



ACADEMIC SENATE

Adopted Minutes

January 17, 2012

Board Room 626

1:30 pm –4:00 pm

1. Call to Order

President Watkins called the meeting to order at 3:03 pm

2. Roll Call:

Thomas Watkins, President

Kevin Brewer, Abla Christiansen, Nick Cittadino, Joe Conrad *ex-officio*, Tracy Fields, Susanna (Crawford) Gunther, LaNae Jaimez, Richard Kleeberg, Scott Parrish, Melissa Reeve

Absent/excused: Dale Crandall-Bear – *ex officio*

Guests: Jowel Laguerre, Sandra Dillon, Charo Albarran, Charlene Snow, Gurpreet Atwal, Bill Schwarz

Connie Adams, Admin Assistant

3. Approval of Agenda – January 17, 2012

Motion to Approve – Senator Kleeberg; Seconded – Senator (Crawford) Gunther

Discussion: Senator Gunther requested correction of her name change from Crawford to Gunther.

Passed as amended – Unanimous

4. Approval of Minutes – December 5, 2011

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

5. Comments from the Public

6. President's Report

- President Watkins announced that Senator Lou McDermott's classes were cancelled this semester and he hasn't heard from him if he'll be returning to serve as the Adjunct At-large Senator.
- In response to an inquiry about the State Senate Area B Meetings, President Watkins stated that it is not mandatory for Senators to attend but he encouraged Senators attend to learn what goes on at the state level. The State Plenary session is in San Francisco in the spring. Let President Watkins know if you are interested in attending. For details, click the ASCCC Plenary link:
<http://www.asccc.org/calendar/list/plenary-sessions>
- Discussion at the breakfast gathering this morning included the Student Success Task Force and discussion will be continued at the February 6th regular Senate meeting. President Watkins emailed a link to Senators to review the report. The Senate office will make a hard copy of the report available for Senators who prefer to review it in paper format.
- Faculty attendance at commencement was also discussed at the morning meeting. Along with Senator Cittadino, three more faculty members are needed to be Commencement Marshals. Please inform your colleagues and contact President Watkins with volunteer names.

7. Reports

7.1 Superintendent/President Jowel Laguerre

S/P Laguerre reported that he and President Watkins have discussed faculty SLO work that needs to be done and referred to his earlier morning report on the status of student learning outcomes and service area outcomes.

S/P Laguerre recommended reinstatement of the coordinators that used to be at division level. Considering the current size of the schools, some may need more than one. The Program Discontinuance process would be stopped at this point as the Program Review process is revisited. S/P Laguerre will meet with President Watkins to hear the input from Senate discussions. Within the process, it will become clear which programs are in need of major support, are no longer appropriate, or need to be phased out and/or replaced, and new things come up that should be explored. S/P Laguerre opened the topic for questions.

Comments/Questions:

Senator Gunther queried what SLO work wasn't getting done that affected Accreditation. S/P Laguerre responded that team members noted that no work had really been done in some areas, course objectives have been confused with learning outcomes, and some programs have not had program level assessment. What is online in MySolano is rather confusing having to jump from one screen to another, and creating a challenge to find what is there. Courses have program outcomes on top of them that shouldn't be there and there is much work to do. Evidence confirmed some departments and schools have done well. Senator Brewer asked if those who have worked on programs and course SLOs can assume that their work is endorsed and is good. S/P Laguerre responded that it is up to the people in the disciplines, with some guidelines, to look at and decide and added that he has seen some that are really good. It is important to share examples, which is something a coordinator could definitely focus on. A committee for running that successfully is also needed. Strong backing from the Academic Senate is important. Senator Cittadino outlined that to develop SLOs, it goes to someone to oversee, then it is used, put on syllabi, evaluated, and assured the assessments are right. The breakdown has been in that no one oversees that. S/P Laguerre added that a college-wide coordinator would work with the school coordinators to oversee that. We have had a college-wide coordinator without coordinators in the individual schools. Senator Reeve pointed out that those positions were eliminated prematurely when the work really started. Faculty were to adhere to a schedule and a coordinator was needed to pay attention to that schedule, get in touch with faculty, and track accountability. Mr. Conrad added that another shortfall was not proceeding with the completed assessments in relation to how to change what is happening in programs and at the College, nor were they intertwined with strategic planning. Accreditation asked about that. A coordinator would help keep people on task and get things done. He added that it would be good to contact another college that has done it well, to see what that looks like.

Senator Gunther questioned how SLOs would be connected with the EMP and approximately 51 other College plans and if there is a way to streamline the process. S/P Laguerre replied that Peter Cammish, Research & Planning Director, will be working on that and will demonstrate a relational database to show how all those will come together. One of the Accreditation recommendations was to use that office appropriately. Senator Reeve noted that, even having been one of people involved early on in SLOs, going from there to where we are now, looking at and using assessment results to inform planning, three-year reviews, the budget, etc., it is difficult to see how it all fits together and added that forms and templates seem to be about something else. Where is the process to change and grow programs? S/P Laguerre answered that it is tied to strategic planning, maximizing resources and growth. More related to assessments is how well students are performing after they leave class. President Watkins and he have discussed some of these questions and the Academic Senate should propose what Program Review should be. He noted that at Truckee Meadows, the Senate developed the shell of Program Review and gave it to administration. It was his first task there to expand on the shell and see what appropriate items to add. A committee was formed, which included the Senate, classified union and student representatives. They developed a plan, which was brought back to the Senate and approved and with that process Program Discontinuance didn't need to happen. S/P Laguerre concluded that the leadership is bestowed now on the Academic Senate to help move the College in that direction. Senator Gunther requested clarification on how that will take care of Program Discontinuance. S/P Laguerre responded that normally an institutional committee would be tied to the Academic Senate and administration. The department, discipline, or program does their review and channels it to the committee. The committee looks at the whole institution and forwards program recommendations.

Senator Reeves shared that at the time that the College SLO process was initiated as it stands, the Cabrillo model was adopted, as it was faculty driven and controlled and preserved academic freedom. She expressed concern about hearing that very recently administrative energy has been going into what this process would look like, which would be a shift in the locus of SLO control and is not in line with being faculty driven and preserving academic freedom. S/P Laguerre shared that he initiated those recent discussions because he was not getting answers or accountability. The excitement he saw that came from the discussions was from administrative support for what needs to happen as opposed to directing it. Instead of having a school-wide meeting, disciplines were brought together to make the best use of time.

In response to other questions, S/P Laguerre clarified that any further reorganization of schools is within the purview of EVP Reyes, and although S/P Laguerre is removed from that process at present, he will provide the opportunity for faculty and EVP Reyes to work together. He stated that rumors of Student Services reorganization are just rumors.

7.2 Sub-Committee Reports

7.2.1 Basic Skills – Melissa Reeve

BS Coordinator Reeve reported the Committee is moving forward with a year-long contract, which has four parts to it and began last semester with The Center for Urban Education (CUE). There was a lapse of activity with CUE while waiting for the College institutional research and BS coordinator positions to be filled. Now it is back on the calendar and the next segments for that work are being scheduled and will include: a CUE presentation of their BESST software program (Benchmarking Equity and Student Success Tool); the Basic Skills Steering Committee will define a cohort of students to study by using the tool, and; the College will use the data to take action. Chair Reeve will work with Director Cammish, take data from BANNER, put into the pool, and identify a cohort. This should be a very interesting opportunity to study a cohort of students moving through basic skills courses and to clarify the process and why students are in these sequences. The cohort and 10-15 faculty members who will be involved in this research group need to be assembled. Chair Reeve has an idea of about seven English and math instructors, who have been more involved to date, but she hopes to get representatives from other disciplines as well. The majority of Solano College students are affected, no matter what classes or levels they are in. One way to reach out to faculty in other disciplines and areas would be to have their involvement in this CUE research group. She asked Senators to send names to her of faculty, including adjuncts, looking at student success.

The goal is to identify research questions, how to pursue on our campus, how to analyze findings, and action to take with the data, to give us another lens through which to look at student success on campus, which is poor and worse in certain demographics. CUE does a lot of work with equity. While we should look across the board, we can work with certain demographics and find what we can then do campus-wide to benefit all students. Senator Gunther added that the program will pinpoint what is going on, not just where students are failing, and how to use resources in efficient and effective ways. The data will suggest direction and faculty will be trained to use the tool and keep using it.

7.2.2 Curriculum – Joe Conrad

Chair Conrad reported that Per-Lin Van't Hul will be moving to the Planning & Research office, so the Curriculum Analyst position is vacant. Chair Conrad expressed concern about what could happen without a liaison, one of Ms. Van't Hul's important tasks, to interact with the Chancellor's Office. That connection is needed as programs change, new courses are developed, and other items come up that have to go through the Chancellor's Office. Chair Conrad requested the Academic Senate encourage the College to quickly address this so that position can be filled immediately. He also expressed concern that Tina Abbate, Scheduling Specialist, may have all this piled on her plate. Pei-Lin had been effectively pulling information from BANNER through Planning & Research and working hard to basically cover two jobs, so she will easily transition into her new position as Research Analyst. President Watkins confirmed that administration acknowledged that filling this position is a priority.

7.2.3 Distance Ed – Dale Crandall-Bear

Senator Kleeberg noted that the LMS recommendations will be brought to the next Academic Senate meeting.

7.3 Treasurer's Report

Treasurer Kleeberg reported a Dec. 22 balance of \$7150 in the Senate bank account.

8. Action Items

8.1

9. Information/Discussion Items

9.1 Faculty Hiring Policy/Procedures – Sandra Dillon, Interim HR Director & Charo Albarran, HR Manager

HR Director Sandy Dillon reported that when she first spoke with President Watkins about faculty hiring procedures, all Title 5 regulations had been revised and forwarded to the Department of Finance, which has to approve Title 5 changes. In late October they decided not to approve them for fiscal reasons. A couple of college districts filed suit against the State because of the fiscal impact some of the current procedures had. Now the State Chancellor's Office is working with the chief HR staff as well as academic people to decide how to change procedures or make them easier for districts. Current Title 5 regulations have procedures that are basically original from the early 1990s, while job titles have changed and some processes may not be working, so it is appropriate to review. Educational administration, along with HR representatives, originally worked on drafts which were forwarded to the Academic Senate and to administrators. Ms. Dillon pointed out that the item IV b statement about release time was there because agreement was never reached. It is important for Ed Admin and the Academic Senate to provide feedback. Charo Albarran is the lead on the Equity and Inclusion Advisory Committee and changes will be run through there as well. There will be a lot of opportunity for input before ever getting to the Governing Board for action.

Comments/Questions: Senator Kleeberg noted that changes will most likely be needed for legal reasons in the first and second diversity review sections which were inserted prior to Prop 209. Ms. Dillon will have to review those regulations as well. Senator Kleeberg also noted that in Section VII b specifics are needed to define the process, either provided by a reference or a document outside of the procedures. Ms. Dillon clarified that when the procedures were written, the College worked with the three-year goals and timetables. Because of Prop 209 and no availability of guidelines, it has been difficult to review and revise in the several years of trying. At the latest Chancellor's Office meeting in December, they were still trying to decide how to handle the data. Some districts will take revised regulations and try to implement as much as they can, even though they're not approved by Board of Governors or the Department of Finance. There should be a State letter out later this month with some direction.

Senator Gunther questioned procedure IV a: "The committee chair will be selected by committee." What would be done in the case of split votes? The current hiring policy allows anyone who wants to be on a specific hiring committee to do so which could lead to a very large hiring committee and it at least needs to be discussed. It is a different world than when this originated. Senator Kleeberg explained that extensive discussion was held on the committee limits, but the Committee was unable to find a method to legitimately exclude someone who wanted to serve or phrasing or policy that won't needlessly block people. Committees shouldn't be too big, so a way to fairly limit is needed as well. Mr. Conrad added that scheduling meetings has been a great challenge with issues of committee members not showing up. Perhaps, rather than setting member limits, maybe say that members must be flexible and willing to adjust their schedules to attend the meetings. Faculty members need to understand up front that it is their responsibility to be flexible and that you can't fully maintain your regular schedule when serving on a committee.

Ms. Dillon further clarified: every adjunct faculty who meets specifications will be interviewed so the committees can go into multiple days of interviews; procedures were never fully developed and how they were to be used has not been written; HR never got into discussion of some things, such as hiring for mini-grants;

Article 27 outlined how positions generally must be advertised, and; students sometimes participate in teaching demonstration activities but are not on committees to make recommendations or decisions on faculty hiring.

A few senators raised concerns about hiring committees being stacked. Senator Kleeberg responded that one possibility discussed long ago could be a requirement for at least one or two faculty members from outside the division or school and is an idea to revisit again. Senator Gunther suggested another solution could be to have a faculty hiring committee pool from which members could be chosen randomly for each committee. Ms. Dillon confirmed that diversity and gender help with perspective, balance, and decisions. When all of screening criteria are ranked it needs to match or there is question and doubt. We have to send all of the completed forms that show how the decisions were made.

President Watkins suggested that the Senate move forward with this topic by compiling all of the concerns, ideas and questions and forward them to HR. Senators discussed the direction to take in order to complete the review and have recommendations forwarded to the Governing Board before the end of this semester. This is an item to have mutual agreement between the Academic Senate and the Board. Administration, HR, and union representation should be involved as well. Senators agreed to review four of the procedures to discuss at each of the next three Senate meetings. Ms. Dillon, Ms. Albarran, Ms. Snow, and a couple of administrative representatives will be invited to attend these meetings. Other California community college procedures can be looked at for ideas. Ms. Adams will forward some to everyone. All input should be forwarded to her to compile a week before the meetings. That information will be sent back out to make the most efficient use of meeting time.

10. Announcements

11. Adjournment

Motion to Adjourn – Senator Cittadino; Seconded – Senator Parrish; Passed – Unanimous
The meeting adjourned at 4:38 pm.