committee spent a lot of time on accreditation issues. The Humanities Division created and approved new policies, taking a lead in developing more rigorous policies for the DE program. ACCJC Accreditation is looking more into distance education. The College DE courses are transferrable so articulation issues with 4-year schools need to be worked out to be in sync with UC programs. The Committee will look at how to revive the DE program. Members worked to create a systematic process to propose new courses and use the same process for Curriculum Review, which is scheduled for next year. All DE courses will go thru this process, many for the first time as the first pass was not as in depth. Chair Crandall-Bear pointed out questions on the Humanities Supplemental list are more in-depth questions. He stated that this is the heart of the process being developed. The questions, taken from UCB, are much more extensive than what was requested to assure synchronization with UC for transfer. The Humanities Division intends that all courses will have mandatory in-person on-campus orientation to see students and establish relationship or a description of an alternative which would be up to individual instructors. Humanities DE would have proctored in-person exams to insure each student is identified or a described alternative. Berkeley and other transfer schools are doing that. ACCJC is honing in on the issue of student identity verification and ways to do that. Chair Crandall-Bear noted that this is probably most significant thing they've done, and it will be a division /School of Liberal Arts policy to have at least one mandatory in-person exam per semester or alternative arrangements.

*Comments/Questions:* Senator Wanek questioned the logistical plans for accommodating many students on campus and she raised concern that only local people would be encouraged to participate in online classes. Chair Crandall-Bear responded that they are exploring how to have a large common exam room for varying course tests and he will bring solutions back to the Academic Senate. He noted that each instructor has responsibility to come up with comparable alternative arrangements so that non-local students would not be disadvantaged. Videotaping orientation and posting it or one-on-one phone conversations are two potential solutions. He added that the new policy in Humanities can be followed by other divisions if they choose. The Humanities division voted on these policies and is now communicating with Fine Arts and other faculty who will be invited into the process, be shown what Humanities has done, but with no demands they comply. How the campus wants to work with these policies is up to the campus, but Humanities is moving forward with implementation.

Acting President Kleeberg raised the following strong concerns: the College decided some years ago, acting on the advice of the Academic Senate and taking its cue from the Curriculum Committee, and presented to the Board that online classes would be offered at Solano College. What Chair Crandall-Bear has given, in quite a detailed report, sounds like hybrid classes, rather than online, which don't require face-to-face meetings. The Humanities division, which won't exist as it is after the reorganization, is telling faculty that they cannot teach online courses without direct contact. That is in direct contradiction to what the Senate and Board already agreed upon by mutual consent. No division or group of faculty can set their own rules on what is an accepted and approved course. It has already been approved per mutual

agreement under Section 53200 and the 10+1 items. If policy is to change for online courses it has to be done legally by mutual agreement between the Governing Board and the Senate, with the Senate taking its cue from the Curriculum Committee. Acting President Kleeberg questioned the Humanities division authority to tell anybody in that division that they can't teach a regular online course and he stated he would take this up with EVP Reyes, S/P Laguerre, and Governing Board President Honeychurch. Chair Crandall-Bear stated that this was a collegial unanimous division faculty decision to proceed this way. Acting President Kleeberg responded that if every faculty member wants to go along with it, that is fine but if a faculty member disagrees and the dean stops a course approved by the Curriculum Committee and if the dean stops it, legal action can be taken to block that denial. The Board and the Academic Senate cannot be told that their mutually agreed to policy has been changed as to what an online class is. Chair Crandall-Bear noted that the division determination was to offer a proctored exam and address the transfer issue. Senator McDermott added that the division policy states it is expected and not required. Acting President Kleeberg concluded that this is a serious issue and something that will require considerable discussion as the College allows online classes without any contact. If a faculty member decides to follow College policy, the division cannot deny that.

*Reorganization:* In anticipation of the College reorganization, the DE Committee discussed potential Committee reorganization. Chair Crandall-Bear compiled information on all current disciplines and divisions and plotted where they fall in the new "schools". As the division numbers are reduced, the representative faculty would be reduced. Because the DE Committee is a faculty-driven committee, they are proposing two representatives from each new school. Chair Crandall-Bear will send the Committee plan to faculty for their input. He noted that when eCompanion was extracted, the numbers didn't change significantly. Extracting the number of faculty in each division that teach online classes would be difficult and might conclude with the same number of representatives. Sections listed on the handout include online, hybrid, and eCompanion (faculty uses eCollege shell) classes. Acting President Kleeberg suggested subcommittee members consider whether student representatives should be voting members. He noted they are ex-officio on the Governing Board and for legal, experience, and other reasons, they should be non-voting members on the subcommittees. Sandy Rotenberg noted that the Program Review Report is online and the 40% decrease in annual FTES cost was due to the renegotiation of eCollege.

#### 7.4.2 Basic Skills – Susanna Crawford

No report

#### 7.4.3 Flex Cal – Chuck Spillner

Acting President Kleeberg read Flex Chair Spillner's report:

1. The Flex Program is completed for the beginning of the semester in August. There is one optional day and two required days.
2. The optional day is Fri Aug 12 and has a number of morning and afternoon workshops and an evening adjunct faculty workshop.
3. The first required day is Mon Aug 15 and starts with a few optional 1.5 hr workshops in the morning followed by the State of the College presentation by Dr. Laguerre at 10:30, then a community lunch, followed by division meetings in the afternoon.
4. The second required day is Tue Aug 15 and is a Mini Basic Skills conference that has been organized by Susanna Crawford.

#### 7.4.4 Election – Darryl Allen

Senator Allen reported that he plans to proceed with the election tomorrow or the next day.

#### 7.4.5 Tenure Tea – Nicholas Cittadino

Senator Cittadino will send thank you cards to Kathy Kearns for the handmade mugs and to the band that provided music for the event. Mugs will be given to the band members in appreciation.

#### 7.4.6 Faculty Awards – Susanna Crawford

Senator Crawford reported the full-time and adjunct outstanding faculty award recipients have been chosen and will be announced at graduation. Senator Wanek will prepare a check in the amount of \$250 for both faculty members.

## **8. Action Items**

### **8.1 By-Laws: Creation of Senate Executive Committee**

Acting President Kleeberg asked Senators to consider the creation of a Senate Executive Committee to handle the decision on approval of the Accreditation Self-Study Report on June 29. Many Senators are unavailable to meet and an executive committee would be authorized to take action. President Watkins and Acting President Kleeberg are willing to meet with one or two more Senators. Senator Crawford suggested the use of [www.cccconfer.com](http://www.cccconfer.com) if enough Senators can meet at the same time by phone and computer. Senator Allen pointed out that, without an executive committee, it could be difficult to have a quorum. A motion was made by Senator McDermott to form an executive committee of three members for the purpose of review and approval of the Accreditation Self-Study Report.

Discussion: Members discussed and agreed that any Senators who attend the meeting will be part of the Executive Committee. A friendly amendment was made to form an Executive Committee with a minimum of three Senators to review and act on approval of the Accreditation Self-Study Report. Senator Allen and McDermott plan to serve on the committee with President Watkins and Senator Kleeberg.

Seconded as amended – Senator Jaimez; Passed – Unanimous

Acting President Kleeberg will keep everyone informed of a meeting time and place.

## **9. Information/Discussion Items**

### **9.1 Educational Master Plan – EVP Arturo Reyes**

EVP Reyes reported on plans to complete an Educational Master Plan in next few months. He distributed a document on the scope, outline and task that a group called MIG will engage with the College. MIG has begun conversation to align the strategic plan with the educational master plan, to hold town meetings, to update the environmental scan, and to also align program review with the strategic plan and educational master plan. MIG will provide clearer templates for that program review, have conversations with faculty within the new schools as they're created, identify new programs for the future, and assist the College in preparation toward seeking a bond in 2012. The College asked MIG to create a timeline, which will need to be modified, for internal and external community forums. The timeline modification will change faculty forums from May to August and September. Forums will also take place in communities within the county in preparation for the fall semester. Program Review will be tied to 3-year plans, strategic plans, the College planning process, and ultimately link to accreditation. MIG's facilitation should provide meaningful conversation and help with linking all plans.

### **9.2 Department Chairs – EVP Arturo Reyes**

EVP Reyes reported that with new schools, the College is looking ahead to how to best function with deans and faculty assistance. He brought the topic to the Senate to request guidance in how to work towards developing positions. The idea is to move away from coordinators and develop faculty chair positions. EVP Reyes noted that while compensation would be dealt with through negotiations, the roles within the disciplines and schools should be discussed with the Senate and faculty. Most colleges have department chairs and deans. Senator Crawford suggested that current administration should first be asked what they have in mind. The Reorganization Committee discussed the topic though coordinators couldn't be called chairs as the latter position doesn't exist, though they could be the same as coordinators. EVP noted that each department within a school could potentially have a chair and added it is important to have conversations with the Senate to form ideas to agree upon. Department chairs are elected by disciplines at other colleges without going through a job selection process, whereas Solano has a fairly rigorous legal procedure for hiring coordinator positions. As an example, UC Davis departments select chairs for 3-year terms. EVP Reyes noted that this is the first discussion following the decision to not have coordinators. Senator Becker acknowledged it is important to plan on a proactive rather than

reactive basis. At other colleges where she teaches, she works with another staff member or chair on scheduling, rather than a dean. She added that they play a completely different role and there is a need to develop a sense of relationship with that position as it will be a huge cultural shift for the College. Senator Crawford suggested it might be helpful to have information on other schools and have the Academic Senate look at the comparisons. Senator Cittadino suggested the formation of a committee to research other colleges and look at contracts. The committee could make recommendations on what a chair could and should do, which would then go to the Union and the Governing Board. Senator McDermott pointed out the need to look at the academic side of the chair, what the academic duties and responsibilities would be, and not the financial or negotiated side. Negotiations shouldn't interfere with an academic framework of the position. EVP Reyes agreed that was a good point and the administration and union shouldn't be part of this first process. He brought this up now for proactive consideration which will be revisited for feedback in August and maybe by August 2012, new positions could be implemented. EVP Reyes assured the Senate that cuts won't be made by a new or current dean without discussion with faculty. Senator Crawford recommended that it would be beneficial to have each Senator solicit 2-3 people from each school form a committee to report to the Senate. This would be a good opportunity to delegate and take a lead on getting people together in discussion. Acting President Kleeberg agreed and will suggest that to President Watkins and hopefully there will be faculty willing to pull together and volunteer their time to participate in discussions.

### **9.3 New Criteria for High School Admits – Vallejo Center Dean Jerry Kea**

Dean Kea stated that part of the Solano College world has to do with educating high school students in the community and very much in the center of that world is MIT academy, a charter school in Vallejo, which requires its students to acquire nine college credits before they can graduate from high school. MIT has had a long-term interest in signing an MOU (memorandum of agreement) with Solano College. Dean Kea reported that he met recently with Matt Smith, Director of MIT, Barbara Fountain, and Peter Bostic. While the faculty appreciate working with high schools and the related success stories, at the same time there are ongoing challenges with high school students. Too often students who experience underachievement and failure, come to community colleges to be bailed out at the last minute and take a class to graduate with friends. It is antithesis to anyone's interests. Dean Kea noted three points from 2003 legislation, SB 338, which allowed community colleges to educate high school students: if students are fully prepared; if they take collegiate classes, and; the college regulates, not the district. In review of the law and legal opinions from Sacramento, there were questions raised years ago including the concern of declining enrollment to high school students that are not prepared as described in the Education Code section 76002: in order for K-12 pupils to attend a community college district, the school district must determine the pupil is capable of benefitting from advanced scholastic or vocational college level work, however, even if the district does make this determination it is not a guarantee of the pupils admission to the college; as long as not on a discriminatory basis, but a rationale basis, the college could accept some pupils recommended by K-12 school districts and deny others, and; permits a college to ultimately otherwise decide based on age, grade level, and other standards established by the college district. S/P Laguerre asked Dean Kea to set up a committee to create a high school admissions plan. A forum is needed to maintain academic integrity. Dean Kea noted the College does not want to exclude young people. S/P Laguerre would like to have a policy that requires students to apply, interviews with parents, and a full orientation and tour. Senator Crawford opined that accepting high school students has huge implications as far as faculty are concerned, with points Dean Kea mentioned as well as liability in dealing with minors. Sandra Rotenberg opined this may be a good time to decide if the College should be teaching high school students at all, when many others are being turned away. Acting President Kleeberg opined the topic is partly a Curriculum Committee issue, maybe admissions, and Academic Senate and suggested a joint meeting in August to look into this. Senator Cittadino reported that high school students currently have to fill out a special permit form and there are classes they cannot take, which is somewhat of a policy. Dean Kea will return to the Senate for discussion in the fall.

### **9.4 Program Discontinuance**

EVP Reyes reported that S/P Laguerre requested he look into possible program discontinuance which can be proposed by any faculty, discipline, or school. Deans compiled a list and brought it to EVP Reyes. EVP Reyes distributed the list and noted they are in alphabetical order, and not ranked. The ones in shaded print have low enrollment but may still be needed for program requirements. The non-shaded list needs to be looked at and be ranked. Deans will work with faculty to create a study of programs and disciplines, forward to Academic Senate, a review committee, back to Academic Senate and then to President Laguerre to make a recommendation to the Governing Board. The Academic Senate works through the Curriculum Committee to appoint a review group. The process could take 6-7 months.

**9.5** Schedule Summer Senate Meeting for Accreditation Self-Study Approval

**10. Action Reminders**

None

**11. Announcements**

Acting President Kleeberg gave a very brief history of the Senate role at the College, noting that 18-19 years ago the Senate was not allowed to meet in this room (the Board Room). As Senate president in 1993, he couldn't sit with the audience at the Governing Board meetings, as the Senate president was placed behind the audience. Many faculty members in the 1990s spent a lot of time and effort to convince the administration and Governing Board of the need and importance of the Senate, to the point where they now recognize and appreciate the authority of the Senate and the issues it works on.

Acting President Kleeberg is looking forward to President Watkins return in the fall and seeing all of the Senators back in August.

**12. Adjournment**

Motion to Adjourn – Senator Crawford; Seconded – Senator McDermott; Passed - Unanimous  
The meeting was adjourned at 5:06 pm