



## ACADEMIC SENATE

### Adopted Minutes

**April 2, 2012**  
**Board Room 626**  
**3:00 pm –5:00 pm**

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

President Watkins called the meeting to order at 3:04 pm

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

Thomas Watkins, President

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

Guests: Jowel Laguerre, Scott Ota, Charlene Snow

Connie Adams, Admin Assistant

#### **3. Approval of Agenda – April 2, 2012**

Motion to Approve – Senator Gunther; Seconded – Senator Duane

Discussion: Senator Gunther requested addition of a discussion on The Reality of Shared Governance and Planning at Solano College (see Item 9.6)

Motion to Approve the Agenda as amended – Senator Reeve; Seconded – Senator Kleeberg; Passed - Unanimous

#### **4. Approval of Minutes – March 19, 2011**

Deferred

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

#### **6. President's Report**

President Watkins reported on the State Senate Area B meeting held on March 30<sup>th</sup> and gave a brief outline of resolutions that were written: ECE – preserve families' access to childcare and education; MESA – support priority student registration; Student Success – support SS Infrastructure of 2012; oppose Arbitrary Targeting of Athletics by the Legislative analyst's Office; BOG fee waivers – oppose different academic policy for students based on ability to pay; oppose Tiered Fees, and; write a paper to streamline the CTE program review process. Resolutions can be written and presented by delegates. They are heard twice at area meetings and then at Plenary. Resolutions from area meetings are reviewed by the state senate and brought to spring Plenary for three days of discussion, changes, and voting as a consent agenda item. Once resolutions are adopted, the State Senate acts on them. The process gives voice to California community colleges but does not guarantee the Board of Governors will act on them. The Plenary agenda and program outline can be viewed at <http://www.asccc.org/events/2012/04/spring-plenary-session>. President Watkins noted that interaction with CIOs ensures they are in concert with the Senate and that there is senate input into curriculum. Spring Plenary will be held in tandem this year with the CIO Spring Conference. President Watkins pointed out that the legislature has been after privatization of community colleges for a long time and faculty and the Senate need to be more vocal about that.

President Watkins and Senator Kleeberg encouraged senators to attend plenary as an extremely valuable experience for awareness of what the Academic Senate can do and to connect with many senates throughout the

state that are far more involved on a day-to-day basis. He added that many colleges also provide more release time to their senators.

## **7. Reports**

### **7.1 Superintendent/President Jowel Laguerre**

S/P Laguerre wished everyone an enjoyable and safe spring break, noting it is a good time for a break from everything. He requested feedback following his report. Recruitment will move forward for the Nursing and Auto Body positions to be hired for fall 2012 necessitated by state agency requirements and to ensure good programs already in place are retained. The English and Mathematics positions will be hired for spring 2013 if the November tax initiative passes and candidates who are chosen will be informed of the contingency. If the initiative doesn't pass, other funding will be looked at. The three positions from the bottom of the approved hire list, Auto Tech, Anthropology, and Political Science, will have to be set aside for now. S/P Laguerre recently shared at SGC that it is too late to recruit for a permanent dean and advice from SGC was to wait until July based on the possibility of adding a new school and the need for another dean. Recruitment will start toward the end of fall for hire of a Liberal Arts dean in July 2013, regardless of November election results.

S/P Laguerre reported there have been some concerns raised in regards to his decisions and he is willing to make himself available for discussion. He noted that in his decision making process, if conditions don't change, he'll come back to a previous point of focus and if decisions made are not consistent with the original mention, he will come back to that. He would like to clear any misconceptions or admit to messing up and discuss how to do better next time. He asked the Senate for more discussion time and promised to make himself available to explain things and would like to have at least an hour to be more detailed. S/P Laguerre requested people ask him for more explanation if they don't completely understand something. At times he may stick to a decision made, but more often than not, he will be willing to modify from feedback and sometimes will completely change. He doesn't think his ideas are the best and only ones and is open to listening to others.

Comments/Questions: Senator Gunther suggested that maybe communicating more before decisions are made would be helpful. S/P Laguerre replied that it dawned on him, on the way to the March 7<sup>th</sup> Governing Board meeting, that indeed he could have had a whole lot more conversations. He requested Senators help with this as he is committed to having more conversations when legal timelines aren't a problem. He included a quote in the March 21<sup>st</sup> S/P Direct, "It is better to debate a question without settling it than to settle a question without debating it." He opined that there is a lot of wisdom in doing that to make better decisions. He understands it can be frustrating to wonder where decisions come from and it is very important to have a commitment from both sides to listen and engage in conversation. As he told the SCFA, there is nothing to hide and communication needs to go both ways. S/P Laguerre encouraged everyone to please feel free to ask questions and added that sometimes waiting until a Governing Board meeting is a little late. It is important to discuss how to move forward in a better way.

### **7.2 Sub-Committee Reports**

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

BSI Coordinator Reeve reported that she has scheduled to meet with S/P Laguerre on April 17<sup>th</sup> to find out why the ASC Coordinator position was rescinded, what he considers the best use of BSI funds, and what his role is in making those decisions. The Basic Skills Steering Committee will meet tomorrow and discuss big picture questions to look at how to use funds. There has been a lot of small scale and piecemeal use of funds and members discussed that it may be best to focus more energy behind an agreed upon big project. There seems to be a growing groundswell of support for the First Year Experience proposal, which is pending FaBPAC approval and could potentially be implemented next fall. The BSSC is addressing how to build the program. A very democratic process has been used to fund and support projects but there hasn't really been anything to point to that has been accomplished that is sustainable. Decisions need to be made regarding goals and what to do with basic funding in order to support proposals in the direction of what the Committee wants to get behind, including whether or not to call for mini-grant proposals. The last meeting was spent discussing how to support First Year Experience. The entire campus needs to know what this program is so it can be real in everyone's minds and receive campus-wide support.

### 7.2.2 Curriculum – Joe Conrad

Curriculum Committee Chair Conrad reported that the State Senate created a position paper on class maximums. The Curriculum Committee has good involvement in the beginning of the process and the paper he read seems pretty good. Mr. Conrad summarized that class maxes should be set for pedagogical reasons and adjusted based on safety, resources, codes, and ability of instructors, not just because a number looks good. The guidelines encourage working with the union to assist faculty and ensure individuals follow local policy. He has added students above the max at the beginning of semester which usually does not stay at max for long. He appreciated the examples included in the paper of what other schools in the state do as good models of how class maxes are handled. It hasn't been done with consistency here and everyone is different, so there is a need for some uniformity and more documentation.

### 7.2.3 Distance Ed – Dale Crandall-Bear

DE Coordinator Crandall-Bear reported the Committee was finally able to discuss some non LMS issues. They will begin working on review of DE data, standards and guidelines for program review. DE has a white paper and last year the Humanities Department wrote guidelines. Members are reviewing the Truckee Meadows (Nevada) DE document as a good model that contains rigorous standards and guidelines. Their students read and sign a document acknowledging understanding of their need for computer skills. Truckee Meadows requires more extensive online instructor training and annual refreshers. Senator Duane noted that at the recent Curriculum Committee meeting members suggested it would be good to have a group of Solano College instructors share presentations of their work at Flex-Cal. Mr. Crandall-Bear added that it has always been a goal of his to offer more workshops and instructor support once technical issues can be handled by IT staff.

Comments/Questions: Senator Cittadino suggested having someone from the DE Committee present online information during mandatory student orientation. Senator Gunther thought a video for students would be good. She also shared concern that there isn't a firm policy addressing canned courses and deans may be giving out information that is not accurate. Mr. Crandall-Bear replied that an official policy needs to be adopted. Mr. Conrad added that the Curriculum Committee also brought up this issue and members of the Committee weren't too happy with the concept of canned courses being treated the same way for workload, etc. as truly instructor written courses. He also clarified that what Senator Duane spoke about would be more of a show and tell than a training course. Mr. Crandall-Bear acknowledged that many entities have expressed concern about canned courses and maybe there is a way to coordinate the concern and come up with a policy and guidelines on how to proceed. Senator Kleeberg added that it would be an excellent idea for the Academic Senate to address next fall. He pointed out that it will take some discussion to write a plausible definition of a canned course and he urged the Senate, Curriculum, and DE committees to not single out online courses because this should be a policy for face-to-face courses as well. Mr. Crandall-Bear will set the policy item as a goal for next year.

### 7.2.4 Elections – President Watkins

President Watkins reported that the elections are closed. He sent an email announcement to Senators today and will forward to all faculty this evening. The results were: Susanna Gunther – President; Roy Pike – Vice President; Nick Cittadino – one-year At-Large; Terri Pearson-Bloom – two-year At-Large; Ken Williams – one-year Part-Time rep, and; Katherine Luce – two-year Part-Time rep. President Watkins reminded Senators that the reorganization process necessitated longer terms for current Senators and he asked representatives from the four schools to work with their colleagues to vote on one-year and two-year representatives from each school as needed so that all positions will be filled. New senators will be invited to attend the May 7<sup>th</sup> meeting.

### 7.2.5 Tenure Tea – Nick Cittadino & LaNae Jaimez

Senator Jaimez announced the tea will be held on Thursday, May 3<sup>rd</sup>, from 2-3:30 pm in the faculty lounge. Cups have been ordered from the Art Department for the eight faculty members who will be tenured.

### 7.2.6 Distinguished Faculty Awards – Tracy Fields & Amy Obegi

President Watkins forwarded information to co-chairs, Amy Obegi and Tracy Fields, so they can begin to organize a committee. He explained that the winners will be announced at commencement and they will receive their awards, a check and reserved parking for a year, at fall flex-cal.

## 7.3 Treasurer's Report

### 8. Action Items

#### 8.1 Faculty Hiring Procedures I – IV Approval

Motion to Approve – Senator

### 9. Information/Discussion Items

#### 9.1 College Website – Scott Ota

Scott Ota, Webmaster, gave a presentation on the new College website and covered many of the new features. The new design uses the school colors, clutter has been eliminated, pages were created listing student services and support services that were not easy to find before in the previous hierarchal listing format, there are resource lists and improved navigation. The new site will go live around June, at the end of registration. There are also quick links and a complete staff directory. Mr. Ota has presented the website to students and some committees. He will take his presentation to each school, to counseling, and then back to the students. After presentation to all the schools, he can return to the Senate for feedback. Mr. Ota will give out the URL soon so the site can be viewed from campus computers.

#### 9.2 Faculty Hiring Policy/Procedures V - VIII – Sandra Dillon, Interim HR Director & Charo Albarran, HR Manager

Charo Albarran reported that Sandra Dillon's time at Solano College has come to an end. She had a good history dealing with faculty hiring and took the lead. As the faculty hiring review continues, Ms. Albarran will still discuss points with Ms. Dillon and others who know the history. She will send questions to Ms. Adams to be forwarded to the Senate.

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

Mr. Crandall-Bear reported that the LMS decision should be finalized soon. The College will be signing a three-year agreement with Pearson for free service in exchange for selling Pearson products. He credited Pearson with becoming more flexible in negotiations. What began as a mandatory \$80 fee for ebooks will now be an option for students by clicking a tab so they can choose if they'd rather have hardcopy materials. The option tabs will only apply to classes where instructors use Pearson texts. Another option will be whether or not to even have an ebook tab in eCompanions. Language in the addendum states that if eCollege decides this is not working, they'll have the option of ending the contract after one-year. Canvas was very flexible looking at ramping up while eCollege would ramp down but eCollege wasn't cooperative and would charge \$400,000 per year without the three-year contract. The Academic Senate's role will be to hold S/P Laguerre to not go beyond the stated three-year contract. Mr. Crandall-Bear is waiting for the final official announcement. There will be a lot of informal piloting but Canvas cannot be connected with Banner until a contract is signed, so instructors will have to enroll students manually into pilots.

#### 9.4 SLO subcommittee – President Watkins

Deferred – time constraint

#### 9.5 Commencement – President Watkins

Deferred – time constraint

#### 9.6 The Reality of Shared Governance and Planning at Solano College

Senator Gunther expressed her concern about a pattern she has seen with administration not following the stringent planning processes. She stated she was not attacking any particular position, but the fact that committees have put a lot of effort into review, discussion and group decisions on reorganization, LMS review,

the ASC Coordinator position, Learning Communities, Flex-Cal, and other items while final administrative decisions haven't strongly represented the committees. Also discussions about pink slips, the discontinuation of summer school, and other important decisions are not being brought to faculty. She felt there has been enough of a pattern to warrant more conversation in the Senate. Senator Christiansen added that counselors just received an email that an MOU with APUS was signed by S/P Laguerre. Senator Kleeberg opined the current administration has been far more transparent than previous administrations. Senators agreed to add this item to the next agenda.

**10. Action Reminders**

**11. Announcements**

**12. Adjournment**

Motion to Adjourn – Senator Christiansen; Seconded – Senator Parrish  
The meeting adjourned at 4:59 pm