ACADEMIC SENATE

Adopted Minutes

March 4, 2013
Board Room 626
3:00 pm – 5:00 pm

1. **Call to Order**
   Acting President Jaimez called the meeting to order at 3:05 p.m.

2. **Roll Call:**
   LaNae Jaimez, Acting President
   Nick Cittadino, Kevin Brewer, Dale Crandall-Bear *ex-officio,* Joe Conrad – *ex officio*, Erin Duane, Tracy Fields, Katherine Luce, Amy Obegi, Scott Parrish, Teri Pearson-Bloom, Melissa Reeve, Ken Williams
   Connie Adams, Admin Assistant
   Absent/Excused: Abla Christiansen
   Guests: Jowel Laguerre, Kimo Calilan, Diane White

3. **Approval of Agenda – March 4, 2013**
   Motion to approve – Senator Cittadino; Seconded – Senator Parrish; passed - unanimous

4. **Approval of Minutes – January 28 and February 25, 2013**
   Motion to approve January 28 minutes – Senator Reeve; Seconded – Ken Williams
   Discussion: Senator Cittadino requested addition of an addendum to the minutes regarding the need for a vice president to oversee Student Services. He will email the document to Senators.
   Motion to rescind her original motion and defer the minutes to allow for review of Senator Cittadino's additon – Senator Reeve; Seconded – Senator Parrish; deferred - unanimous
   The February 25 minutes were also deferred.

5. **Comments from the Public**

6. **President's Report**
   ASCCC Regional Leadership Workshop: Approximately 40 academic senators from Northern California community colleges attended this event, hosted by the Solano College Academic Senate. Acting President Jaimez thanked Erin Duane for her lead and Senator Duane asked to record a special thanks to Tony Washington who solved technical problems in time for the meeting. Acting President Jaimez, Senators Parrish, Pearson-Bloom, Cittadino and Reeve attended the workshop and reported it was very worthwhile.

   Reporting Out: Acting Senate President Jaimez agreed with the need for more and timely reporting out as brought up at the last meeting. She stated that she would like to report out more in writing and will do her best to make that happen.   She reminded Senators that it is very important that they continually report back to their schools and encouraged them to also consider reporting in a written format. Senators can also share agendas (to be sent out 72 hours in advance of meetings) with their colleagues.

   10 + 1 Committee: the SCFA President resigned from the Committee. It is important that he find a replacement as soon as possible.

   Senate Vice President: Because the Constitution states the President and Vice President are to serve concurrent terms, Michael Wyly will be Vice President for a one-year term, 2013-2014, at which time he can choose to run again. Senator Cittadino will serve as Vice President through spring semester. Both positions were uncontested.

Elections at Centers: The ASSC has been loaning their box for election use at the main campus and faculty at the Centers have had to bring their ballots to the main campus. Senators agreed the Senate should purchase three ballot boxes.

EMP Meeting: An EMP meeting will be held jointly with the Senate and the Deans this Wednesday, March 6, from 12-1:30 p.m. in the Board Room. EMP updates and discussion will be held with the Senate again on March 18 and April 29.

7. **Superintendent/President's Report**
   10 + 1 Committee: S/P Laguerre thanked the Senate for support of this Committee. They have met once and he is looking forward to an ongoing exchange of ideas.

   Code of Ethics: S/P Laguerre believes that a code could have been completed last May and now the ACCJC staff is expecting that it will be acted on at Wednesday's Board meeting. S/P Laguerre reported that he was encouraged by good feedback that was received.

   Strategic Proposals: When he met with Dean Peter Cammish this morning, S/P Laguerre was encouraged to see some very good proposals. The proposal review process is to be completed by the end of April and approvals done before the end of May. Dean Cammish will check into funding proposals that were not received for some of the proposals from last year that were not approved. They also discussed the need for a process to include funded activities into the general budget on an ongoing basis after they have been funded twice and proven successful.

   Commencement: Commencement ceremonies will be held on May 23 at 10:30 a.m., which is the day after the last finals. S/P Laguerre asked everyone to encourage colleagues to attend.

   Comments/Questions: In response to the query of what would happen if the Code of Ethics doesn't move forward on Wednesday, S/P Laguerre encouraged Senate approval and he hopes the Governing Board will approve it; just as policies can be changed, the code could be reevaluated at any time and amended later; the current version is the best created for now; concerns can be expressed, in the good sense of shared governance and to the Board when the item comes up on the agenda; the "profanity" clause was adjusted; a code has been in the works since 2005 and one needs to be completed; a review every few years or so could be added to the policy.

8. **Information/Discussion Items**
   8.1   Part-Time Faculty Support Center – Diane White
   Vice President White reported that S/P Laguerre brought this idea forward in January based on the Truckee Meadows Community College well-developed model. A conference call was held with a TMCC person who still runs the center where they have presentations and offer other assistance for adjuncts. Solano College is in the formulation stages to create part-time faculty office and training space, access to copiers, and other needs with the hope to include it in the EMP and FMP and replicate at the centers as well. Adjuncts, a majority of faculty, are an important cohort on campus and they should know they have a place here. VP White will update the Senate as plans move forward. Part-time faculty will lend their voice to where a support center should be located, maybe embedded within a building near the library and learning resources. Senators acknowledged that the center is a good idea and noted use of copiers is also a challenge for full-time faculty as well as the need for teaching and learning space. VP White pointed out the ASC (Academic Success Center) is in the beginning stages. It will include student services, support faculty development and be a good way to centralize everything for part-time faculty as they have much more running around to do.

   8.2   SB 1456, Student Success Act – Diane White
   The Student Success Task Force recommendation was put into California legislation. Next year will be a planning year, followed by full implementation the following year. All students need to be notified this

spring of matriculation changes; VP White will update the Senate on details of the matriculation process at the March 18 meeting; major changes will take place in almost everything the College does for incoming students, including a huge change in priority registration and many policies pertaining to that will need revision. The hiring of more counselors was discussed with Ed Admin and is covered in the collective bargaining agreement. The ratio should be 300 students to 1 counselor, but has been way off for many years, now at almost 1000:1. Agreement was that additional counselors will be added. Rather than the state directing implementation, it will be up to local schools. Some particulars are on a score card now and, although it is not being called outcome based funding, it is moving in that direction. The information will be housed in counseling and will also be a Banner issue; financial aid and eligibility are connected to this; plans are needed to ensure the different silos are communicating and includes communication to students; details are being worked on at different levels throughout the state; how it will look at state and local levels remains to be seen. VP White and the educational administrators are working on campus-wide roll out plans. Senator Cittadino suggested the upcoming retreat would also be a good way to present information to all of Student Services. VP White requested a half hour at the March 18 meeting to continue this discussion.

8.3   Banner Consortium – Kimo Calilan
Kimo Calilan, Director of Technology, gave a slide presentation (and distributed hardcopy) on the potential Banner Consortium and reported: it has been in planning stages over the last couple years; the Governing Board recently approved moving forward in the planning process; other CCCs have similar cost and staff challenges; ten districts are considering joining the consortium to find a better way. Current system costs per college were provided, except for Feather River College (they haven't attended recent meetings). The total $5,297,769 expense for the other nine colleges combined doesn't include overtime for programmers' extra work to keep their systems going. The proposal is for one huge data center that all 10 colleges would pull from. The consortium would partner with Ellucian (formerly SunGard) and they would maintain the baseline database which would eliminate a lot of maintenance staff time. The main challenges will be governance, having all colleges agree when the system would be down for work, and the baseline modifications would have to be agreed upon as well. Access to all the Banner applications will especially benefit the smaller schools that wouldn't be able to consider additional application costs on their own. All districts involved will have to have some flexibility to make the consortium work and some type of structure would have to be set up. Next week's CIS Conference will include a lot of Banner related training. Kathy Williams, Ellucian account executive, has been working to get start-up funding from the Chancellor's Office; a full cost analysis won't be available until the college commitment number is known; funding is also being sought through grants; the Chancellor's Office and legislators are on board.

Comments/Questions: Senator Reeve noted the colleges in the group are not in the same region, which raised the question of data sharing and tracking of students who move around in area colleges. Dr. Conrad queried if the uniqueness of various schools would be lost. Mr. Calilan responded: many nearby colleges that use People Soft, rather than Banner, are looking at consortiums as well, and Ellucian is working to solicit them; colleges in the group would retain their uniqueness; this model is running very successfully in Colorado. Baseline Banner will remain the same and be used by all colleges in the consortium; when anything is done to baseline, everything would have to be shut down at a coordinated time; bolt-ons would be maintained separately by each college as long as they are not modifications to baseline. Once the colleges commit, the costs will be known, and the center will be the greatest cost. Dr. Conrad noted programming changes done here can be lost when a new version of Banner comes that doesn't have those changes and queried if that will remain an issue. Mr. Calilan replied that bolt-ons created locally would require changes be made locally as well or Ellucian could handle changes for an additional cost. He added that the College would have a clone of previous systems and he clarified that locally created bolt-ons are not purchased. Senators asked why Ellucian would agree to a consortium. Senator Duane pointed out from her experience in the library, the power of consortiums is used for digital resources and, while it keeps members kind of locked in with the group, they also get a lot more out of the product. Mr. Calilan will share more information as it is available.

9. **Reports**
    9.1   Subcommittees
        9.1.1   Distance Ed – Dale Crandall-Bear

Coordinator Crandall-Bear presented the context for what DE is currently doing: Course Review is one of two major components the Committee is working on now and he will bring an update back by early April; this first major component involves dramatic changes in the DE landscape; the Chancellor's Office and the Accreditation Commission are very focused on DE now and, due to an explosion of online education, they have created and issued guidelines to ensure there is enough rigor and integrity in DE programs; similar to many colleges, Solano College's DE program grew rapidly and informally, without guidelines or procedures; the College will be transitioning from eCollege to Canvas next year, so the timing is perfect to refresh the system and put everything into place; the Accreditation Commission expects the changes to occur here.

The Chancellor's Office presented a fascinating three-hour webinar that was set up for all DE coordinators throughout the state. Coordinator Crandall-Bear distilled the points with a ten-minute slide presentation (also emailed to Senators). The Chancellor's Office has an academic affairs subdivision with a dean who works on DE; Title 5 is one of governing guidelines; key language regarding instructor contact is "instructor initiated substantial contact with students". Due in part to financial aid fraud that occurs, the effectiveness of instruction and standards will be linked to apportionment. Since there are few or no face-to-face meetings in online classes, documenting regular effective contact and clearing the roster of students who aren't attending will be very important.

The Accreditation Commission presented a brief rundown on how they are approaching this, which is fortunately in sync with the Chancellor's Office. The definition of a distance education course is "a course in which materials are placed on a website and the instructor interacts with those materials to teach" and "regular and substantive interaction between students and the instructor" is used. In correspondence courses, the student goes through the materials at their own pace, with little or no interaction with instructors. Solano College does not offer correspondence courses.

The Accreditation Commissions wants to ensure schools are using the proper definition. If an instructor is not interacting with students on a regular basis, the course would be correspondence, rather than distance education. This is important because there is no funding apportionment for correspondence courses and no financial aid for those students. Accreditation evaluation guidelines cover student achievement data, learning outcomes, faculty teaching capability, and verification of student identity. The Accreditation Commission manual states the need for required qualifications, training, evaluations, and professional development for DE faculty. Documentation is needed that faculty are prepared to teach and DE programs are developing much more robust screening of students, computer skills etc. Some of that is done here, but more is needed. Online students' retention rates are roughly 8-10% lower nationwide and that is part of the context and rationale that DE programs are being asked to work with. Another part of the presentation focused on disabled students, including accommodations and legal issues.   Workshop #4 has been planned to cover that information for Solano College staff.

The Chancellor's Office asked four community colleges, who have become online role models, to share information about their programs. San Diego shared information on their support of student services, student preparation, course design and ongoing training for 178 certified online faculty. San Diego instructors have one-on-one appointments with an instructional designer and all four campuses created a community of teaching professionals. Once Chair Crandall-Bear began Canvas workshops he started feeling excitement similar to when distance education first began here. During the last 17 years, there have been few opportunities for him to speak with colleagues about what folks are doing. Solano College has 177 online instructors (one less than San Diego) but without additional staff one-on-one support cannot be offered. Ohlone College uses @One trainings and they have Blackboard come in during Flex for a full-day retreat/mini-conference.

Faculty Training Certification Proposal: Chair Crandall-Bear pointed out that Solano College falls into mid-range with less training requirements than some colleges. One campus has a 17-unit requirement for online faculty development training. The DE Committee has spent almost a year from the first reading of the Accreditation Commission guidelines, then reviewing examples from other campuses, followed by development of this proposal (emailed to Senators and hardcopy distributed) that was approved unanimously last week. Completing this concrete proposal was a major accomplishment that is ready for Senate review and approval. Coordinator Crandall-Bear will also discuss the proposal with SCFA and Shared Governance, and then meet with deans and administration for their input. He would like to bring the information to individual school meetings. Currently nothing is required of College faculty to teach online. The eCollege course with a live person and feedback, followed by building of a course, is no longer available. It is important to move forward with the proposal and have guidelines in place.   The proposal will be added as an action item to the March 18 Senate meeting. Canvas face-to-face and online training Workshops 1 and 2 will be held at the March 13 Flex. A Canvas shell will be set up with workshops in the shell. Faculty will learn to create a shell and build their courses. The two-year transition process will begin in fall 2013; approximately 1/4th of courses will transition each of the four semesters; the first group will be pilot courses and will also test Banner link-ups; faculty will continue to transition in groups once they've completed workshops and have their courses built. Before the end of spring semester, Coordinator Crandall-Bear will send an online survey asking faculty what courses they will have and when they will want to transition to Canvas. He will set up a timeline to train all online instructors.   New course proposals will have to go through the DE Committee. Trainings are designed to work within optional Flex hours without additional workload. VP White and S/P Laguerre agreed and Senators can ensure full-time colleagues that their work will be credited with Flex hours. Stipends will be discussed for adjuncts to cover their time.   The proposal will return as an action item on the March 18 agenda.

9.1.2   10+1 Committee – Kevin Brewer
Senator Brewer reported the newly formed 10+1 Committee met for the first time a few weeks ago with S/P Laguerre, VP Ligioso, VP White, Senator Cittadino, Acting Senate President Jaimez and Senator Brewer.   S/P Laguerre had nine items he saw as issues. The most relevant one at this time involves a couple groups that have approached the College to establish partnerships.

Partnerships: ICON is a company making small personalized sport aircraft; they'd like to have students learn how to build them in Vacaville; there are a number of issues to follow up with on that.   In a potential partnership with the Jimmy Doolittle (WWII hero) Museum to be built in Vacaville that will have many WWII era fighter planes, College students could take classes and actually refurbish planes. Both of these partnerships could be part of the Aeronautics Program.

Senators queried if skills needed for WWII planes would be similar to skills needed for new model planes and if planes would be brought in continually to be refurbished. Acting President Jaimez noted plans include simulators as well as other opportunities for hotel, restaurant, hospitality and museum work and management based on plans to include building of a hotel and restaurant. The idea is up for Senate discussion and questions. A suggestion was made to contact CTE and Aeronautics faculty to qualify the merits and for ideas on how to proceed. This item was presented to the Governing Board as an information item, directors of the museum attended, including George Maguire, as well as other supporters of this plan, and a video by Tom Hanks was shown.   Senator Cittadino noted a lot could probably be learned from working on old planes, he has seen many in process of refurbishing in New Mexico, but added one concern would be costs to the College. Acting President Jaimez replied that a separate aeronautics facility would be needed.   Senators expressed concern that program curriculum would need to be developed, programs have been added without faculty to support them, a business plan is needed, including how this would serve College students.   Senator Brewer asked everyone to take the information to colleagues and bring back input.

Senator Reeve reported that the ESL program put forth by S/P Laguerre also lacked a business plan and that issue was brought up last October. She pointed out plans to branch the DVC program here as an international student magnet would not serve the Solano population, but it would allow international students to matriculate. College space would be leased for a branch on campus, the program would produce students who would already be at home here and who might matriculate here. S/P Laguerre met with ESL faculty who agreed that it sounded good if generated revenue would go into the ESL program to attract more local students. Concerns included the fact there are no numbers to look at and this item wasn't brought to the Senate. When President Gunther contacted someone at DVC with questions, her overall impression was that the program wasn't lucrative and profitable. The College is already investing with an international recruiter working abroad; timelines and target numbers to assess how that is working are unknown; the profit resulting from the difference between tuition paid by international students per unit and lack of FTE apportionment for those students also needs to be known. Senator Pearson-Bloom suggested inviting Enrollment Management Director Barbara Fountain or Dean Peter Cammish to a meeting to address these concerns.

9.1.3 Basic Skills – Melissa Reeve

Coordinator Reeve reported that the Committee has received more requests from faculty to attend professional development trainings than there is space for, so the Committee is developing screening questions to be fair and to choose people who will have the maximum impact with students.

Coordinator Reeve submitted a 12-page report to S/P Laguerre and VP White as an overview of what the Basic Skills Steering Committee has been doing. Due to questions about the structure and productivity of the BSI program, S/P Laguerre froze the Math and English Coordinator positions to one-year terms, which end in May. The plan was to revisit the positions and she will justify and argue for continuation of those coordinators as well as the lead Basic Skills Coordinator position. They are working to capacity of their reassign time, except for the Math position which was recently left vacant.

9.1.4 Curriculum – Joseph Conrad

Chair Conrad announced the ECE transfer degree has been approved by the state. Four AA-Ts have been approved. The Committee will vote on a resolution for removal of repeatability from courses. Revisions are being made to the CurricUNET process to make it more streamline and to have DE Committee approval as part of the online course process. The new contract implemented last summer includes a mechanism for changing class size and the first change proposal will be coming up in one of the art courses at the next Committee meeting.

9.1.5 Program Review – Amy Obegi

Senator Obegi reported faculty are needed for the Committee and the March 11 meeting may be rescheduled to April 8. She asked everyone to help recruit Committee members. Senator Pearson-Bloom pointed out that some CTE programs have licensing requirements through specific agencies and used snapshots of that as their program review, rather than the College Program Review. Senator Obegi noted that, while that can work for nursing, specific licensing doesn't affect most programs.

9.2   Treasurer
Deferred

10.   Action Items
10.1   Code of Ethics
Discussion points:
- The Code of Ethics on the Board agenda is vastly different from the last version received by the Senate. Senate should vote to approve to allow completion for Accreditation purposes, followed by formation of a sub-committee to review and possibly revise it. This process should have been followed for the last Accreditation Report.
- The Senate should at least know the version the Board is voting on.

- Faculty would not approve of Senate approval of unknown revisions.
- It would be reasonable to take two more weeks after already waiting a year to complete and approve.

Motion to extend the Senate meeting time 5-10 minutes – Senator Duane; Seconded – Senator Pearson-Bloom; passed – unanimous.

- Create a one paragraph code for the school and each group within the school can create their own additions.
- Based on research of codes from other colleges, the focus should be more on teaching, more general, not prescriptive, very positive, list duties, followed by groups developing their own additions beyond that.
- The process continues to be backwards.
- Approve it with the stipulation that the Senate will immediately form a subcommittee and take the code to each group to do their separate parts for their groups.

The version of the Code on the Board agenda was found online.

- The main part needs to be approved first. How often can it be revised?
- S/P Laguerre reported on an agreement with the Accreditation Commission that a code would be on the Board agenda for approval.
- The Board accepted mutual agreement with the Senate in 10+1 decision making and the Senate can state disapproval of this iteration.
- While everything doesn't have to originate in the Academic Senate, it has to come through here and should be vetted here before moving forward to Shared Governance.
- Approve with reservation about some of the wording.

Motion to extend the meeting another 5 minutes – Senator Parrish; Seconded – Senator Cittadino; passed – unanimous.

Acting President Jaimez will draft a statement, email it to the Senators for feedback due by Wednesday, and she will take it to the Governing Board meeting Wednesday night.

Motion to accept the Code of Ethics with the stipulated reservations and plans to immediately form a policy subcommittee to revise it – Senator Reeve; Seconded – Senator Pearson-Bloom; passed – unanimous.

10.2   Establish Policy Task Force or Subcommittee
Motion to establish – Senator Obegi; Seconded – Senator Pearson-Bloom; passed - unanimous

11.   Action Reminders

12.   Announcements
12.1   Tenure Tea Update
There are no faculty to be tenured this year.

13.   Adjournment
Motion to adjourn – Senator Cittadino; Seconded – Senator Pearson-Bloom; passed – unanimous
Meeting adjourned at 5:15 p.m.

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