



ACADEMIC SENATE

Adopted Minutes

February 6, 2012
Back half of Cafeteria
3:00 pm –5:00 pm

1. Call to Order

President Watkins called the meeting to order at 3:06pm.

2. Roll Call:

Thomas Watkins, President

Abla Christiansen, Nick Cittadino, Kevin Brewer, Joe Conrad – *ex officio*, Dale Crandall-Bear – *ex-officio*, Susanna Gunther, LaNae Jaimez, Richard Kleeberg, Amy Obegi, Scott Parrish, Melissa Reeve Absent: Tracy Fields,

Guests: Sandra Dillon, Charo Albarran, Charlene Snow

Connie Adams, Admin Assistant

3. Approval of Agenda – February 6, 2012

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

Discussion: President Watkins requested a change to the agenda to accommodate S/P Laguerre’s campus-wide Accreditation update at 3:30 pm. Items 6 and 7 will be removed from the agenda. The meeting will be adjourned after items 4, 5, and 9.1 and will reconvene at completion of the update.

Motion to Approve as amended – Senator Kleeberg; Seconded – Senator Gunther; Passed – Unanimous

4. Approval of Minutes – January 17, 2011

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

5. Comments from the Public

None

6. President’s Report

None

7. Reports

7.1 Superintendent/President Jowel Laguerre (no reports)

7.2 Sub-Committee Reports

7.2.1 Basic Skills – Melissa Reeve

7.2.2 Curriculum – Joe Conrad

7.3 Treasurer’s Report

8. Action Items

8.1

9. Information/Discussion Items

9.1 LMS Update – Dale Crandall-Bear

DE Coordinator Dale Crandall-Bear gave an overview on the LMS selection process. An official RFP process was legally required due to the major cost involved. There are parallels between the RFP and hiring process. Last term was spent looking at LMS platforms, scheduling demos, and experiencing sandboxes. An RFP

(Request for Proposals) was drafted and emailed to everyone. All six of the platforms targeted responded in December to the very extensive RFP in 100-200 pages. A selection committee was formed with a good mix of faculty, administration, and IT to review and make recommendations. A good part of winter break was spent reading the binders returned. As with hiring committees, the RFP Committee had to be formed before responses were reviewed to determine the scoring process. The interface of the platform itself, from instructor and student perspective, was given the most emphasis. The IT component included looking at integration with BANNER and how it works with student uploads and grade transfer. Cost was the final criteria. The scoring sheet for each vendor was 23 pages long.

The Committee decided that the best way to proceed was to have each member identify their top three choices, which revealed a pretty clear preference for Canvas. Other platforms in order of preference were Desire2Learn, Etudes, Blackboard, Moodle, and eCollege. The latter three were eliminated. Justin Howell and Jim Ennis from IT did a very thorough review on the first three, gave advice, and pointed out possible errors and problems. Etudes was eliminated based on IT's very serious reservations regarding integration. The base price for Desire2Learn was \$260,000 and \$160,000 for Canvas with \$30,000 for additional support added, which brought the total to \$190,000. Canvas was the clear first choice and the lower price of these two platforms. The recommendation was sent to S/P Laguerre and Mr. Crandall-Bear gave a preliminary presentation to the Governing Board. One big difference in platforms is proprietary (eCollege) compared to the other systems which are open source and can plug in and link to just about anything else. The last couple of weeks were spent investigating Canvas which has many possibilities including built-in audio and visual and live conferencing. Once this becomes official the huge task of transition begins. Reading about policies from other campuses, 1 ½ years has been a common phasing-in time to gather campus support and train faculty. The transition here will have to be done quickly to go live in fall 2012. There will be no online classes in the summer, in part to allow some time to have everything ready.

DE Coordinator Crandall-Bear will begin a training program. Also Canvas has remarkable resources for training including a YouTube channel and several instructional videos on every aspect of the platform. Because Canvas is open source, any certified instructor can get an empty shell from www.instructure.com to begin working on now. Faculty can demo courses on that site, see what it looks like and find the tools available. Canvas staff will be brought in for workshops and Mr. Crandall-Bear will have open training. He will survey faculty for best schedule times and get many conferences going to put people in front of computers to learn the program. Administration rejected implementation of pilot programs requested by faculty.

Comments/Questions: Senator Kleeberg requested clarification of the migration process. Mr. Crandall-Bear replied that eCollege is making it difficult to extract the courses and they expect an additional fee to copy into a common cartridge shell even though instructors retain intellectual property rights. Canvas is new and creative and doesn't match up with eCollege, Community colleges Mr. Crandall-Bear spoke with recommended transition as a good opportunity to revise and reconfigure material. He added it is easy to copy (select all) and paste course material and it would be good for instructors to begin now to copy content to their computers. It is best to use plain text which strips out formatting. File managers that instructors uploaded can be bulk downloaded as zip files. Regarding compensation, Mr. Crandall-Bear told administration that faculty has conveyed they want a stipend. The faculty and Senate can help guide the compensation issue. The summer session is still being debated. President Watkins read a letter from Les Hubbard (attached to minutes).

Motion to adjourn – Senator Gunther; Seconded – Senator Kleeberg
Meeting adjourned at 3:32 pm.
Meeting reconvened at 4:08 pm.

Regarding agenda item 9.1, Senator Kleeberg pointed out that Professor Crandall-Bear took the preliminary selection to the Governing Board but the Board can only take action by mutual agreement with the Senate. President Watkins responded that the LMS Committee was not appointed by the Academic Senate and is not a subcommittee but was selected by S/P Laguerre. Senator Kleeberg will speak to S/P Laguerre and will go to the

Governing Board to recommend they not take action. It would set a bad standard for the them to take action when state law requires mutual agreement of 10+1 items. Mr. Conrad noted that changes in systems are resource changes. Senator Gunther pointed out that what affects the educational environment is part of 10+1.

9.2 Faculty Hiring Policy/Procedures – Sandra Dillon, Interim HR Director & Charo Albarran, HR Manager (30 minutes)

Sandra Dillon, Interim HR Director, explained that email input was requested to speed up the process. Charo Albarran, HR manager, is the College diversity person and will help facilitate the process

Senator Gunther felt that item #III a. poses a contradiction if there is no diversity within a department and she queried how to go outside the department and how much diversity is enough. She added that it needs to be more explicit. Ms. Albarran replied that if there is only one ethnicity, another ethnicity or gender could be brought in to at least make up half of the committee to represent ethnicity and gender numbers. If resources are not available, documentation would be needed to show representatives were solicited outside of their department. There is diversity on campus which needs to be represented. She understand resources are limited but there needs to be a balance. Senator Gunther questioned the need for 50% in areas with little diversity such as math. Ms. Albarran replied that on a selection committee of five members, there could be three women or Asian, Latino, or African American members. Ms. Dillon clarified that Title 5 requires the attempt to achieve the gender and ethnicity balance. If that can't be done within an area, solicit outside. In the case of math, maybe someone from sciences could balance the committee. Senator Gunther asked if that should be in the policy. Ms. Dillon replied affirmatively, if the goal is to do what is expected. Senator Reeve questioned if diversity should be limited to gender and ethnicity or include age, disabilities and other diversity on campus. There are individuals in faculty, maybe in small proportion, but that also raises a concern about how often certain individuals are called upon to serve as token representatives and the undue pressure on those individuals. It also means those individuals have more influence across campus and this needs to be done in a way that is equitable, represents our diversity, and the diversity we hope to achieve without giving undue pressure and influence to a few. President Watkins asked for the definition of diversity when committees are formed, what guidelines to look for, how to know when enough is enough, and if one of everything is needed. He suggested that applying the 50% rule may not be the best. Ms. Dillon noted that San Francisco College requires 40% ethnic diversity and every college does what they can a little differently. Senator Parrish queried if the criteria will be set in stone or as a goal. Ms. Albarran stated that reasonable effort is called for and districts frame what is reasonable for their culture. It would make her job easier to come to agreement with what members of Solano College want in order to facilitate a process that brings in individuals to represent the student population. Senator Gunther suggested it would be helpful if schools would get together to decide on size and whether to allow anyone to be on committees within those size limits. That could help eliminate worry and fit within agreed guidelines. All the criteria need to be written to be followed properly. Ms. Albarran noted that without written guidelines when she arrived here, she had to find guidelines for diversity. She will soon provide diversity training for the deans and look into the best levels of how Solano diversity can be represented.

Senator Kleeberg recommended the guidelines be reasonable and expressed concern on how ethnicity can or should be determined. Ms. Dillon replied that the College is required to maintain statistics to report to the state. Ms. Albarran gave an example: when you identify yourself as a Solano College employee, you become known as that. The immediate first perception is most powerful. It can later be seen that diversity goes much deeper. Look at the Solano College population we are serving. With applicants you don't get that deep. Charlene Snow, CTA representative, questioned the comparison of diversity of faculty to students as there is not much diversity in faculty compared to the diversity at San Francisco College. Ms. Dillon replied that a good faith effort is needed but with some flexibility and keeping in mind how to write that. The West Valley College policy states the committee will reflect diversity and inclusiveness including perspective. Senator Jaimez noted the importance to come up with a definition and explain reasonable. It needs to be a thoughtful process and documented that the committee tried and agreed they are OK with the outcome.

President Watkins summarized the discussion: what compromises diversity; when do we know it is OK, and; what guidelines should be used?

Senator Gunther added the need to determine committee size. Mr. Conrad suggested keeping in line with Senator Obegi's emailed comment, keep part a., insert the West Valley statement at the end, and part C could have a clause within the balance established in III a. Rather than a forced pick of a certain number, the committee could establish what their maximum is. Senator Jaimez queried if a provision is needed to allow a division to establish their own procedures. Senator Parrish suggested addition of verbiage to revolve members and allow everyone a chance to serve. President Watkins thought it best to leave out "revolve" but allow everyone opportunity. Ms. Dillon opined it is good to have a minimum. There are too many emergency hires and they should not be rehired until they go through the regular process. Deans need to advertise and do their part. A maximum of seven gives an opportunity to rotate people who are interested in being on hiring committees. West Valley has a very long and detailed policy because of many problems they had. They clarified that you can have classified serving on committees and allow flexibility.

Senator Cittadino asked if the job descriptions go to CTA. Ms. Dillon responded that the job descriptions were established back when AB1725 went into effect and were created by administration and faculty more than twenty years ago. With the current SLO issue, some of the language and criteria for faculty need to be strengthened. Faculty should provide input to the Faculty Association. Senator Gunther requested consideration of how more detail can be added to deal with a tie vote for committee chair. Ms. Dillon and Ms. Albarran will develop some language and forward to the Senate.

9.3 Elections

9.3.1 Elections

President Watkins reported that Senate school representative elections will be deferred until the current reorganization is decided. Spring 2012 Election Timeline:

February 24 th – Announcement and call for nominations for President, 2 At-Large, and 2 Part-Time At-Large	
February 27 th – March 2 nd /close at noon	Nominations
March 5 th – March 9 th	Prepare and send ballots
March 19 th – March 30 th /close at noon	Voting
April 2 nd Academic Senate Meeting	Announce election results

9.3.2 Status of New Senator Orientation Handbook – Susanna Gunther

No report

10. Action Reminders

11. Announcements

12. Adjournment

Motion to Adjourn – Senator Parrish; Seconded – Senator Brewer; Passed - Unanimous
Meeting adjourned at 5:03 pm