



## ACADEMIC SENATE

### Adopted Minutes

**March 19, 2012  
Board Room 626  
3:00 pm –5:00 pm**

#### **1. Call to Order**

President Watkins called the meeting to order at 3:10 pm.

#### **2. Roll Call:**

Thomas Watkins, President

Nick Cittadino, Kevin Brewer, Susanna Gunther, Joe Conrad – *ex officio*, Erin Duane, Tracy Fields, LaNae Jaimez, Richard Kleeberg, Amy Obegi, Melissa Reeve, Dale Crandall-Bear *ex-officio*

Absent/Excused: Abla Christiansen, Scott Parrish

Guests: Jowel Laguerre, Jerry Kea, Sandra Dillon, Charo Albarran

Connie Adams, Admin Assistant

#### **3. Approval of Agenda – March 19, 2012**

Motion to Approve – Senator Reeve; Seconded – Senator Gunther; Passed – Unanimous

#### **4. Approval of Minutes – February 6, February 13, and March 5, 2011**

Motion to Approve the minutes as a group – Senator Reeve; Seconded – Senator Duane;

Discussion: Correction to February 6 minutes, page 2, line 2 of 4<sup>th</sup> paragraph, change “Canvas” to “eCollege”.

Motion to Approve as amended – Senator Reeve; Seconded – Senator Brewer; Passed - Unanimous

#### **5. Comments from the Public**

#### **6. President’s Report**

*Election:* President Watkins reported that Susanna Gunther was unopposed for the President position. Ken Williams and Katherine Luce were unopposed to fill the adjunct positions. President Watkins sent out a call for nominations for Vice-President which will close Monday at noon. The election will include the two-year At-large position. The one-year position was unopposed.

*Spring Plenary & Area B Meetings:* President Watkins suggested incoming Senators attend these functions. He has a packet of information available, which includes the resolutions to be reviewed at spring plenary.

##### **6.1 Distinguished Faculty Awards Committee**

President Watkins asked for volunteers to serve on this committee. The committee can choose the number of members they want, but must include Jim DeKloe and Ken Williams, who were the two winners last year. President Watkins has the application request letter template. Senator Obegi and Senator Fields will co-chair the committee.

##### **6.2 Tenure Tea Committee – LaNae Jaimez & Nick Cittadino**

Senator Jaimez and Senator Cittadino, co-chairs, will bring information back to the next meeting.

##### **6.3 Commencement: Three Faculty Marshals**

President Watkins requested three more volunteers to serve with Senator Cittadino as Faculty Marshals at the May 23<sup>rd</sup> Commencement. Senators Jaimez, Reeve, and Duane volunteered. President Watkins will show slides of the set-up at the next meeting.

## 7. Reports

### 7.1 Superintendent/President Jowel Laguerre

*New Faculty Hires:* S/P Laguerre reported that before and at the February Governing Board meeting President Watkins suggested the College wait on some of the planned new hire positions in order to prevent layoffs. S/P Laguerre had already said he was not sure how many of those positions could be hired, but the College should continue to hire new faculty as they bring a lot to the institution. He proposed taking three of the positions off the bottom of the list and hire the top four positions in January if the tax initiative passes in November. S/P Laguerre would like feedback from the Academic Senate. The College needs to be in compliance with the 50% Rule and FON. The numbers were fine last year but information for the coming year is not yet available. S/P Laguerre does not want the College to be in a place where many faculty need to be hired without available money.

Comments/Questions: Senator Reeve noted that the job application time has closed and hiring committees are already working. She added that it will be a challenge to retain top choices for positions, if new hires see their job as tentative based on if the tax passes. Senator Gunther asked about plans for reorganization and the hiring of a new dean. S/P Laguerre responded that a decision will be tied to the LMS costs. If the College saves \$200,000, a new school would be formed. Once the LMS costs are known, decisions can be made. People have been working on eCollege contract details and plan to take it to the Governing Board on April 4<sup>th</sup>.

Senator Gunther queried if the interim dean position will continue. S/P Laguerre replied that it would be best to look at recruitment during fall semester. If a new school is added, then two deans would be needed. If not, other ways to move forward will be reviewed and clearer direction should be known by April 1<sup>st</sup>. S/P Laguerre has voiced his desire to provide much more support to DE and he would like to have a good discussion with the Academic Senate on how to move forward. He heard loudly and clearly that the Senate wants more conversation on decisions and he would like to set time aside to talk about what everyone sees coming down the road and how to increase involvement. An in-depth conversation would serve the institution extremely well. President Watkins suggested scheduling a discussion at the fall Senate Flex-Cal meeting.

*Vacaville Center:* S/P Laguerre clarified the Vacaville Center must achieve 1000 FTES to receive \$1,000,000 next year. Money already received will not have to be paid back. Senator Reeve questioned if the College is using online enrollment to bolster numbers at the Centers and what the parameters are for that. S/P Laguerre replied that the decision to use online was made before he came on board. If online faculty members are based at a center, their online classes can be counted. The College needs to look at the numbers, how they are used, and courses that should be added at Vacaville for FTES.

Senator Fields requested and received confirmation from S/P Laguerre on her understanding regarding new hires: it won't happen for fall; the two positions will be saved, and; if the tax passes, four new positions will be hired. Senator Reeve asked if the College will publish information on the tax initiative or be passive. S/P Laguerre responded that people can be encouraged to vote and told the results of the election will be very critical to the College. The College can't really support this or that but friends can do that on the side. He stated he cannot personally be talking about it in public. He does intend to write editorials to address the College needs. Senator Cittadino suggested faculty write letters and Senator Reeve noted the College has information that would be beneficial to have. EVP Reyes suggested that budget information could be passed on.

*Program Review:* S/P Laguerre recommended people begin working together on Program Review. His position will be support personnel to do what faculty decides.

## **7.2 Sub-Committee Reports**

### **7.2.1 Basic Skills – Melissa Reeve**

BSI Coordinator Melissa Reeve reported: BSI will meet tomorrow and review application language for funding proposals, which will be due after spring break. The Committee is working to advance Basic Skills, tighten up proposals selected, data collection, and closing equity gaps. The first CUE study session was held on Flex Cal with a CUE group from UC Berkeley. CUE looked at the entire cohort of students who started in fall 2007 and subgroups to track levels students started from and sequence levels attained. Information was disaggregated by race and ethnicity which identified some disparities in different groups. The session focused on how to read the data and what to do with it. Options were proposed for follow-up: how to make this be immediately useful; take the inquiry process to divisions or other faculty groups; train groups of faculty to interview students, and; do action research on campus regarding student experience. The Flex Cal workshop was attended by four faculty and one lab instructor. The hope is to follow up with CUE in time to impact the proposal funding for the next academic year.

### **7.2.2 Curriculum – Joe Conrad**

Curriculum Chair Joe Conrad reported that three program changes were approved; Early Childhood Education to align with statewide standardizing of curriculum in that area; photo program modification to make more applicable and modern, and; most significant was the approval of Communication Associates Degree for transfer. The latter will be the third degree for transfer once it passes the Chancellor's Office.

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

The DE Committee has been focused on LMS which will be discussed in Item 9.3. Once the LMS topic is wrapped up, the Committee will move on to program review.

## **7.3 Treasurer's Report**

## **8. Action Items**

### **8.1 Curriculum Handbook Approval**

Motion to Approve – Senator Reeve; Seconded – Senator Gunther; Passed – Unanimous

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

### **9.1 Proposed High School Admissions Criteria – Jerry Kea, Vallejo Center Dean**

Dean Kea discussed high school admission criteria with the Senate last May. He expressed appreciation for high school students, but noted that many were underachievers in high school and didn't have a positive college experience either. The initial idea behind legislation was to accommodate high school students into the college environment prepared to take collegiate level and/or career technical education. But in reality, instead of that 3.3 GPA student, who is UC or CSU bound, many are coming in trying to experience credit recovery but replicate the same academic low that they experienced at the high school level. The student can attend by returning a form, signed by parents, high school counselors and the principal, which is more of a scheduling manipulation than anything to do with integrity of process. Dean Kea recommended some substance needs to be added in the interest of protecting students and the institution. The College, supported by legislation, has the ability to decide who comes based on age, accomplishments and grade level.

Senator Gunther didn't see age as significant as other issues, such as low GPA. She would like it written that special admit students are restricted from basic skills courses, because they are offered at high school level and inappropriate placement is where a lot of trouble comes from. She suggested there needs to be something about instructor responsibility and input. Dean Kea responded that the point is well taken, he sees this as an initiative that has great implications for the institution, is politically sensitive, he dropped the bar to the bottom so the Senate could take it up from there, and the initiative needs to come from the Senate with Dean Kea as a resource and offering assistance. Senator

Reeve disagreed with Senator Gunther regarding age and stated problems in her discipline have been age-related with materials used at college level that have adult content and responsibilities. High school age students come to campus for different reasons, some to make up credits and others as homeschoolers who may be academically accelerated but also may be cloistered and naïve entering classes that assume adult rights and responsibilities. She stated that it shouldn't be incumbent on instructors to come up with a different sequence of assignments for those students. Senator Gunther noted it should be crystal clear to parents that they have no communication with instructors and the students won't get special treatment. The College should be very clear what students are getting into. Dean Kea had discussed with S/P Laguerre the need to have discussions with parents before the orientation. When there are so many unprepared adults, younger unprepared students exacerbate the scenario and it works against the concept. This is an important issue which Dean Kea, after meeting with President Watkins, decided to share. He drafted and forwarded the document (SCC Proposed High School Admissions Criteria) to open up discussion. He left few parameters so that everyone can contribute and create standards.

Mr. Conrad opined that this is a very complicated problem and can vary widely depending on each case and discipline. He queried if resources are in place to implement the admissions criteria. He emphasized that if the current forms worked and the people signing those forms paid attention to what they were doing, the problems wouldn't exist. Teachers will recommend sending on a student they don't want to deal with. The process needs to be tightened up. Senator Cittadino queried how counselors or faculty would know if a student were capable of a class.

Suggestions included: setting a couple age levels and have students meet with a faculty member of the discipline they are going to take; raise the GPA to 3.2 or 3.5 to eliminate many of these problems; enrichment shouldn't be a guide; students should demonstrate academic capability; expect them to be above grade level; this proposal shouldn't conflict with middle college; when a middle college is started, there could be a cohort where the criteria doesn't apply, and; students should not be put in experimental or basic skills classes. President Watkins concluded the discussion asking Senators to bring forward suggestions for review and Dean Kea will return for further discussion.

## **9.2 Faculty Hiring Policy/Procedures I - IV – Sandra Dillon, Interim HR Director & Charo Albarran, HR Manager**

President Watkins reported that valuable input and discussion from the last meeting led the Senate to defer action on items I-IV. The goal was to complete the review by end of semester, but it needs to be done right and not rushed. Ms. Dillon reported she has been keeping S/P Laguerre informed as well, and he recommended under procedure V a that the position should be tied to program review, SLO recommendations, and the planning process. Regarding item III b, Ms. Dillon questioned having an even-numbered committee, Senator Reeve noted that some small disciplines may only have one tenured faculty, and her colleagues expressed they wouldn't want tenured faculty from the discipline in the minority. Senator Jaimez queried if the decisions would be made by straight vote or ratings. Ms. Dillon replied that usually individual ratings are looked at by the whole committee. In cases where that did not occur, scores and composites didn't match which can be detrimental to the process and difficult to defend if a complaint is made. She agreed that three or four members would be fine.

Other suggestions included:

- III d – strike “committee may also include professional or others outside . . .” and add to III e for Tech and Vocational. Language was already changed to assure the committee can decide.
- III c – change “will” to “whenever possible” in case it can't happen. Responses included: that would leave room for an excuse; the purpose is to be as inclusive as possible; there are various ways to reach diversity; some schools have a non-voting diversity person who oversees the committee, and; “will” is a commitment.
- V a – regarding S/P Laguerre's suggestion, not sure that SLOs belong there, although planning processes should work together, Senator Reeve could imagine how Program Review and

Planning & Research would drive hiring decisions, but not SLOs. Ms. Dillon replied that the parties have to agree on the process. She will take the recommendation back to S/P Laguerre.

- JC other components of planning process. SD They wanted to make sure (AS) they were jointly established in hiring procedures.
- Move III “e” to “a” position to ensure it happens.
- Specialist job announcements and descriptions need to be created and agreed on.

President Watkins announced Items I – IV will be voted on for approval at the April 2<sup>nd</sup> meeting.

### **9.3 LMS Proposal Update – Dale Crandall-Bear**

DE Coordinator Dale Crandall-Bear updated the Senate on the Pearson proposal: at the March 19<sup>th</sup> meeting, the Senate voiced several concerns from faculty and many of the same concerns were discussed at the DE and Liberal Arts meetings; concerns were collated and forwarded to a Pearson representative; response was received; Mr. Crandall-Bear, S/P Laguerre, EVP Reyes and Dean Lamb met with the Executive Director and received a draft addendum to the contract last Wednesday. They also took the opportunity to meet with one of the Canvas co-founders who was in the area last Thursday. The Academic Senate can have a critical say in the next couple weeks. The list of faculty concerns was very long and had sufficient impact. Two weeks ago S/P Laguerre said he’d advocate pulling back, if found it wouldn’t work with Pearson and he restated that in front of the Pearson rep. EVP Reyes challenged the Pearson Director to make a statement that digital sales over a certain revenue would go back to the College, which she wasn’t receptive to. Mr. Crandall-Bear and S/P Laguerre were aware of the challenges by the end of the meeting, including a one-year deal at \$400,000 which would not allow reorganization. Canvas co-founder, Devlin Daly, noted a very similar case in Texas, only with Blackboard. Canvas has really been trying to work with the College and considered deferring or amortizing costs. The Academic Senate could play a significant role through a motion or resolution. The meeting with Canvas ended with a number of LMS phased transition options and the costs. An uncomfortable part of the Pearson meeting was that they need to make content available to us in the format needed and it is entirely on Pearson to cooperate and would mean more staff time. It is unknown what Pearson’s response will be. Another meeting with Pearson will be held Wednesday. A motion should be a statement about serious concerns and a counterpart would show we favor pursuing one of the discussed scenarios as an alternative. President Watkins announced that Mr. Crandall-Bear should inform the Senate of the Wednesday outcome so that a vote can be made by email or by the April 2<sup>nd</sup> meeting.

### **9.4 SLOs Committee**

Deferred – time constraint. President Watkins will address this item in April. He reported the faculty union did not approve the coordinator positions. He also spoke with a couple other colleges and was told DVC had two reps from each school working in an advanced stage of SLOs, an SLO Senate subcommittee was formed, and a chairman elected. Charlene Snow agreed to give a chairman 10% release time to do that and the faculty association agreed.

## **10. Action Reminders**

## **11. Announcements**

## **12. Adjournment**

Motion to Adjourn – Senator Fields; Seconded – Senator Gunther; Passed - Unanimous

The meeting adjourned at 5:01 pm.