



## ACADEMIC SENATE

### Adopted Minutes

August 20, 2012

Board Room 626

3:00 pm – 5:00 pm

#### 1. Call to Order

President Gunther (via phone) called the meeting to order at 3:08 pm

#### 2. Roll Call:

Susanna Gunther, President

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

Absent/Excused: Erin Duane

Guests: Jowel Laguerre, Annette Dambrosio

Connie Adams, Admin Assistant

#### 3. Approval of Agenda – August 20, 2012

Motion to Approve – Senator Reeve; Seconded – Senator Jaimez;

Discussion: President Gunther requested potential rescheduling of 9.5 items (information will be emailed to Senators); postponement of 9.2, 9.4 and 9.7, and; deletion of 9.3.

Motion to approve as amended – Senator Reeve; Seconded – Senator Brewer; Passed – Unanimous

#### 4. Approval of Minutes – May 7, August 8 (Senate), & August 8 (joint Senate/Ed Admin), 2012

Motion to group the minutes for approval – Senator Jaimez; Seconded – Senator Reeve; Passed - Unanimous

#### 5. Comments from the Public

None

#### 6. President's Report

Senator Gunther welcomed new Senators Kitty Luce, Teri Pearson-Bloom, and Ken Williams. She hoped the Flex training went well and looks forward to the end of her sick leave and returning to campus a week from today.

#### 7. Reports

##### 7.1 Superintendent/President Jowel Laguerre

*SLOs:* S/P Laguerre thanked all those who worked on SLOs over the summer and especially President Gunther for making sure it happened. He asked Dean Shirley Lewis for access to see what has been done. S/P Laguerre announced that the Chemistry Department sent a budget request based on SLO success and anticipates there are others at that same level, which would be really good. He reported there is a timeline crunch for the Accreditation Report and there is also the need for a specific SLO report to ACCJC, due in October as well. The work is very critical for the College. Last Friday Gene Thomas became the new campus SLO Coordinator.

*EMP:* Last spring EMP (Educational Master Plan) work began with the arts and kinesiology disciplines. Quality time was spent on challenges in those two areas. Two meetings were held with consultants, faculty and staff and a tremendous amount of work was done to make EMP more meaningful for different areas. This was a good model of engaging faculty to look at the future so that the EMP has a lot of faculty participation and plans are to do the same thing for other disciplines.

Questions/Comments: Senator Pearson-Bloom noted how effective it was working in smaller groups as opposed to bigger breakouts and how it got the groups focused. Senator Parrish added there was a lot of progress made from finals week of May to last Friday. His school (HP&D) changed from doom and gloom meetings to bringing in new ideas and heading now in the right direction. Senator Pearson-Bloom spoke of the deans' presentations to the Academic Senate to show how they envision their programs several years from now. S/P Laguerre is always interested to see how groups are doing. There were suggestions that counselors should have been in those discussions to see what students are wanting. He will engage the rest of the areas in discussions. Liberal Arts fund requests have been submitted for different programs.

## 7.2 Sub-Committee Reports

### 7.2.1 Basic Skills – Melissa Reeve

Senator Reeve reported regular meetings will be held this year on the second and fourth Wednesdays at 3 pm beginning this Wednesday. She asked Senators to announce this to their constituents. Senator Reeve reported on two big things the Committee is looking at. The first item will be revamping work started last year with CUE (the USC Center for Urban Education). Before the CUE visit last spring, she worked hard to solicit faculty participation, but with other things scheduled, only five people came. Senate President Gunther had announced intention to put together a student equity task force, work with Dean Erin Vines to pick up the data part from March, inform larger groups about data, action planning, numbers, completion rates, etc. that show equity gaps that exist, and followed by active intervention to close those gaps. CUE will follow-up with a visit on November 8. The Basic Skills goal is basically to expand the original group, offer in-house training to disseminate the information gathered last spring, and then form a larger group of faculty, administrators and staff for the action planning stage. The second item is approval of a strategic proposal for ASC, co-funded by BSI and the school-wide strategic process. Diane White was hired as ASC Coordinator for a three-year term. The ASC has been a four-years-plus work in process. Main ASC goals are a one-stop student support center on the academic side and faculty professional development. No one has been in charge of professional faculty development for a while. Workshops would be held on teaching and learning, technology, mentoring, and ways to cultivate potential faculty and supplemental instructors. ASC Coordinator White has her same office for now in room 101 and is on 40% reassign time. A goal with the EMP and FMP is to eventually have space for this.

### 7.2.2 Curriculum – Joe Conrad

CC Chair Conrad reported that, as of July 7<sup>th</sup>, the Curriculum Analyst position was finally filled by Erin Moore. There was a huge backlog of things not submitted to the Chancellor's Office, so she is working on that and the Curriculum Committee and office are glad to have her there. Ms. Moore, new to the College and California, has made a lot of progress. The Chancellor's Office is closed during August and re-doing the computer system that keeps track of all this. New items will be accepted in September.

Highlights for coming year include Curriculum Review moving forward on new schedule after delays because of many changes on campus. The School of HP&D will be finishing this year and the School of Liberal Arts review will take place this year. Senator Parrish reminded everyone that his department has been updating courses from PE (term no longer used) to kinesiology. Chair Conrad pointed out that, because of the reorganization, some of the departments have a change of schedule for their review. If no changes need to be made, the report would be that the curriculum has been reviewed and there are no changes.

One of the big curriculum items is *Course Repetition*. Signs are on doors that inform students of change in repetition, which is effective this semester. Students can retake a course three times, based on substandard grades, which will now include W. That limit cannot be exceeded, at least for apportionment, so students will likely have to go somewhere else. Students can petition to retake courses, if they have good reason which would need to be defined by the College. An example would be a significant lapse of time (at least three years) due to military service. Students could also petition to audit a course, once they exceed the three repetitions.

Another big curriculum item is *Course Repeatability*: Beginning in fall of 2013 new rules will apply. The only courses that can be repeated after a successful completion are: intercollegiate athletics; conditioning courses for intercollegiate athletics; courses specifically designed for non-athletic intercollegiate competition (Speech 50 is the only course at the College), and; courses required by CSUs and UCs to be repeatable (no one has found an example of that yet). Solano College has around 350 courses identified as repeatable once, twice or up to 99 times. Class levels may have to be created for some courses that people take to become more skilled. For example, Ceramics Level 1, Level 2, Level 3, or Intro to Ceramics, Intermediate Ceramics, and Advanced Ceramics might be created. If Ceramics were expanded to 12 courses, students could only take four of the twelve. New courses would have to be developed to include totally different section Ks, but could potentially be cross-listed. Repeatability affects Active Participatory (formerly Activity) courses. Chair Conrad clarified that repeatability refers to a course that was passed and can be taken again. Repetition refers to repeating a course that ended with a substandard grade. Adaptive courses are currently repeatable, but under the new law individual students will have to petition to repeat the course and the school would have to have the appropriate form to allow a repeat for adaptive issue reasons. Other similar issues would be mandatory job changes where job training is needed. There are constant questions, the Chancellor's Office has not sent out a directive yet, and there are only the words of law, which is not yet defined well. Chair Conrad hopes that one blanket proposal for all 350 classes can be made, rather than separately. Proposals to add new levels will need to be submitted to the Curriculum Committee before Thanksgiving to be included in the fall 2013 schedule. The Chancellor's Office should be sending out guidelines soon.

Chair Conrad reported that by fall, California Community Colleges are expected to have 80% of TMCs they offer become transfer degrees. By 2014, the expectation rises to 100%. The deans should have the link to see what degrees are needed and they may make a list and send out. Senator Cittadino confirmed this is an issue that needs to be addressed so that students can transfer. Many CSUs won't take anyone unless they have transfer degrees.

### 7.2.3 Distance Ed – Dale Crandall-Bear

Chair Crandall-Bear reported the DE Committee will meet on the 2<sup>nd</sup> Monday of each month from 3:00 – 4:30 pm. Work this year will include responding to Accreditation Recommendation 6. Program review has never been done specifically for DE, which includes academic programs in different departments. The main focus will be to look at the DE program, data, fill rates, retention rates, effectiveness, etc. Chair Crandall-Bear stated that his priority is to have more discussion on ideas. The Committee discussed reactivating the eTeachers group and setting aside the fourth Monday meetings to talk about teaching and exchange ideas, tools, etc.

A small group is piloting the new Canvas LMS this term and other instructors plan to begin in spring. Chair Crandall-Bear intends to work closely with Diane White in ASC, as there is a need to provide comparative services that can be available online and on campus. He asked Senators to inquire at their school meetings as to who is on the DE Committee from their area and welcome new people to join. DE is a subcommittee of the Senate so it is appropriate for Senate representatives to assist and promote the Committee. Curriculum Chair Conrad noted that applies for the Curriculum Committee as well.

### 7.3 Treasurer's Report

None - new Treasurer to be elected.

## 8. Action Items

### 8.1 Senate Secretary/Treasurer election

Senator Jaimez volunteered for the position, which was agreed to by consensus.

### 8.2 Student Equity Task Force

Creating a task force was discussed last spring. President Gunther stated the timeliness of this as Accreditation Recommendation 1 is associated with student equity. President Gunther told Student Services Dean Erin Vines, at a meeting she attended earlier today, that she would try to get a group approved as an Academic Senate subcommittee to oversee CUE work, in addition to plan updates for faculty input and oversight of student equity. If that works well, the Senate may end up with a Student Equity Committee, but first will create a task force and then decide how to continue. Some of the recent approved strategic proposals are associated with student equity and it would be good to have a group involved with this to have more articulation there. Senator Reeve was the only faculty member at the meeting and there is a dire need for faculty voice on this matter. Dean Vines presided, others deans and Peter Cammish were there. The work is late on this, and it seems that substantive discussion is needed before the Accreditation visit. Peter Cammish, Research & Planning Director, assembled much data on the demographics of the county and the College student population. It shows disparities of who lives in the service area and who is actually at the College. In 2003, plans for a student equity committee began and then were shelved. Faculty could update and articulate it into a live plan. Benchmarks in the old plan were basically ignored and may be one reason Accreditation is not pleased with the College. Senator Cittadino queried if Accreditation is asking the College to meet a deadline with the plan. President Gunther responded that the plan is just the beginning of the work and all of the update should probably be completed by the October report time. Senator Reeve added that it is not just to show documents but also evidence that it is actually integrated into the planning processes and how it is going to be implemented. Just getting started will entail quite a series of meetings through October. Data from 2007 to the present showed pretty significant demographic gaps in some areas such as ESL. About 30% of the county population speaks English less than very well and only 5% of the student body are designated ESL. Senator Reeve queried what the goal should be and the next step and activity towards that. President Gunther placed this as a Senate action item to create a task force and move forward. Senator Cittadino made a motion to create a Student Equity Task Force; seconded by Senator Reeve; Passed – unanimous.

### 8.3 Flex Cal sub-committee

The Academic Senate has also discussed creation of a Flex Cal subcommittee that will come up with a proposal to be brought to the Academic Senate and other bodies (maybe SGC) to cover information on what is admissible for Flex Cal and what shouldn't be and to change process and/or forms if needed. Richard Kleeberg, who worked with Flex Cal during his many years of service as Senator and Senate President agreed to serve on this subcommittee, which might include deans, EVP Reyes, and others. That would be decided once the Senate approves to form a subcommittee. Senator Reeve made a motion to establish a Flex Cal Task Force; seconded by Senator Cittadino. Professor Kleeberg will be invited to a Senate meeting to give an overview of Academic Senate Flex Cal rights. President Gunther sent out emails to union

members regarding issues associated with workload. S/P Laguerre stated at a Senate meeting last spring that Academic Senate meetings would stand as flex credit and he would rectify any retroactive problems with that.

## **9. Information/Discussion Items**

### **9.1 Accreditation Draft – Annette Dambrosio**

Annette Dambrosio, Accreditation Co-chair, presented an update. She noted she has been at Solano College since 1985, teaching reading and English. She was hired to work as Accreditation Co-chair with Dean Shirley Lewis on July 25. She reported they are working as hard, diligently and quickly as they can to submit a report that will help re-accredit the College. She thanked the Academic Senate for work that has been done and is happy to have an SLO Coordinator. She reported there has been some confusion on what is required for the items that put the College on warning status. These include SLOs, the integrated planning process, and student services at the centers. There are six recommendations from the Commission. Reading through all reports coming in, people may be too worried about getting things done that can't get done. The important thing is to document work towards these goals. Time is needed to complete everything right, but the process and progress needs to be documented. Some of the recommendations will look pretty complete and some will not. Reports not yet completed are SLOs and Planning. There is a dire need for faculty involvement and any suggestions are welcome. If anyone sees a weakness in any of the recommendations where there is not enough faculty involvement, they can join the related committee. It's too late to start over and the work must move forward. Co-chairs Lewis and Dambrosio tried to create a new calendar as reports were originally due last June. They decided that, rather than publicize reports at their different stages of completion, it might be better to read through them, find where evidence is missing, edit, revise, and go back to committees to find missing evidence. Their intention is to get a final draft to faculty on September 10, which will allow about a month before the report is due to Accreditation. So rather than vet now, they will get a reasonable final draft, email it, plug in comments/suggestions wherever relative, and get a report to the Academic Senate on September 17 for information/discussion. A special Senate meeting for approval will be held on September 24, followed by SGC, the Board of Trustees, before submitting to the Accreditation Commission. The Board of Trustees has to have the report as an information item on September 19<sup>th</sup> and as an action item for approval on October 3. Nine of the Senators were able to commit to attending the September 24 special meeting. Co-chair Dambrosio plans to have the report completed on September 8 and send it out on September 10 to find if there are any substantive problems. The biggest concern now is timely return of reports from some of the recommendation committees. EVP Reyes is the lead for the SLO Report and will be working with SLO Coordinator Gene Thomas.

### **9.2 High School Admissions Criteria – Jerry Kea**

Postponed

### **9.3 Printed Catalog – Barbara Fountain**

Deleted

### **9.4 BANNER Upgrade – Kimo Calilan**

Postponed

### **9.5 Results From Request for Faculty Input:**

9.7.1 Facilities and Educational MPs

9.7.2 Faculty Hiring

9.7.3 MOUs with APU and Brandman

The 9.5 items may be rescheduled. President Gunther will email information to Senators.

### **9.6 Program Review Committee: Who Should Be On It?**

Senator Obegi reported that the Senate approved a Program Review subcommittee last spring. The Senate will need to decide who should be members. Senator Obegi was paid over the summer to do some work on this, created a draft handbook and would like to begin discussion on what should be kept, changed, etc. She has ideas and questions regarding the scope of what can be done. Some just focus on academic programs, some add administration and student services all in one. The membership and questions would depend on the scope of the Committee. Dr. Laguerre suggested beginning this new process with academic review and then add on student services. Questions were raised as to whether just the Senate or other bodies would be involved in review, and if Student Services would include Financial Aid. Senator Obegi reviewed Grossmont, Truckee Meadows, San Diego Mesa and Consumnes River colleges, which all varied in their mix. She created a draft for Academic Program review and would need feedback from areas in Student Services to expand to that. President Gunther explained that part of the issue with Accreditation is not having student services at centers but that could be incorporated later. Dr. Conrad agreed that getting the academic side in order could be the first priority, then that model with relative changes could be extended to other areas and may be good to put in the plan. Other Senators agreed. Senator Reeve pointed out that part of the decision would answer who would be the body to approve Program Review for financial aid, etc. President Gunther noted the educational environment is related to student academics and student success and counselors may be needed to know what is happening in regards to their Program Review. Senator Cittadino stated

that the counseling department is understaffed and overworked. Senator Obegi that would be good to have eventually, PR drives other budgetary planning, and if overworked and understaffed, it would be good to get working on that. Agreement was made to focus on academic review for the short term, then to expand if that is agreed to be the right direction. Senator Obegi asked for ideas to make sure the body has some teeth to it and would want departments working hard for goals, plans, and follow-up. Unless vetted through PR, it is not so easy to sign up for monies. It calls for more integrated planning, faculty need to be the main drive, and some administration like EVP Reyes on it as well. Senate consensus was that a faculty member should be chair. More discussion considered two reps from schools; the Committee members can help design plans, but it should really be a PR Committee, for review, feedback, recommendations, commendations, etc. Senator Obegi's idea was to have a 5 to 6-year cycle depending on schools, as larger schools might go over a year and a half. How to officially define programs for pr. It might be best to have school representatives at all times, but maybe phase people coming on the Committee as their PR is coming up and the dean from that school as well. She summarized another proposal to always one rep from each school, but the year prior and year of their review, have two or three from that school and that could be left open depending on size of the school as larger could have more. There are advantages to learning what other schools are doing. President Gunther liked the idea of one required rep, then 2-3 reps on prior to and during the review year, with administrative deans in the process.

Research & Planning and PERT could be included for data purposes. Some schools include library and counseling reps. Peter Cammish had suggested including the Curriculum Chair. Many colleges do the Program and Curriculum Reviews at the same time, and they should at least be linked somehow. PR informs CR to fix things, possibly in the next year. President Gunther agreed it would make sense to have a CC rep from an area under review. The Curriculum Chair or designee, counseling rep or Articulation Officer, a DE rep (CTE is often left out), and possibly a student rep from the review area were considered. Senator Obegi will email an update. The Senate will vote at the next meeting on criteria for a Program Review Committee. Program Reviews could be placed one year in advance of Curriculum Reviews.

#### **9.7 Vocational Education Committee – Maire Morinec**

Postponed

#### **9.8 Senate Vice President Election Committee**

President Gunther reported that the Senate Vice President stepped down this summer. An email will be sent to all faculty for nominations / volunteers. The new vice president will probably be more active than usual because of President Gunther's pregnancy. She asked Senate members to consider volunteering for this important position. President Gunther also requested an election committee and Senator Brewer, Senator Pearson-Bloom, and Senator Jaimez volunteered.

### **10. Action Reminders**

### **11. Announcements**

### **12. Adjournment**

Motion to Adjourn – Senator Cittadino; Seconded – Senator Reeves; Passed – Unanimous  
The meeting adjourned at 5:02 pm