



## ACADEMIC SENATE

### Adopted Minutes

February 25, 2013

Board Room 626

3:00 pm – 5:00 pm

**1. Call to Order**

Acting President Jaimez called the meeting to order at 3:04 p.m.

**2. Roll Call:**

LaNae Jaimez, Acting President

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

Absent/Excused: Tracy Fields

Connie Adams, Admin Assistant

Guests: Gale Anderson, Barbara Fountain, Yulian Ligioso

**3. Approval of Agenda – February 25, 2013**

Motion to approve – Senator Duane; Seconded – Senator Parrish; passed – unanimous

**4. Approval of Minutes – January 28 and February 4, 2013**

Motion to defer – Senator Pearson-Bloom; Seconded – Senator Obegi; deferred - unanimous

**5. Comments from the Public**

**6. President's Report**

*SGC & FaBPAC Merge:* Acting President Jaimez will send an updated document on the SGC and FaBPAC merge into one body named Shared Governance Council. The Academic Senate President and the SCFA President will represent faculty on the newly formed council. The Superintendent/President wants to create real shared governance and plans to report back and justify any changes in writing.

The importance of having the AS and SCFA Presidents report out to the faculty in a timely manner was discussed. There will be open forums scheduled to discuss the direction of leadership of academic and student affairs and faculty members are encouraged to attend.

*Banner Consortium:* Solano and nine other California community colleges are in communication about joining together in a consortium for cost reduction, to allow more access and effective use of software and hardware, to reduce staff time needed for Banner, and have security and backup with 24/7 monitoring. Kimo Calilan, IT Director, will be invited to the next Senate meeting.

*Accreditation:* A new Accreditation Coordinator (position advertised) will look at the current recommendations. The College received affirmation for the SLO progress.

*Senate Representation:* A second representative for CTE is needed. Senator Fields emailed the request to her school.

*Plenary:* The spring Plenary Institute will be held in San Francisco April 18-20. Interested Senators are encouraged to attend and funds are available through the Senate professional development budget.

**7. Superintendent/President's Report**

S/P Laguerre was unable to attend.

VP Diane White offered to bring an SB 1456, Student Success Act, presentation to the Senate on March 18 after she meets with Student Services.

## 8. Information/Discussion Items

### 8.1 FON, 50% Rule, 75/25 Update – Yulian Ligioso

VP Ligioso reported: due to the California budget, the California Board of Governors froze the FON, Faculty Obligation Number, for three years. Colleges were given the option to choose “A” or “B” (see Full-Time Faculty Obligation Compliance for Fall 2012 document – distributed by email and at the meeting). The Option A number of 155 was frozen and the College number was 149. Last year’s Option B percentage became the new base for this year. The current hiring increase of 15 full-time faculty positions should bring numbers back in line for fall 2013. California didn’t post the FON last year until May. Other colleges are in a similar predicament due to budget cuts. The numerator counts the salaries and benefits for instructional faculty and aides. Everything else falls into the denominator but doesn’t count expenditures for community service type activities, rents, equipment etc. The College hasn’t missed the 50% in five years. The fiscal abstract is available on the Chancellor’s Office website. The state’s 75/25 goal is met by very few colleges, although it may get closer with adjuncts filling in full-time vacancies.

### 8.2 Reciprocity Policy – Barbara Fountain & Gale Anderson

Admissions & Records Director, Barbara Fountain, stated her office has limited power in the matter of reciprocity and until a formalized policy is put in place, they constantly have to make decisions without a consistent process. Policy will increase efficiency as well. Gale Anderson, long-time evaluator at Solano College, pointed out that reciprocity is about honoring what other schools honor for GE if it’s not already in the College GE. Issues occur most often with cross-cultural and humanities courses. SB 1440 legislation will be helpful because C-IDs will state course “x = y” and evaluators won’t need to read course descriptors. To help manage courses without C-IDs, a policy should be designed so that students don’t need additional courses. The state recommended all schools put a policy in place.

Dr. Conrad queried if the problem is due to courses at other schools not being available here or because courses here are similar but not acceptable. Ms. Anderson replied both cases occur. To address the cross-cultural issue, requirements could be kept as-is or could be reviewed and rewritten. Cultural anthropology courses are in the cross-cultural category in many other schools, but to meet the cross-cultural criteria here, a more rigorous and wider diversity of cultural group study is required.

Students should know what to expect and such a policy will help eliminate access and time issues. VP White noted that the Academic Senate has the authority and responsibility under 10+1 to craft a policy that would be submitted to the Board of Trustees. Members discussed creating a reciprocity task force or subcommittee. Policy would need to be equitable and consistent for all students. Due to policies needing revision or creation in other areas, Senators agreed to consider a policy task force or subcommittee, rather than specific to reciprocity. The item will be carried over to action at the March 4 Senate meeting.

### 8.3 Measure Q Advisory Groups – Create a plan for Faculty Representation

Acting President Jaimez reported this topic was discussed at the 10+1 meeting, which she, Senator Cittadino, and Senator Brewer attended. S/P Laguerre proposed faculty input and suggested rotating faculty on an advisory board depending on projects in place. Acting President Jaimez agreed but also opined it would be beneficial to have one representative on consistently and rotate the others. S/P Laguerre spoke of this as being an internal group. The first two projects will be biotech and a performing arts center. Senators considered making a decision on faculty representation plans at a future meeting following clarification of how the College will move forward with the EMP/FMP.

Comments/Questions:

- How many faculty representatives should there be?
- Create selection process – there will probably be many interested faculty.
- Has a faculty-wide democratic process ever been used here for someone who would serve long-term? The Senate could decide; an election could be an option.
- Electing someone campus-wide is a good idea and they should have to report out in a way decided by the Senate.
- Rotating members could be voted on by the Senate each semester or project.
- Ask for at least one person per department per project to be selected by the Academic Senate and ensure someone as a backup.
- The school involved in a project should have some voice in how to choose a rep.
- Who is making decisions and how can concerns be voiced?
- Attend all meetings possible to voice opinions.

Acting President Jaimez noted the advisory group could offer a good opportunity for faculty input and that is what S/P Laguerre seems to want. A meeting is scheduled this Wednesday, February 27, from 3:00 – 4:30 in the back half of the cafeteria. VP White reported that S/P Laguerre is: envisioning the Academic Senate playing a role in the subgroups; looking for recommendations from the Senate to oversee globally in project segments; maybe have another group when drilling down to more detail; this is another opportunity to make collaboration work well.

Senator Pearson-Bloom stated the importance for the last bond that the users are in the room so faculty sub-groups will be needed. Dr. Conrad noted that many of the math department's suggestions for the 1500 building renovation with Measure G were not implemented even after discussing them with the architects. Most architects or engineers won't know what is needed in science or other buildings so it will be vital to have users involved and heard. Senator Pearson-Bloom added the importance of sitting in on every meeting with blueprints to have changes made. VP White summarized her understanding that S/P Laguerre is looking at connecting EMP and FMP together for groundwork and implementation and then the Measure Q Advisory Group could drill down to things that need to be done. Start first at the EMP/FMP level and then the Academic Senate might be ready to make more informed decisions on what to set up and how.

8.4 Transfer Agreement / MOU Task Force – Nick Cittadino  
Deferred

8.5 Flex Cal Task Force  
This will be an action item on March 18

8.6 EMP/FMP Meeting with Academic Senate & Deans – March 6 (between 11am-2pm or March 14 (between 8am-3pm) - would lunchtime be preferable for one of these days?

Acting President Jaimez reported that a couple hours will be needed to review the EMP and FMP and discuss how to integrate. VP White agreed to approve Senators' time for a meeting on March 6 from 12:00 pm – 2:00 pm, in the back half of the cafeteria. Lunch will be provided. Email VP White if you need a sub for your class.

8.7 Distinguished Faculty Awards Committee – volunteers needed  
Senator Williams and Senator Parrish volunteered to co-chair the committee, which includes last year's winners.

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

Acting President Jaimez, Senators Cittadino, Pearson-Bloom, Parrish, and next year's Senate Vice President, Michael Wyly, have all registered to attend. Senator Duane will meet the state representatives when they arrive.

## 9. Reports

### 9.1 Subcommittees

#### 9.1.1 Basic Skills – Melissa Reeve

Basic Skills Coordinator Reeve reported the Committee will meet this Wednesday. They have been very busy finding ways to help faculty with professional development trainings that will benefit College students. The Committee will probably have sent at least 25 faculty to workshops and conferences by the end of semester. Coordinator Reeve is excited about the opportunities and the impact they can have on students, especially with cohorts of faculty attending together. Instructors who attended the January OnCourse training have met for dinner and discussions and they have been asked to plan workshops for College faculty to share what they've learned.

The BSSC grant cycle is now open with the opportunity for anyone on campus to submit projects on what they want to do for next year. A reminder was sent last week and the application deadline is Monday, March 4.

FYE (First Year Experience) was launched by BSSC; the first cohort started in fall with 39 students placed in beginning algebra and accelerated beginning English, followed this semester with English 1 and intermediate algebra; plans are to expand the program based on stats of the pilot that were reviewed; persistence rates in sequences and pass rates increased, which is very important for student success; students start early with basic skills courses and complete them. Sometimes students don't have access right away because classes are full, they avoid or fear the classes, or they take one course and then stray away from it. Sequenced courses are planned to build on each other. Coordinator Reeve was excited to see the math results: about 50% (40% is usual) of students in beginning algebra passed and 100% of those who passed are taking Intermediate Algebra this semester, an increase of about 40%. Those who didn't take Intermediate Algebra are in other courses and doing much better. FYE started with a small cohort to see if it is scalable and now plans are to grow it to 50 next year and 100 students in the third year.

Coordinator Reeve reported she has been looking for a reporting mechanism to communicate what BSSC is doing to the rest of the campus. After plans for an Academic Senate or an ASC newsletter didn't materialize, she spoke with S/P Laguerre, who has requested more transparency and efficiency, and he agreed to place reports in his SP Direct. She sent three items for the next issue that may be included.

Senator Cittadino asked how students were chosen for FYE classes. Coordinator Reeve replied there were plans to use stringent criteria but classes were slow to fill so everyone registering for beginning Basic Skills classes was asked if they wanted to join. She added that many elements didn't happen in the pilot, including extracurricular activities and integrated assignments, which made the pass and retention rate increases even more remarkable. Embedded tutoring in math and a counselor was implemented in the pilot. The FYE proposal for next year will include counseling in the fall and possibly social sciences in the spring.

#### 9.1.2 Curriculum – Joseph Conrad

Curriculum Chair Conrad reported on two main topics: repeatability and transfer degrees.

*Repeatability:* is slowly moving towards conclusion and the Committee plans to have a resolution to remove repeatability from approximately 320 courses. A short list of courses that can remain repeatable will be reviewed and included on the resolution.

*Transfer degrees:* California community colleges have a fall 2014 deadline to have degrees completed for all programs covered by existing TMCs. Solano College has completed three degrees, three more have been submitted, and twelve still need to be submitted to the Curriculum Committee. The rules changed over Christmas break with a requirement to have C-IDs approved prior to submitting transfer degrees to Chancellor's Office. This requirement will add a lot more time and effort. What was expected to be a six-week process has been dragging on possibly due to CSU approval people not completing their work. Chair Conrad emailed the process and checklist weeks ago and he urged Committee members to remind their constituents to submit their C-IDs. The fall 2014 deadline is not so far away when C-ID and Chancellor's Office approvals are needed and there is no way to control how long those will take. Chair Conrad attended a STEM conference last weekend and tried to find out what will happen if the deadline isn't met, but did not get answers. Programs here could be removed if transfer degrees aren't developed for Solano's matching TMCs. He added that it would be beneficial to check C-IDs for all courses and would be an advantage to any students with a transfer degree, but they are not necessary right now for courses that are not part of a TMC match. SB 1440 states when a student transfers with a transfer degree, CSUs are obligated to get them out with a completed degree in 60 units. If courses students need aren't available, the CSU has to make them available so they can complete their degree in 60 units, which will help the students. This will also give students an opportunity to get into any school that does offer what they need. Senator Obegi pointed out long narratives are required, so there is a need for faculty to start now, if they haven't.

9.1.3 Distance Ed – Dale Crandall-Bear (deferred to March 4<sup>th</sup>)  
DE Coordinator Crandall-Bear will bring a faculty training proposal to next week's Senate meeting.

9.1.4 Program Review – Amy Obegi  
A training meeting was held for CTE and Science on February 8. Dean Peter Cammish explained how to access data. Due to some remaining anxiety about the process, Research & Planning will schedule office hours once a month for faculty to confer with Dean Cammish, Pei-Lin Van't Hul, and Senator Obegi as needed.

A job description has gone out for full-time faculty leaders. Adjuncts can receive compensation when there is no full-time faculty in a program. Faculty members should document time they spend on review in order to address compensation if expected time is exceeded. Acting President Jaimez sent out an email requesting at least one faculty member from each school to be on the Committee. No one has responded yet and the first meeting is planned for March 11. Monthly meetings will be held this semester, followed by twice monthly on the second and fourth Mondays. VP White noted the job description fits the existing school coordinator duties, so they could begin the process and/or solicit faculty within their school.

9.1.5 10+1 Committee – Kevin Brewer  
Deferred

9.1.6 Election Committee – Amy Obegi & Erin Duane  
Senator Duane reported that ballots were sent via inter-campus mail. The At-Large position was the only vacancy to be decided by vote. Vice President and Part-Time Representative positions were uncontested. Please vote.

9.2 Treasurer  
Deferred

## **10. Action Items**

10.1 Code of Ethics

Acting President Jaimez reported there was a lot of good feedback via email. VP White pointed out that the College has a faculty contract, a Board policy, and a California code that states what faculty are required to do and a code of conduct will not be a legally binding document.

Comments/Questions:

- ✓ Remove the last phrase “each employee of SCC shall” from the introduction. The code is about working toward a goal rather than a mandate.
- ✓ Different opinions were expressed regarding “no profanity” in item #3, with a final decision to strike it.
- ✓ Item # 5 is too general, add “confidential” after “disclosing” or “be thoughtful about disclosing”
- ✓ Strike #6 “communicate openly and honestly”.
- ✓ Strike “always” from #1.

A few Senators agreed it would have been good to have English faculty help write it. Discussion can be concluded next Monday, March 4, followed by a vote.

**11. Action Reminders**

**12. Announcements**

12.1 Tenure Tea Update

12.2 Faculty Hiring Policy Task Force (scheduled to meet 2/27)

**13. Adjournment**

Motion to adjourn – Senator Duane; Seconded – Senator Cittadino; passed – unanimous  
The meeting adjourned at 5:02 p.m.

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