



## ACADEMIC SENATE

### Adopted Minutes

**May 2, 2011**  
**Board Room 626**  
**3:00 pm – 5:00 pm**

**1. Call to Order**

Acting President Richard Kleeberg called the meeting to order at 3:08 pm

**2. Roll Call:**

Darryl Allen, Michelle Arce, Kim Becker, Abba Christiansen, Nick Cittadino, Susanna Crawford, Erin Duane – *ex officio*, LaNae Jaimez, Richard Kleeberg, Lou McDermott, John Nagle, Karen Wanek  
Connie Adams, Interim Admin Assistant

Absent/Excused: Thomas Watkins

Guests: Jowel Laguerre; Tracy Schneider; Yulian Ligioso; Peter Bostic, Josh Scott

**3. Approval of Agenda – May 2, 2011**

Motion to Approve – Senator Wanek; Seconded – Senator Jaimez; Passed – Unanimous

**4. Approval of Minutes – April 11, 2011**

Deferred

**5. Comments from the Public**

None

**6. President's Report**

Acting President Kleeberg reported that the reorganization proposal will be presented by S/P Laguerre at the Governing Board meeting on May 4 and the Professor Resolution will be an action item on the agenda. He is not anticipating any change from the positive response received when the Resolution was presented to the Board.

Acting President Kleeberg suggested faculty review their information under the employee tab on My Solano for current profile information as he found himself listed as a dean and in local 39, neither of which are correct. He added that IT doesn't currently have access to change what they can't see in employee versions of My Solano. Senators should pass the message on to colleagues to check for errors in their profiles that may have occurred from the data transfer.

**7. Reports**

**7.1 Curriculum – Erin Duane**

Chair Erin Duane reported the proposed Title 5 pre-requisite changes, slated to become effective on May 25, will need to be a discussion item for next academic year. Changes can be viewed on the Chancellor's Office website. Chair Duane informed Senators that during the last Curriculum Committee meeting a course was brought forth with a class maximum of 25. Dean Leslie Rota, per guidance from EVP Reyes, suggested a max of 30 for reasons including attrition and apportionment. Discussion followed and it was unclear who has authority for the final decision of determining class maxes. Chair Duane found that according to the contract, the class max should be established by the originating faculty member and, if discrepancies arise or there is disagreement, there should be collaborative discussion as stated in the first point in the contract which reads: "the class size shall be based on equipment limitations, educational considerations, and safety (Section 19:402, 401). Recommendations for class size maximums shall be included in all new course proposals submitted to the Curriculum Committee. The class size maximums approved shall be listed in the Instructor Load Formula Manual. In the event of disagreement existing over maximum class size for a given course, the dispute shall be

worked out jointly between management and the division faculty involved”. Chair Duane wanted to be sure that the Senate is aware of the contract language on this issue, and that this will be noted in tomorrow’s Curriculum meeting. The class under review will be capped at 25. Josh Scott clarified the course is a pilot, and the originators want to keep it the same size as the original for data collection and evaluation reasons. Concern was raised during the Committee’s conversation when Dean Rota stated, after all faculty have signed off, EVP Reyes can change the cap size when he signs off on the course without conversation or approval from faculty. She noted that previous VPs have done this, along with a rationale for increasing the cap. Mr. Scott added he did not receive compelling rationale for an increased cap. Dean Rota acknowledges she misspoke about authority to change class caps, basing her statement off past practices, and will clarify at the Curriculum Meeting tomorrow. Ms. Duane explained that the Curriculum Committee does not change submitted course proposals and wanted everyone to be aware of the correct process through this discussion in the Senate and the clarification that will be made tomorrow. Senator Allen added that once workload is established, changes require negotiation. Senator Crawford noted that the argument to raise the course max was to offer classes at both 25 and 30 maximums for comparison. Mr. Scott responded that numerous variables are too challenging for a pilot class and expressed concern about the stifling of faculty innovation.

## 7.2 Superintendent/President – Jowel Laguerre

*Faculty Hiring:* S/P Laguerre notified the Senate that, because of budget constraints, only two full-time faculty positions from the prioritized list will be filled, one each for Aeronautics and Welding to keep both programs intact. The deans and EVP will begin working on the hiring priorities for next year.

*Comments/Questions:* Senator Wanek spoke of her concerns on the status of hiring needs for the nursing department which included: the need for an OB/P instructor (a priority on the hiring list); the potential for an emergency hire for the 4<sup>th</sup> consecutive time without following proper procedure, and; a nursing faculty shortage and overload that could jeopardize the nursing program. Senator Wanek noted the belief that it is hard to find nurse educators has become a myth in this economy. S/P Laguerre responded that he has been working closely with the division dean and is very sensitive to fill positions that are needed. S/P Laguerre and Senator Wanek agreed to meet to clarify the points, concerns and needs of the nursing department and see what can be done.

*Reorganization:* S/P Laguerre reported the latest version of the reorganization model (copies were distributed) includes six academic deans, four at the Fairfield campus, and a dean at the Vacaville and Vallejo Centers. The proposed model would include the “Schools” of; Liberal Arts (Interim Dean Lamb); Career Tech and Business (Dean Morinec); Sciences (Dean Julian), and; School of Human Performance & Development (Dean Myers); Vacaville Center (Dean Lewis), and; Vallejo Center (Dean Kea). The Center Deans would participate with the Fairfield campus Deans for cooperative handling of the extra workload. S/P Laguerre pointed out functions led by the Executive Vice President (EVP) are listed on the right side of the handout.

Other changes S/P Laguerre noted from the first draft: CTE changed to Career Tech & Business; the Green Grant is placed under Career Tech & Business (it was also listed in Science); feedback of suggestions resulted in the interim placement of the Dean of Liberal Arts to allow time for a search and replacement by the summer of 2012; Center Deans would participate in scheduling courses with Fairfield Deans; explored moving CIS to Science, but because of workload issues, the relation to and scheduling overlap with Office Technology, it was left there; looked at placement change for economics to social sciences but decided it was best to leave with business considering the relationship established there; Community Education, not reflected on the handout, works best with workforce development and continuing education and is temporarily placed under the Vallejo Center Dean, and; facilities use would be a joint enterprise between the Dean of Human Performance and Development and the Finance Office because of the financial revenue potential.

*Comments/Questions:* Senator Wanek noted that the nursing lab is not listed. S/P Laguerre will check into that. Senator Crawford requested clarification on the interim dean position. S/P Laguerre explained that the all of the Deans were hired for the positions they will be in, except for Dean Lamb who was not hired for the School of Liberal Arts. S/P Laguerre is still working on this and will meet with Dean Lamb tomorrow for further discussion. Senator McDermott queried who will be supervising Accreditation. S/P responded it will be moved

under EVP Reyes. Senator Cittadino asked where the counseling classes will be placed which also connects with the reorganization of representation that will take place in the Senate. S/P responded that a conversation with the counselors is needed. Senator Wanek questioned how administrative assistants will be assigned. S/P Laguerre reported that the deans requested 1 ½ administrative assistants each and he determine that with the deans and CSEA, but there is definitely a possibility to have more than one assigned to each dean. Senator Wanek pointed out that managing students, waiting lists, mass mailings, immunization records, background checks etc. in the nursing department isn't a standard administrative assistant job. S/P acknowledged awareness and stated that Business and CTE administrative assistants in place will likely both be placed in the new School of CTE & Business.

S/P Laguerre clarified that the reorganization does not affect the Director of Athletics, although the nature of the position will have continuing conversation. Senator Allen queried if more coordinators or department chair positions would be created. S/P responded that there is not enough time to have that conversation or negotiate with the union now. Over the next 2-5 years that discussion will take place. The current reorganization savings is \$414,000. Senator Wanek asked for a description of the Director of Nursing position, if it would be approved by the Board of Registered Nursing, and if there would continue to be an Assistant Director. S/P Laguerre will check into those items and meet with Senator Wanek. He stated the reorganization is not adding or taking away and Dean Morinec is serving as the current Director.

Senator Crawford stated her understanding that deans have submitted a potential list of programs to be ranked this week and queried if committees will be created for faculty involvement in Program Discontinuance. S/P Laguerre responded that he isn't aware of the status, but he knows there is a process that was created by the Academic Senate and he has insisted that process be followed. Senator Jaimez noted that her division dean asked faculty to look at and discuss criteria the dean shared with the division. Senator McDermott announced a Union Program Discontinuance meeting will be held this Wednesday. Information was sent to mailboxes this week.

*APUS:* S/P brought the idea back to the attention of the Senate to initiate future discussion about how to handle requests for partnerships from other institutions. S/P Laguerre stated that he remembers well when Barbara Pavao had suggested, with these issues coming to the Academic Senate, it is important to know how to work them out rather than have a reaction to the topics. S/P intends to have discussions in the fall with the Academic Senate on how to proceed in the future. An MOU with APUS would be a tighter agreement than with Phoenix or Brannan. Though the potential partnership with APUS is on hold, S/P Laguerre would like to take time in the fall to discuss a process as the College is working closely with Cal Maritime Academy and Sonoma State and there will be others in the future.

*Budget Update:* S/P Laguerre reported that the College is waiting for the May revisions from the State.

### **7.3 Sub-Committee Reports**

#### **7.3.1 Accreditation – Tracy Schneider**

Accreditation Coordinator Tracy Schneider reported that work on the 4<sup>th</sup> draft has been accepted except for Standards IIA and IIID, which will be completed with financial information assistance from VP Liggio who is working with Les Hubbard on it now. Ms. Schneider will be working to complete it by tomorrow morning. She asked Senators to please ask everyone to look at the drafts and postings can still be posted on the wiki or emailed to her. Note which sections you're looking at and post in red so people can see it is something new. Ms. Schneider will send out a link to all. The report timeline is listed on the handout. The goal is to have no substantive changes after the end of the semester. If any changes have to be entered, Ms. Schneider will forward to everyone. The final draft will be sent to the Academic Senate by June 22.

Ms. Schneider also reported, in relation to Accreditation, that PERT is working to engage all College committees to perform self-evaluations which will become part of the way all departments do business. ALG just completed one and a process will be worked out for the consolidation of plans. Many plans on campus are currently being

updated from 2003. Ms. Schneider noticed there are policies and procedures posted online which appear out of date and she is checking with S/P Laguerre for how to get that updated.

### 7.3.2 SLO – Tracy Schneider

SLO Coordinator Schneider reported that “Course Outcomes” are up under My Groups, Research & Planning, by searching “outcomes”. To revise outcomes, send (dated) revisions to Ms. Schneider as she has access to remove files from My Groups, though other faculty can upload files. Ms. Schneider, in response to SLO reports from Senator Wanek, opined that for Accreditation purposes, it can be stated that outcomes are in flux with the new curriculum process, but it is being kept on the radar.

Ms. Schneider reported that EVP Reyes asked to put all course and program outcomes in the course catalog, which means all are needed by May 5. ACCJC standards require program outcomes in the course catalog and it is an eligibility requirement as well. Dean Lamb, Dean Rota, and Coordinator Schneider discussed this and decided it is too expensive to include all course outcomes in the print catalog, and it is too soon for turnaround, although all of the information could be in the online catalog. About two weeks ago EVP Reyes stated that program and course outcomes need to be in the print catalog. Ms. Schneider responded that it is too expensive even with only the ACCJC required program outcomes. Barbara Beno and the Chancellor’s Office agreed that course outcomes don’t have to be in the catalog. However, EVP Reyes decided four days prior to the deadline that the program outcomes are to be in the printed catalog. Ms. Schneider is working on the format so that the postings will be the same as in the catalog. Contact Tracy Schneider with specific program outcome questions. She emailed instructions on how to do it.

### 7.3.3 Basic Skills – Susanna Crawford No report

### 7.3.4 Election – Darryl Allen

Senator Allen reported receipt of at least one nomination for each office. He plans to send out ballots and a copy of the adopted version of the Academic Senate Constitution by the end of the week for faculty-wide vote.

### 7.3.5 Tenure Tea – Nicholas Cittadino

Senator Cittadino reported on the preparation progress for the Tenure Tea and requested assistance. Senator Jaimez will assist with the flowers and Senator Allen offered to help with set-up. Senator Cittadino will email a campus-wide reminder.

### 7.3.6 Faculty Awards – Susanna Crawford

Senator Crawford reported nominations have been received and the Committee will meet later in the week.

## 8. Action Items

### 8.1 By laws Revision

Items discussed in the By-laws revision: the question of a part-time Senator serving his/her complete term, if they are not given a class to teach during one or more of the semesters remaining in their term; if there should be term limits, and; elections are staggered now, but with changes in representation, the staggering of new elections should be addressed. There was concurrence among Senators to delete wording that limits terms. Determination of Academic Senate representation or at least a very firm projected determination will be on the next agenda. Review Acting President Kleeberg’s suggestions, based on the number of full-time faculty in each of the new schools, come up with other suggestions, look at the questions regarding representation numbers, and consider if the past president should/should not be a voting member. Other areas of concern for representation were counseling, library, and student services. Motion to accept proposed new language, Acting President Kleeberg will delete wording in order to drop term limits and add necessary wording so that two part-timers will be elected for staggered terms – Senator McDermott; Seconded – Senator Nagle; Passed - Unanimous

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

### **9.1 Changes in Reprographics – VP Yulian Ligioso**

VP Ligioso reported that with the worsening budget situation, all areas are under consideration for potential expense reductions. The reprographics area has been on the people and things list for some time and, as part of budget reductions, the press operator position will be eliminated. The Reprographics Department will reduce to three staff from the current four. VP Ligioso requested this discussion with the Senate for feedback of ideas to decentralize some of the functions. He gave a cost example: the press operator prints NCR forms, mostly used by Student Services, at a cost of 28 cents each which is significantly more costly than the electronic form and two printed copies at 2 cents. The printed NCR forms have been a convenience item. The College is looking at digitizing all forms, including letterheads, though the color and types of print will likely be severely curtailed. The streamlining of these activities required a decrease in staff and the manager of the area identified the position.

The budget crisis requires the College administration and employees look at things differently. There will be more self-service type copying, rather than on-demand at Reprographics. Marge Trolinder is in process of checking equipment on campus, including the relation to capacity and how to address needs and supplies in order to streamline copy processes and have a more sustainable type of operation. VP Ligioso inquired how this will affect adjuncts. Senator McDermott responded that any graphics/copy needs would have to be completed before 4 PM because of card copy limits. He noted self-serve should have increased capacity. Senator Crawford added that faculty members who teach their entire load at a satellite campus need more access and copy numbers than adjuncts on their cards. VP Ligioso will research how to distribute copies per card and noted the potential to link main machines to the network to send electronically send items directly to queue is available but hasn't been utilized. He will discuss this topic with the Center Deans and noted that services may have to be looked at differently also.

### **9.2 SCC 65<sup>th</sup> Anniversary –Peter Bostic, Executive Director of Institutional Advancement**

Director Bostic pointed out that without knowing our history we might repeat our problems. He shared some interesting Solano College trivia and gave commemorative anniversary prizes to the Senators who responded with the correct answers: 1964 was first year Vallejo JC started summer school; 85% of voters passed the 1967 bond to build the first ten building on the Fairfield campus, and black students were not allowed to use the electric typewriters provided for other students.

Mr. Bostic shared that what he has learned most about consistency in the first 65 Solano College years is that the Academic Senate best represents consistency with excellent faculty from the 1940s forward. Even though time are challenging, the students must be helped and the benefit for OSHA students can be matched by funds through College and faculty fundraising efforts. Tickets are available for \$65 to enjoy a fun celebration with a jazz band, dance club, and UCLA Professor Barbara Morrison, who will present an educational journey and historical musical experience. Attendance will allow people in different divisions to identify donors within their areas to raise their own funds and create their own destiny. Mr. Bostic enticed Senators to attend and receive their own commemorative wine glass. The 65<sup>th</sup> Jazzy Anniversary is a fundraiser that will be held on May 20. A free and fun celebration will be held at the Fairfield campus on May 17<sup>th</sup> from 12:00-2:30 PM with classic cars, cupcakes, and music. For people who would like to attend but need financial assistance, some sponsors have donated some slots scholarship spots. Mr. Bostic asked the Senate to support the Solano College 65<sup>th</sup> Anniversary Fundraiser and noted it will be a reunion, a benefit for OSHA scholars, and an opportunity to bring the whole family together for the support of Solano Community College. Ed Rollins, CBS/CBN Commentator, will be at the celebration to present a delightful and timely message about the future.

### **9.3 Program Discontinuance – Susanna Crawford**

Program Discontinuance will likely occur next year and it will be important for the Academic Senate to take the lead to: assure the District is accountable; discuss this issue on a regular basis; stay informed as group, and; assure the proper process is followed.

**9.4 Administrator and Faculty Hiring Policies – Susanna Crawford**

Senator Crawford requested this item on the agenda to initiate awareness prior to the fall process and she expressed concern that there are issues with administrative and faculty hiring. Senator Crawford asked recommended everyone be educated on the policies, to look at what is presently in place, and consider what can be done for improvement.

**10. Action Reminders**

**11. Announcements**

Acting President Kleeberg reminded Senators that everyone will maintain their Senate position until it is time to elect representatives within the newly formed schools.

**12. Adjournment**

Motion to Adjourn – Senator McDermott; Seconded – Senator Wanek; Passed - Unanimous  
The meeting was adjourned at 5:02 PM