



ACADEMIC SENATE

Adopted Minutes

May 6, 2013

Board Room 626

3:00 pm – 5:00 pm

1. Call to Order

Acting President Jaimez called the meeting to order at 3:03 pm.

2. Roll Call:

LaNae Jaimez, Acting President

Abla Christiansen, Nick Cittadino, Kevin Brewer, Joe Conrad – *ex officio*, Erin Duane, Tracy Fields, Katherine Luce, Amy Obegi, Scott Parrish, Melissa Reeve, Ken Williams

Connie Adams, Admin Assistant

Absent/Excused: Dale Crandall-Bear *ex-officio*, Teri Pearson-Bloom

Guests: Jowel Laguerre, Barbara Fountain, Lue Cobene, Amanda Greene, Les Hubbard

3. Approval of Agenda – May 6, 2013

Motion to approve – Senator Brewer; Seconded – Senator Obegi; passed – unanimous

4. Approval of Minutes – April 29, 2013

Motion to approve – Senator Brewer; Seconded – Senator Reeve; passed – unanimous

5. Comments from the Public

6. President's Report

Following introductions Acting President Jaimez welcomed the faculty who will assume their newly elected Senate positions in the fall. She thanked senators for their work and support, with special thanks to VP Cittadino and Secretary/Treasurer Brewer for extra work and support they provided.

Meeting Moratorium: S/P Laguerre requested a moratorium on all committee meetings the last week of October, 2013, and the week of March 10, 2014. Those dates will not affect the regular Senate meeting schedule. Due to planned renovation of the 600 building, another meeting space will be reserved for next year. Calendar invites will be emailed to Senators.

7. Superintendent/President's Report

S/P Laguerre thanked everyone for collective accomplishments this year, beginning with SLO work over the summer that helped the process tremendously. Program Review work has positioned the College well and set up a way to be successful. Whatever can be accomplished over this summer will help prepare for a good start again in the fall; ACCJC saw good work on SLOs and it is important to continue the work and show progress made. S/P Laguerre was grateful for the work done and encouraged everyone to keep the momentum in order to receive a clean bill of health. The Code of Ethics, Mission Statement, and some planning were completed and more planning will be in place. Fewer meetings will be held as part of streamlining the decision making process. S/P Laguerre felt confident with the budgeting progress, feedback was provided on proposals submitted and how they're tied to SLOs, and there is now a track record of work being done.

8. Information/Discussion Items

8.1 Priority Registration – Barbara Fountain

A draft document was emailed and distributed. Admissions & Records Director Fountain reported that feedback from all will be appreciated for sensible shared information. The Student Success Initiative, finalized last year, has 20+ recommendations. Some are immediate and others have definite and indefinite timelines. One of the most immediate is changes to priority registration which has to be done

by all CCCs. Other items have more time for discussion, including the 100-unit maximum. All students who exceed that would lose priority and have to go back to open registration. Unless discussions demand otherwise, 90 units was the chosen maximum to be consistent with financial aid and to keep it less complicated. Exceptions are Basic Skills and ESL courses and high unit majors. Some schools have developed an appeal process for students who lose priority but have extenuating circumstances and that could be added here and edited over time as needed. The appeal process raises a timeline issue and suggestions for better ways to handle high unit majors will be heard. Proposed changes were submitted to IT to begin reprogramming the priority registration script with everything currently known that has to be implemented within one year from now. Some items are built into the requirements with flexibility to change them but probationary students will have to be off probation for two semesters before getting priority back and there is no flexibility with that. Historically DSP and EOPS have been ahead of veterans and foster youth, but that is now reversed. The College still has a small enough number in all those groups combined, so they can all register the same day, divided by morning and afternoon. If those programs grow to the point everyone can't be handled in one day, the second group would be scheduled the following day. Starting in fall 2014, all new students must complete assessment, orientation, and have at least a one semester education plan.

Due to concern that there is only one assessment specialist here, Director Fountain drafted and presented a proposed position that would handle assessment and orientation. That person could use their time efficiently to cover the ebb and flow of both areas to get high school graduating seniors through these processes as far in advance as possible and to eventually work with elementary and middle schools. The immediate changes will affect high school seniors next year. Outreach to high schools has begun and there will be a campaign of awareness through the next couple semesters. This will be a challenge for staff to carry out the requirements.

By the end of next year students will be required to declare a major. A common math and English assessment tool will have to be used by all CCCs. Director Fountain is unsure how that will play out. The College doesn't currently have a math assessment fully in use and transcripts are used as well. There will also be changes to the fee waiver. Students requiring intermediate English and math will need to take them early on which will affect planning and priority registration practices. Review will be needed to space things out more thoughtfully with student success and efficiency in mind.

Some CCC have allowed graduating seniors entering college priority registration ahead of continuing students and Director Fountain based the model on that, because it was an immediate issue, but it may be changed. She has been gathering data as requested by Acting President Jaimez. One of the intentions is to start with that cohort of students and guide them through the system for a higher likelihood of success.

Comments/Questions: Senator Reeve cautioned that careful research is needed on student impact regarding the number of students needing which courses, especially sequenced courses. She heard of Chabot College research that looked at the capacity question a year ago in Basic Skills and GE classes and how many entering and continuing students needed those classes. The result was that they could fill the classes just by incoming students and there were thousands of students already on campus who hadn't completed their Basic Skills or GE classes, but have completed 40 or more units. That creates a bottleneck. If a sweeping decision were made that new students have priority, it would have students circling while waiting for classes to become available and unable to complete their degree or transfer. Strategic scheduling for completion is needed and faculty have to be in on the conversations. Dean Peter Cammish has not yet been able to gather all the data here and he will be referred to Chabot College.

Senator Christiansen was concerned that students self-select into courses they maybe shouldn't be taking instead of the Basic Skills classes they need and she doesn't see an advantage to have priority for new students over current students. Director Fountain responded that this needs proper planning and there will be an ongoing discussion. A solution must address new and continuing students and the funding

model is shifting to success. She added the proposal is pretty close to what the College already has, the major difference being the reversal of DSP/EOPS and veterans/foster youth student priorities. A system has to be set up and organized in some way to not mix all continuing or new students together in each group; it may be best to leave as-is the first year, leaving more time for discussion; the Student Success Initiative says to put it all together, but it can't because IT has to program in a certain way. At some point all students will have to take all their Basic Skills classes early on. Director Fountain concluded that: it is now May and there won't be availability of faculty to confer with over the summer; she will work on this with her colleagues and on how to continue the discussion in the fall; possibly a sub group or enrollment management could be helpful; a new priority script must be completed to move into summer/fall 2014 priority registration; the goal is to have this completed by end of the calendar year; more changes can be made later; priority registration will begin in April again; students should be through all processes needed by early March to have a month before registration actually begins to be planning and meet with counselors. The rationale for putting high school students ahead in priority was to draft a proposal and initiate conversation. Director Fountain is responsible for priority registration and she has discussed with CCCs throughout the state what they do with new students for priority registration and the newly mandated assessment, orientation, and education plan. Some schools have already implemented it and dialogue is needed to be in agreement with ways to improve student success. The immediate reaction has been "not now, do more research". All students need to be supported as best as possible. By the time many students get here they have had a lifetime of not receiving support they need. Senator Obegi opined that students who have committed to a degree here should have priority and then the need for additional classes should be determined.

Timeline: the College is required to have a Board policy approved by the end of June 2013. Board policies are vague and the administrative procedure will provide the details. Based on today's discussion, anything with a question will be left out of the first policy which needs to be completed for compliance and will be more general. The policy can be brought back for continued discussion and be updated by next summer. In order to have a hard copy schedule of classes in time, agreement is needed a year in advance to have a list ready for the printer by fall.

8.2 Task Force on Committees – Barbara Fountain

Director Fountain reported that discussion at the ALG retreat last summer regarding lack of efficiency at meetings resulted in the need for solutions to decrease the number of meetings, decrease redundancy of topics, and improve communication and reporting out. Volunteers were requested to review meeting processes and how to improve them. Suggestions and comments that came from reviews included: look at structure, overlap, redundancy, and other common sense things to help improve communication and increase efficiency; disconnect causes wedges; S/P Laguerre was responsive to concerns. A draft was created as recommendations for committees that feel it will work for them. Three policies were taken to seven committees. The Brown Act and Robert's rules of order need to be followed by school committees, but as separate entities, the unions can choose whether or not to follow either. Policy encourages the District to provide training for committee chairs. Many committees have no minutes due to time issues and this has become an accreditation issue. Discussion included having an index for publicly posted agendas and minutes. There are currently 59 committees on the list. Depending on feedback, the goal is to have a final draft ready by December for the Board of Trustees.

Comments/Questions: Dr. Conrad pointed out there are committees required by the Ed Code that are established but not all are following Robert's Rules of Order. His concern was that requiring their use could cause committees to become more regimented and stilted. As an example, someone can't raise their hand to speak a second time on an issue, unless everyone else has spoken. Including a parliamentarian could create even more challenges. He suggested stating, as in the Curriculum Committee handbook, that "procedures have been established" within a committee rather than requiring specific rules of order. Senate VP Cittadino suggested having a flow chart of how things move through committees and to the Board of Trustees. Director Fountain replied that it will be good to look at these suggestions in the fall, including why any item should have to go to more than four committees. When

items are defined as to what goes where, it can create stringent rules, when it sometimes just depends. Senator Obegi suggested if something doesn't get done after going through four committees, one-on-one feedback should be shared. Acting President Jaimez stated that items changed in Shared Governance, the President's Cabinet or somewhere else would be brought back to the Academic Senate before going forward to the Board of Trustees. Items that go to Shared Governance include related documents that state whether approved or denied and why. The entire campus should be represented on Shared Governance and information reported to all constituents.

8.3 Independent Institution Agreements

VP Cittadino began the discussion carried over from earlier agendas. Robin Arie-Donch, Articulation Officer, and Marcie McDaniels, Transfer Counselor, have been overwhelmed for requests from private schools for MOUs or articulation agreements and they need a plan to deal with these requests. They drafted a document (emailed to Senators on May 2) titled Proposed Process for Replying to Transfer Agreement and Articulation Requests from Non-UC/CSU Institutions. It states that the College will not enter into formal transfer or articulation agreements with non-UCs or non-CSUs. Independent and out-of-state institutions will be free to create their own agreements with lists of SCC courses they will accept as transferable as well as the benefits SCC students will have upon entering individual agreements with them. Independent institutions can post these one-way agreements on their websites.

Comments/Questions: Senators suggestions included: make a stronger statement on the Transfer Center webpage regarding the sometimes high cost for student loan debt information, clarifying for students that they (or their family) would be the defaulter; vet the information with students to see what they understand and have links embedded in the document to take to related news stories; include a graph to show student time to debt ratio, such as \$20,000 per year as compared to \$80,000 over time; link to college websites, pros and cons, debt calculator, and cost comparisons. Acting President Jaimez opined this process was a better approach than coming up with specific two-way agreement criteria.

8.4 Peer Review Resolution – Terri Pearson-Bloom

In Senator Pearson-Bloom's absence, Acting President Jaimez briefed that the Ed Code requires peer review and the ASCCC Plenary resolution packet had ideas for peer review training. The purpose of this resolution (hardcopy distributed) is for the Academic Senate to take a position on peer review which is currently on the union bargaining table. Under "Resolved, that the Solano College Academic Senate supports the compliance with ACCJC Standard III A. 1. C in evaluation", "the Ed Code" will be added as also supported by the Senate. Punctuation will be changed from commas to semi-colons. The resolution as amended will be brought back as an action item in the fall.

8.5 Program Review

Chair Obegi reported she is waiting for a clear plan and direction from administration to ramp up Program Review over the summer.

9. Action Items

9.1 Senate Bylaws Resolution

Motion to approve amended with confirmation of correct school names - Senator Reeve; Seconded – VP Cittadino

Discussion: Senate representation will be changed in the Bylaws by adding new schools: Social & Behavioral Sciences – two reps and Health Sciences – one rep.

VP Cittadino requested addition of a library rep be kept open as an option if the library is not placed within a school.

Passed as amended - unanimous

9.2 International Baccalaureate Policy

VP Cittadino reported the IB has been discussed in the Senate the last couple years, initially to decide if high school IB units should be accepted here. The policy is acceptable to CSUs, UCs and is what some

colleges are using in their catalogue. VP Cittadino spoke with some counselors and evaluators. The only high school in Solano County with an IB program is Armijo. It is a special program that is at the same or higher level than Advanced Placement (AP).

Motion to approve IB policy – VP Cittadino; Seconded – Senator Parrish

Discussion: Dr. Conrad suggested courses would be considered general education units, rather than replacing other courses. If they were made equivalent to other courses here, discipline approval would be needed first. VP Cittadino replied that the College would accept as GE units, dependent on counselor and/or faculty decision. There are specific tests for lower and higher levels but only higher level would be accepted. The normal process would be followed to determine what is equivalent to the student's IB units and it would be consistent with counselors by using the form.

A: passed – unanimous

9.3 K-12 Admissions Policy

Acting President Jaimez pointed out revisions on the proposal (hardcopy distributed) that were made to the last proposal presented at the April meeting, including some editorial changes, changing the admissions criteria GPA, and special interview committee requirements.

Discussion: a few senators suggested the need for a minimum age limit; there is no way to ensure a class the student originally enrolled in is the class they end up in; once a student is admitted or is a certain age, they don't have to go through this process again; the suggestion was made to add that students below age 12 have to go through the interview process. Counselor Amanda Greene, who teaches a high school counseling class, stated that that school's admissions and records won't let anyone self-enroll and they have to have someone from admissions and records go through the enrollment process with them. Senators agreed that was a good idea and Acting President Jaimez added under 3b "age 12" and "Students must register with a registration aide in Admissions & Records".

Motion to approve contingent on acceptance of the two recommendations – Senator Cittadino; Seconded – Senator Christiansen; passed – unanimous.

10. Reports

10.1 Subcommittees

10.1.1 Basic Skills – Melissa Reeve

Coordinator Reeve reported the Committee moved forward with plans to continue piloting and scaling First Year Experience (FYE); FYE was submitted to the strategic proposal process but was not approved; the Committee agreed to use BSI funds, if needed, to keep the program going next year; Coordinator Reeve will appeal to the President's Cabinet. On Wednesday, the Committee will finalize decisions on remaining proposals that were submitted to the Committee.

10.1.2 Curriculum – Joseph Conrad

Chair Conrad reported the final Committee meeting will be held next Tuesday, May 14, to complete action on remaining items from the previous agenda. All changes for repeatability should be in place. Most transfer degrees have been on hold due to delays in the C-ID process. A big item for next year will be to get transfer degrees completed as required by the state.

10.1.3 Distance Ed – Dale Crandall-Bear

No report

10.1.4 Program Review – Amy Obegi-

At the last meeting Chair Obegi reported on the push for more program reviews over the summer and she spoke with Interim VP White about the need for quality over quantity. CTE/Business, Aeronautics, and Fire are already piloting reviews; ECE and Human Services agreed to do theirs; DE will hire two to four faculty over the summer to complete theirs. Dean Lamb sent an email requesting program review on all CTE courses in the School of Liberal Arts to be in compliance with Perkins funding which requires reviews every two years. Chair Obegi suggested the timeline be lengthened to September, rather than

this semester, and she offered support and training to faculty who need it. Dean Morinec informed the PR Committee last month about the Perkins requirement, but noted the two-year cycle can be an abridged program review. Beyond offering Flex Cal credit, Acting President Jaimez, Interim VP White, and Chair Obegi will meet to see what will be offered financially for faculty who need more time over the summer for reviews. Interim VP White will be submitting a job description for the Program Review Chair position that Chair Obegi has been handling without a job description or compensation. The next Committee meeting will be held from 2:30 – 4:00 pm on Monday, May 13. More representatives, at least one from each school, are needed.

10.1.5 10+1 Committee – Kevin Brewer
No report

10.2 Treasurer
No report

11. Action Reminders

12. Announcements

The next regular Senate meeting will be held on August 8 from 9am-12pm. A joint Senate/Ed Admin meeting will be on August 8 from 1pm- 4pm and the agenda will include hiring priorities. Senator Obegi noted that Program Review is linked with staff planning and suggested it would be better to agendize that item at a later date. With that rationale, Acting President Jaimez will bring that up in the 10+1 Committee meeting next Monday.

Senators thanked Acting President Jaimez for her commendable service this semester while President Gunther was on maternity leave.

13. Adjournment

Motion to adjourn – Senator Reeve; Seconded – Senator Brewer; passed - unanimous
The meeting adjourned at 5:09 pm.