



## JOINT MEETING of the ACADEMIC SENATE and EDUCATIONAL ADMINISTRATORS

### Meeting Minutes

**August 15, 2011**  
**Board Room 626**  
**8:00 am – 10:30 am**

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

President Watkins called the meeting to order at 8:16 am

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

**Educational Administrators present:** Frances (Betsy) Julian, Jerry Kea, Jeffrey Lamb, Shirley Lewis, Maire Morinec, Arturo Reyes, Erin Vines, Terri Pearson-Bloom

**Academic Senate present:**, Alba Christiansen, Nick Cittadino, Joe Conrad – *ex officio*, Dale Crandall-Bear – *ex officio*, Susanna Crawford, LaNae Jaimez, Richard Kleeberg, Lou McDermott, Scott Parrish – replacing John Nagle, Karen Wanek

**AS Absent:** Darryl Allen, Kim Becker, Michelle Arce

**Guests:** Superintendent/President Jowel Laguerre; Executive Director of Institutional Advancement - Peter Bostic

Connie Adams, Interim Admin Assistant

#### **3. Approval of Agenda – August 15, 2011**

Motion to Approve – Senator Jaimez; Seconded – Senator Cittadino

President Watkins requested addition of Program Discontinuance

Motion to Approve Agenda as amended – Senator Crawford; Seconded – Dean Lamb; Passed – Unanimous

#### **4. Superintendent/President Report – Jowel Laguerre**

S/P Laguerre welcomed everyone back and gave the following report:

*Educational Master Plan:* Work on this plan will offer a great opportunity to look into the next five to ten years. The current strategic plan expires in 2013 and the new plan will take the College into 2020. S/P Laguerre asked that everyone participate to insure their voice is heard. This will be an important time and opportunity to look at sciences and CTE. Supportive follow-up meetings will be held with MIG, the agency that the College worked with before. Although little was done with the Educational Master Plan in the past, the commitment this time will include an ongoing process with activities, continued conversations with faculty, and external and internal reports.

*Accreditation Visit:* The Accreditation Team will be at Solano College October 24-27. The Self Study was completed, will be printed, and sent out soon. The College needs to continue working on recommendations and planning agendas. S/P Laguerre requested that everyone look at the planning agenda, begin work on planning items, and encourage all faculty and staff in their areas to participate.

*Reorganization:* Implementation has begun and will continue. Some of the criticisms S/P Laguerre heard involved lack of participation by some faculty and staff. Implementation allows for that participation. A students' council has been formed in Student Services that will be fully staffed. S/P Laguerre asked that the Senate and Ed Admin work closely with EVP Reyes to support the council. S/P Laguerre has taken on most

of the student services responsibilities that EVP Reyes had and he has asked EVP Reyes to put more emphasis on instruction with a focus on basic skills to increase graduation rates.

Zandra Gilley in HR has the most recent reorganization chart and it is also in the latest Accreditation report. S/P Laguerre had a budget forum scheduled for tomorrow morning but cancelled it so that all faculty can be at the Basic Skills mini-conference.

President Watkins informed S/P Laguerre that the Academic Senate will look into the Program Discontinuance policy and process and asked for a participation commitment from S/P Laguerre and the Governing Board. S/P Laguerre acknowledged that he will be supportive and he will speak to the Board, which has a subcommittee for policy

## **5. Information/Discussion Items**

### ➤ Institutional Advancement – Peter Bostic

Executive Director Bostic delivered two messages:

*Public Relations:* Encourage faculty to report on exciting academic programs and activities. Also inform Executive Director Bostic ahead of activity/event times (not at the last minute!), so that he can get them in the news.

*Foundation:* Last year PR was the major focus culminating in the 65<sup>th</sup> Anniversary. This year fiscal reductions place a demand on increased marketing efforts. Presidents Circle donations are unrestricted money. Executive Director Bostic has been working on hospitality and marketing and he will send out typical marketing calendar themes. The holiday auction will re-emerge this year.

### ➤ Educational Administration Goals

EVP Reyes distributed a list of general goals and eight specific goals that he would like to continue to work on collaboratively with the Senate this year. As part of the general goals he stressed the importance of open collaboration to strengthen and support instruction and programs. Other general goals are completion of the reorganization transition and articulate program assessment criteria. In addition to the overview of the handout, EVP Reyes added:

1. College planning – Eight forums are scheduled. Campus support is important and he asked everyone to inform and encourage others to attend. Most of the forums will be part of standing meetings.
2. Resource development – EVP Reyes pointed out the importance of looking at grant opportunities. Lynette Gray has been hired to research and write grants.
3. Enrollment management and student retention – It is important to strengthen all programs to have students succeed. Tomorrow, conversations will begin regarding student success, equity and retention. Plans and initiatives will be discussed to address concerns.
4. Faculty and staff work life – Support the Center for Academic Success. EVP Reyes stated he would like to work with the Senate to offer opportunities to faculty, staff, and managers to develop skills and expertise.
5. Facilities – Ongoing remodel
6. Marketing – The College will celebrate success by showcasing what people are doing. Send EVP Reyes or S/P Laguerre information you have on successes here to be sure they're noted.
7. Initiatives – EVP Reyes is working on the middle college concept. Discussion with Vacaville is continuing with the expectation of beginning implementation next fall. Fairfield is also interested and they are currently looking at land to build a school nearby where the College could provide classes and instructors.
8. Other recommended goals:

Discussions with the Curriculum office and Curriculum Committee have led to plans for a Curriculum Tech Review subcommittee. Creation of this committee would improve efficiency of the regular Curriculum meetings so members there could focus on content review. It would also relieve the overload of work in the Curriculum Analyst's office. Strengthening CTE programs is a priority to afford opportunities for high paying positions upon graduation. Examples are: the move from a regular automotive program to hybrid automotive; the idea to move from basic welding to dismantling ships for work opportunities in Benicia, and; an auto body program with more advanced techniques and estimators. The CTE focus would be a shift from teaching basics to teaching more advanced and management courses.

EVP Reyes encouraged everyone to share interests and ideas for other goals.

Questions/Comments:

Senator Crawford raised concern about transfer rate changes, such as UC Davis plans to increase enrollment from outside of the state or country. Students can't always see a counselor and they may have no idea what to do. EVP Reyes responded that he plans to meet with a Davis representative and he will let others know to be included.

Deans briefly shared their focus and goals for the year:

*Dean Julian:* Deans and EVP Reyes are working on internal consistency conversations with discussion on how everyone is doing with focus on long-term unification across campus.

*Dean Lamb:* In the reorganization process get to know all faculty members; three- year goals will be planned; DE will have dramatic changes and Dean Lamb will work with Coordinator Sandy Rotenberg to be sure that the program moves forward; focus on the humanities part of Basic Skills; help to foster conversations on Center for Academic Success and Basic Skills; work on more TMC programs – math was completed, sociology is next and English is now actively looking at its curriculum, and; work with Chris Guptil to see what could be done to bring up the 1200 building standards while waiting on future remodel.

*Interim Dean Pearson-Bloom:* A goal is simply to help her school transition and when she comes out of the experience, it will help to see how faculty can go from faculty position to management/administration positions. She expressed appreciation for the continuity of information sharing.

*Dean Kea:* It is a very dynamic time with a lot of discussion about expansion of all committees to support growth and development and to have better representation to ensure everyone and the centers have their own voice. Participation with the Vallejo Center is needed.

*Dean Vines:* Increase online services for student services and educational planning to eliminate the need to come in for everything and students out of the country can be assisted as well; make counseling appointments more accessible, offer drop in counseling once or twice semester and have online referral on MySolano; increase educational workshops at centers; increase professional development opportunities for counselors, and; streamline transfer agreements. Marcie McDaniels and Robin Arie-Donch created templates to clarify requirements.

*Dean Lewis:* Vacaville is a couple years behind Vallejo in terms of comprehensive programs for students and complete programs are not yet offered. This year's focus will be: strengthen student support services; expansion with focus on Travis; work on capacity for middle college high school, and; evaluate adjunct faculty at centers. Jim DeKloe sent out an article on reverse transfers for students who transfer without getting degrees. El Paso developed a system where universities track students from community colleges and, when they complete a course at a 4-year college that would cover community college requirements, the students could receive their associate degrees.

Comments/Questions: Senator McDermott noted that he has never been evaluated by a history person and will again have someone evaluate how he teaches who is not a historian. Senator Crawford queried if there are plans for a biotech program, and where the Fire program is. Dean Lewis responded that long-term planning includes creation of a biotech facility and Fire is now under Dean Morinec though it will stay housed in Vacaville with plans to do some academics at places around the county. EVP Reyes added that there is interest from fire chiefs to change the programs. The biggest barrier is facility costs and a decision will be made soon with other options. Senator Cittadino noted that Fire 113 has been confusing to students and counselors. Dean Morinec stated that most pre-requisites have been dropped. Fire 50 is still a prerequisite and a fitness class or CPAT test is required. Dean Lewis added that Fire 113 has been revamped into a more robust program and has changed from 360 to 720 hours with more advanced training. Dean Morinec stated that area chiefs felt there were roadblocks to student success and in providing volunteers to various districts. Many rural districts rely on students who complete the program and become volunteers for them. EVP Reyes pointed out this is an example of listening to community and workplace needs and preparing students for jobs.

*Dean Morinec:* Goals include: looking at programs offered, meeting with industry and changing to allow students to get high skilled, high paying jobs; review use of Perkins funds; in partnership with Dean Lamb and Dean Julian, find what can help students move forward, transfer and obtain jobs, and; CTE and academics can no longer be separated. Drafting, aeronautics and other CTE courses keep some students in school and it is important to allow that. The College will be part of a pilot across the state to see what is happening with leavers and completers. Anecdotal information is available, but now the College will work with the Bay Area Consortium to actually track what is happening with students regarding gainful employment and other data which will be more accurate. Examples of new data are: how long should it and does it take for a student to go through a program; what jobs can they get; who is or is not getting jobs and why, and; what are the costs. With accurate data students can have a better plan. The fact that many are not getting jobs will also turn as people are retiring and more jobs are needed to be filled. Programs cannot put out enough nurses to serve the population. Labor market analysis will be in process this semester. Dean Morinec reported that there are five programs in her area on program viability for discontinuance and there are programs that need TLC and instructors that care. EVP Reyes noted changes in welding and auto body instructors. There is excitement to see new faculty members in place to strengthen both programs.

EVP Reyes reported another goal is to have all full time staff and faculty evaluations up-to-date by semester's end and the Educational Administrators will work hard to make that happen. The Governing Board will be updated in January when evaluations should be completed.

➤ Senate Goals

President Watkins reported the Academic Senate goals include: faculty professional development funding; review and revision of faculty hiring policy; secure Flex Cal funding; review Program Discontinuance policy and process; complete constitution revision process with a faculty-wide vote, Academic Senate vice-president election; reorganization of Senate representation completed by October 15. President Watkins added another goal based on today's information which brought forth ideas of how administration feels - work with administrators in open dialogue and cooperation on College issues.

➤ Flex-Cal

Flex-Cal: Senator Kleeberg reported that he and President Watkins would like to introduce a couple of ideas regarding Flex Cal: create a small committee of Academic Senate members and deans to work on issues and bring proposals and ideas back to a future meeting. Dean Julian mentioned a need for internal consistency and that has been one problem with Flex Cal with different divisions having different rules. One challenge has been that some admin and many faculty members don't understand the history of the program. The legislature set up Flex Cal as a program that is for faculty, to be organized, run and directed by faculty. Flex Cal began twenty-one years ago with a very weak Senate, rarely connected with administration, and the program shifted to the way it's handled today. Senator Kleeberg expressed appreciation for the tremendous help Zandra Gilley gives to coordinate and help with the program and that doesn't need to change. It does need to be more of a faculty driven program. This year a required day was chosen for focus on program improvement, and the Senate hopes to continue picking a day to do instructional improvement and to focus on areas faculty need to learn and experience more about. The Flex Cal Committee discussed a problem regarding faculty that create their own Flex projects outside of the normal program and specify hours of Flex credit. Some deans have rejected projects suggested by faculty and Senator Kleeberg suggested that faculty who create their own Flex programs and come up with something extra they want to do, are generally that small percent of faculty who volunteer to do things well beyond contract and they are often those who volunteer for many committees and other efforts.. The hope is to have some discussion about making it easy for faculty to create projects for Flex credit to improve things. There were consistent problems from years ago about whether faculty flex allotment or decisions need to be approved by the division (now school) dean. It makes sense to have a form for deans to sign off for record keeping but California law does not indicate or provide any such requirement that any such faculty flex hours need to be approved by deans. Senator Kleeberg clarified that Flex Cal is a faculty-driven program run by Academic Senate jurisdiction and the

Senate has authority of approval. In the past, some deans would not approve forms and some deans would have their secretary sign without awareness of the issue. The State Academic Senate and Chancellor's office have many pages on the background and specifics of Flex Cal and Senator Kleeberg picked an essential listing of what counts as flex hours to create the Flex Cal paper he distributed. His document lists far more than most faculty are exposed to and is essentially, just about anything related to instructional improvement. Senator Kleeberg opined that he would prefer to have a consistency within Solano College that can be decided with cooperation of the four School Deans.

Questions/Discussion: Senator Crawford expressed that what affected her directly was more about faculty contract being consistently applied about Flex hours attended. EVP Reyes noted that the contract states that non-participation results in without pay and the contract must be followed. Senator Kleeberg suggested a recommendation to CTA to reword the contract in regard to that. Interim Dean Pearson-Bloom pointed out that her School has ongoing classes so instructors aren't able to attend today, which confirms there are some inconsistencies for other reasons and flexibility is needed. Maybe wording is needed that with concurrence of the dean hours could be made up at another time. Dean Morinec opined that the biggest issue for internal consistency is in terms of using the same process to look at the number of hours that people are getting. For example, the contract states three hours are allowed for division meetings, but some use hours for other meetings attended. Dean Lamb stated that the deans are on the very same page and have come up with the Chancellor's guidelines for interpretations of Title 5. A list of thematic and sample activities will be shared with faculty when completed. Based on the Chancellor's article, the question becomes what is appropriate time for activities.

Senator Crawford queried why the dean would determine that. EVP Reyes noted it is important to look at Flex Cal regarding duty, contract descriptions of office hours, meetings and activities as well as instructional improvement. Once it is determined as to what is expected in the contract, then other activities can be looked at. What's obligated by contract and what's not sometimes will overlap. EVP Reyes raised hope for a broader dialogue. Senator Crawford stated the contract doesn't incorporate accountability or recording of faculty activities other than office hours and instructional time. Therefore, it can't be argued, other than by opinion. This will be an issue until it is negotiated. EVP Reyes responded that from this committee could come an understanding. Dean Lamb added that a draft of what the Chancellor has to say will be a starting place to begin conversation and deans would take a list of activities with typical amounts of time to Flex Cal Committee and the Academic Senate. In one part of the contract (other hours) there is an optional component of campus service and there is room for more robust conversation about it. Senator McDermott queried if Academic Senate meetings should be on mandatory days. Dean Morinec agreed with Senator Crawford's remarks in terms of need for accountability or documentation and she noted that it is sometimes a problem with optional activities where an end result is not tangible. Program review and curriculum review should be a huge part of Flex. Sometimes people say they're doing curriculum review individually but without results or accountability. It is not the ten or so who serve on all the committees, it is the majority who do the bare minimum. EVP Reyes noted that these are all points to address in the conversation needed. Interim Dean Pearson-Bloom added that sometimes there is disconnect between work and communication to groups as needed. Dean Kea agreed and expressed the importance to keep the conversation around issues that are driving this school. People rise to expectations put upon them. Senator Crawford suggested including union membership in Flex discussion.

## **6. Announcements**

### **7. Adjournment**

Motion to Adjourn – Senator Cittadino; Seconded – Senator Crawford; Passed – Unanimous  
The meeting was adjourned at 10:11 am.