



## ACADEMIC SENATE

### Adopted Minutes

January 28, 2013

ASSC Conference Room 1421

3:00 pm – 5:00 pm

**1. Call to Order**

President Gunther called the meeting to order at 3:09 p.m.

**2. Roll Call:**

Susanna Gunther, President

Abla Christiansen, Nick Cittadino, Kevin Brewer, Dale Crandall-Bear *ex-officio*, Joe Conrad – *ex officio*, Erin Duane, LaNae Jaimez, Katherine Luce, Amy Obegi, Scott Parrish, Teri Pearson-Bloom,

Absent/Excused: Tracy Fields, Melissa Reeve, Ken Williams

Connie Adams, Admin Assistant

Guests: Jowel Laguerre

**3. Approval of Agenda – January 28, 2013**

Motion to approve – Senator Duane; Seconded – Senator Cittadino; passed - unanimous

**4. Approval of Minutes – Dec. 3, Jan 9 Senate & Jan 9 Senate/Ed Admin meeting minutes**

Motion to approve December 3 and January 9 regular Senate meeting minutes – Senator Pearson-Bloom; Seconded – Senator Duane; passed – unanimous

Jan 9 Senate/Ed Admin meeting minutes deferred.

**5. Comments from the Public**

**6. President's Report**

**7. S/P Report**

*Academic and Student Affairs Vice President(s) Update*

S/P Laguerre reported that administration will be looking at how to align academic and student affairs. The timing was different when both areas were overseen by an executive vice president and it may be possible and preferable to afford two separate vice president positions or consider what other combination would work the best. Depending on the decision there could be some associated activities included in an administrative position. S/P Laguerre requested Academic Senate input to move forward and establish direction in the next 9 to 12 months. Other options include having two deans to split with Counseling and the rest of Student Services or an associate vice president. S/P Laguerre took over responsibility of the vacant position and began discussion with Student Services.

Comments/Questions:

Senator Cittadino noted that Student Services suffers without a vice president. No one has time to look at the whole piece that currently includes the library, counseling, financial aid, etc. and issues like reciprocity should be handled by that office. There is a lack of coordination with no one there, counselors are being asked to do more, and articulation is limited. A current study of the hours of operation vs. available counseling hours shows that we have less than 2 counselors for staffing the various departments and centers. Senator Cittadino queried who will oversee the new international students and other programs. Dr. Conrad pointed out that usually no one has expertise in both areas and Student Affairs suffers without administrative expertise. S/P Laguerre noted that he had directed academic and student affairs at another college, adding that he grew with the position and underestimated how much expertise the position needs. At a recent meeting, the deans suggested the Academic Success Center could be combined with Student Services at an appropriate time. President

Gunther suggested it may be good timing to get more serious upper administration to help with student services, student success and other related issues. S/P Laguerre will keep the Senate updated on conversations and he will ask for combined meetings to exchange views. Programs such as Umoja and Tutoring have been spread all over campus and could be brought together. VP of Instruction, Diane White, noted that many schools have directors just to oversee Distance Ed, Academic Success Center, and other programs and it may be time to rethink the current structure. Rather than expecting people to be master of everything that results in being master of nothing, focus could be narrowed and connected in collaboration with other leaders. Student Services is not really separate from academic. A high degree of integration and coordination is expected and one person could oversee and connect the parts. Before VP White assumed the VP of Instruction position, S/P Laguerre had considered having the Educational Master Plan help with how to bring things together. There is a capacity issue and it is important to get the right people in the right places.

#### *Office of Research & Planning*

Because Research & Planning affect the College globally, the lead position has been changed from Director to Dean and another researcher will be hired. Deans agreed with S/P Laguerre that the position should focus on institutional effectiveness for ongoing College evaluations.

#### *10+1 Academic Senate subcommittee*

S/P Laguerre reported that he, Diane White, Jeff Lamb, Yulian Ligioso, and Peter Cammish are ready to serve on the 10+1 Senate subcommittee. He is excited to move forward with good dialogue. Senator Jaimez will handle scheduling of meetings.

### **7.1 Subcommittees Reports**

#### **7.1.1 Basic Skills – Melissa Reeve**

Deferred

#### **7.1.2 Curriculum – Joseph Conrad**

Chair Joe Conrad reported a goal is to complete Curriculum Committee work on repeatability and establishing families in PE and Performing Visual Arts by the end of February or early March at the latest. He stated the late intersession wouldn't likely count for this year. The fall schedule will be created soon.

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

Deferred

#### **7.1.4 Program Review Committee – Amy Obegi**

Chair Amy Obegi reported that a resolution is needed regarding compensation for adjuncts who work on program reviews as well as decisions on the affordability and whether or not full-time faculty members will be compensated. In a meeting with the Research & Planning Office discussed items included: what data would be collected to bring to programs under review; goals for getting data as there has been anxiety expressed about writing longer and more in-depth reviews than in the past; a lead writer training was scheduled for February 8.

Although program reviews are technically part of the job description for faculty, potential compensation was discussed because of the increase in workload. The outcome of the meeting was that a certain amount of funding might be approved in the form of release time or a stipend. Gene Thomas, Union President, will speak with the Union on how to do that. Compensation for adjuncts would have to be a stipend. If full-time instructors are on maximum workload, they can't take a stipend. Some faculty are concerned about workload and some are concerned about who is presenting deadlines and other items. They should contact their deans.

### **7.2 Treasurer**

The current account balance is \$9016.09

## 8. Action Items

### 8.1 MOU & Transfer Agreement

Senator Christiansen began discussion noting: MOUs benefit private institutions that stand to gain a great deal by soliciting Solano College students; there has been a reduction in counselor availability due to over half of the counselors being on reduced workload; these recruiting agreements create a huge amount of work for counselors; the benefits to students are in question; there are a number of private schools, such as UOP that already have articulation agreements and are on the College website; other CCCs don't advertise private schools on their websites; a number of colleagues are in agreement on these issues.

The College Articulation Officer and Transfer Counselor brought this topic forward to have guidelines in place due to many calls they receive daily. There has also been concern that without guidelines MOUs may happen without Senate/faculty approval. Senator Duane noted that campus responsibilities don't seem to address the concerns. Senator Christiansen opined the underlying issue is much bigger because of what happens in the absence of an agreement and suggested the Senate make a decision of non- support of transfer agreements with private, accredited, for-profit institutions. VP White suggested the Senate might consider establishing a subcommittee with screening criteria outlining recommendations and rationale. Creating a committee for what is wanted and what is not would be a more analytical way to deal with the issue. WASC (Western Association of Schools and Colleges) could be one source of information to develop criteria by looking at average costs, default rates for particular schools etc. There could be for-profit institutions that aren't abusive. Criteria could be applied to all schools and students could be informed about a process that wouldn't be blanket or random. An MOU would not be entered into with a school that doesn't answer the questions and fit the criteria. Senator Christiansen suggested reviewing what other California community colleges are doing. Senator Duane queried if there is a counseling list serve email connection to tap into for information. Some Senators agreed there are schools that offer good benefits for students and special courses and trades not offered in public colleges that students want to pursue.

Senator Cittadino will research information from other community colleges. A task force or subcommittee will be discussed at the next meeting. Senator Jaimez suggested surveying students experiences, plans, needs etc. S/P Laguerre noted there is a clearing house of information.

## 9. Information/Discussion Items

### 9.1 Reciprocity Policy

Barbara Fountain, Director of Admissions & Records, would like the Senate to consider creation of a policy. When a student attends another community college, specific and accepted classes could be counted here. Questions were raised on how reciprocity agreements work. Senator Cittadino noted That, in social sciences, humanities etc., only English 1 might be acceptable and other areas could look at what other schools accept. The Chancellor's Office wants some courses to be accepted across the system, especially now with implementation of the Student Success Task Force. Reciprocity would benefit students and simplify things, including the state budget as it won't cover a course passed more than once per student. Senator Cittadino distributed the GE Option A document and explained the College has very few social sciences, humanities and multicultural classes students can take. There are always question about what is accepted here, it affects enrollment and policy would help immensely. When courses don't match up exactly a decision has to be made. Admission & Records evaluators usually make those decisions.

President Gunther asked Senators to discuss reciprocity with their colleagues and bring input back to the Senate. Senator Cittadino pointed out that cultural anthropology is often accepted as multicultural but not at Solano College. Dr. Conrad noted it would be helpful to have list of commonly recurring courses and where faculty might object. He added that courses would have to be brought through the Curriculum Committee to be accepted here. Senator Pearson-Bloom noted what is needed: correct the inconsistency with what Solano College accepts and what other schools accept. Senator Cittadino stated that

this becomes an issue when courses aren't accepted here but are accepted at other colleges. This topic will be on the February 25 agenda.

**9.2 FON, 50% Rule, 75/25 Update – Yulian Ligioso**

To be rescheduled

**9.3 Proposed High School Admissions Policy**

President Gunther reported that constituents' greatest concern with the proposed policy is the GPA requirement. Vallejo Center Dean Jerry Kea came up with criteria that would be important for Solano College students last year and this was brought forward again to initiate conversation and develop guidelines. Dean Kea would like to meet again with the Senate. District policy needs to be consistent and apply across the board.

The policy to not accept special admit students could possibly be lifted now that enrollment is not as limited. Enrollment Management should look at criteria, assess the impact on students and programs, and decide how to proceed. Information from Research & Planning should also be reviewed and the conversation taken to the 10+1 Committee.

**9.4 Senate Election Committee - volunteers needed**

President Gunther reported there are multiple candidates for the vice president position which is divided to fill the current vacancy through end of this semester and another to begin a new two-year term in the fall. Senators agreed to hold both elections simultaneously. Senator Obegi and Senator Duane will co-chair this committee.

**9.5 Tenure Tea - Nick Cittadino**

Senator Cittadino, Senator Jaimez, and Senator Parrish volunteered to oversee the Tenure Tea. Senator Cittadino will contact Laurie Gorman for the tenure list.

**9.6 ASCCC regional Leadership Development Workshop at SCC on March 1, 2013 – update**

President Gunther reminded interested Senators to register for this workshop. S/P Laguerre has agreed to provide lunch for the workshop attendees.

**10. Action Reminders**

**11. Announcements**

Senator Obegi announced volunteers will be needed soon for this year's Distinguished Faculty Awards Committee.

Program Review question: Senator Obegi requested input from Senators on a program review issue. Based on CTE feedback and after meeting with Peter Cammish and Pei-Lin Van't Hul, Senator Obegi requested Senators' input regarding one concern. The way the pilot was devised the committee had the role of program review and the concern was raised that it could be too much peer review. Gene Thomas, Union President, stated that the committee just reviewed documents in the past as opposed to program feedback. Senator Obegi queried if it is appropriate to give feedback on a program or just at the level of ensuring the documents produced are satisfactory. Senators expressed opinions that it is review of the program, not review of faculty performance and it would be good to have other people look at it to say it was done properly and also offer input in a collaborative way. Senator Obegi agreed it is meant to be collaborative and Senator Jaimez opined that people from other areas can give good input. Dr. Conrad pointed out that, theoretically, reviews are public documents. It is ultimately up to the program to decide to accept feedback or not. Senator Duane added that librarians are proud of what they do and appreciate the opportunity to learn what others are doing. Dr. Conrad suggested using the term "comments", rather than "recommendations", in the guidelines.

**12. Adjournment**

Motion to adjourn – Senator Duane; Seconded – Senator Cittadino  
The meeting adjourned at 4:34 p.m.