



ACADEMIC SENATE

Adopted Minutes

December 3, 2012

Board Room 626

3:00 pm – 5:00 pm

1. Call to Order

President Gunther called the meeting to order at 3:04 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, Tracy Fields, LaNae Jaimez, Katherine Luce, Amy Obegi, Scott Parrish, Teri Pearson-Bloom, Melissa Reeve, Ken Williams

Connie Adams, Admin Assistant

Absent/Excused:

Guests: Jowel Laguerre, Jeff Lamb, Renee Moore, Maire Morinec, Erin Vines, Marcie McDaniels, Immaculate Adesida

3. Approval of Agenda – December 3, 2012

Motion to approve – Senator Obegi; Seconded – Senator Duane;

Discussion: Action items (#9 on agenda) will follow the Discussion items (#10 on agenda); the Kiosk action item will be voted on after the other three; passed – unanimous

4. Approval of Minutes – November 5, 2012

Deferred

5. Comments from the Public

6. President's Report

President Gunther and S/P Laguerre agreed to forego reports to ensure time for the agenda discussion/information items.

7. Discussion Items

7.1 Faculty Hiring Priority List (Jowel Laguerre, Academic Deans, and Senate)

S/P Laguerre gave a brief history and update: two hiring lists were emailed and hard copy distributed; some positions were ranked last year; because of funding concerns, it was decided to forego hiring, but if departments wanted to go through the hiring process they could and positions would be offered in January dependent on passage of Prop 30 and one school decided to do that; Prop 30 passed; the plan was to open some of those positions in advance, forgot that was done with two positions and included those positions on the list to be filled; a request for nursing positions was included; looking at prioritization for 2013-14, S/P Laguerre took out those positions, liberating them for spring and to not mix them up, and then provided new ranking; the biggest change on the current list was the theatre's # 1 and #2 positions because the theatre association was promised the hiring of two full-time replacement positions; S/P Laguerre had promised President Gunther the hiring of seven positions and seven plus eight was the total that could be hired (see both lists). The seven went through the normal process, the list was submitted to S/P Laguerre, and this was the result. Because the Academic Senate just received the most current list, the deans first explained reasoning for the ranking of faculty positions followed by questions.

Comments/Questions: Senators queried why another math person wasn't added to replace retirements; agriculture (new) and horticulture (only two part-time now) should be discussed, they require two different degrees and possibly could be funded by VTEA if the College would commit to a permanent

funding priority; the English department is down several full-time faculty and only one was hired; there is a similar situation in math which has been a perpetual problem in these large areas; the need to grow some areas that have few or no full-time faculty was understood, but English is struggling, just getting the first new hire in five years. English positions now rank 12th and 13th even though that department teaches every Solano College student. Nursing has a similar situation and are at crisis mode.

S/P Laguerre stated the good news that state funding is turning around and the College has committed to hire new faculty. In coming years things will continue to move forward. President Gunther noted how fortuitous it was that Measure Q passed, which was written to allow payment for solar panels that will bring in more revenue as well as more general funds indirectly. One position has already been hired, fourteen more positions will be hired between now and fall, which will help the faculty obligation number. S/P Laguerre concluded the discussion pointing out the institution must bring in new faculty to keep operating and there are nine faculty pools this semester.

7.2 Shared Governance Senate Sub-Committee (Jowel Laguerre, Susanna Gunther)

S/P Laguerre proposed a shared governance plan (see distributed document: Proposal for Strengthening Faculty Senate and Administration, fall 2012) to strengthen communication with the Senate. He reminded Senators that he and past Senate President Thom Watkins discussed effective ways to work closer with the Academic Senate, especially as related to AB 1725. Although he wanted Senate feedback many times, he wasn't always able to seek it in a timely fashion and there were times when some colleagues spoke about how he may not use feedback well or at all. S/P Laguerre continued that to work more closely with the Senate, instead of leaving things for the Academic Senate President to pick up here and there and the waiting time for reports brought back to the Senate, he will invest in time to make a formal process. He suggested formation of a group along with continuing conversations with the Academic Senate President. Agendas would be published, meetings held regularly with notes taken, items presented for information/discussion and action following the meetings. The topics would be limited to Title 5 10+1 items and would be brought forward to the Senate for consideration. Bargaining items would not be discussed. S/P Laguerre can attend Senate meetings to answer questions and give updates but this process will eliminate the time needed for involved discussion of the items at regular Senate meetings. The aforementioned document has a summary of the proposal and an agenda format.

8. Reports

8.1 Subcommittees

8.1.1 Basic Skills – Melissa Reeve

Senator Reeve sent email announcements in the past week pertaining to BSI sponsored professional development opportunities including: summer Evergreen College Institute for First Year Experience; OnCourse training in San Francisco; solicitation of ideas for other potential professional development events. The Basic Skills Committee would like to identify robust high quality faculty training opportunities that will support campus Basic Skills instruction and faculty will be invited to apply for funding to attend. The process will begin next spring with ideas obtained for conferences, workshops, and other professional development as well as the familiar mini-grant project opportunities. January Flex Cal for student equity was the third item the Committee focused on in recent weeks.

8.1.2 Curriculum – Joseph Conrad

Transfer Degree information from the Chancellor's Office was emailed to Senators recently. Curriculum Chair Conrad noted it will have a significant impact on the whole system regarding transfer degrees without moving deadlines. By fall of 2014 every College program with corresponding transfer model curriculum needs to be in place. What has become more difficult is that, when a TMC is set up, there are course numbers as part of the C-ID numbering system, in response to legislation for common numbering with CSUs, community colleges, and hopefully UCs. New course C-IDs are being added all the time. As part of TMC, a Solano College course would say that it matches up with that C-ID. Up to now it was adequate to just say a particular course was running parallel and verification could be submitted that it corresponded to a particular C-ID number, and could then be placed in the College catalog. It would also mean there should be seamless transfer to other colleges. Many faculty had certified they had

course “x” when they really didn’t, so the Chancellor’s Office put in the new rule, effective January 13, that no TMC can be submitted unless you already have the course approved through the C-ID system. As an example, MATH 40 doesn’t meet it because the prerequisite is different and would have to be changed. Other courses might take much more drastic revision to comply. This adds another layer of complexity to produce the TMCs. Increasing awareness is needed as the TMCs have to be submitted in time. The statistics course C-ID with intermediate algebra as a pre-requisite was withdrawn for re-vetting. Significant numbers of faculty across the state raised concern about standing C-IDs for statistics. President Gunther noted there were at least 19 schools already teaching statistics without pre-algebra. The situation in math is particular to math and accelerated English hasn’t had the same challenges or the same type of subfields as in math. The particular algebra needed in stats is taught but will no longer be acceptable. Math, sociology, and communication have already been submitted and approved and the deadline is June 14 to ensure everything is properly C-ID approved or they will be withdrawn. The articulation officers submit course outlines to the C-ID review process, which is run by a grant at Los Rios College; they are forwarded to a faculty review group with a chairperson in each area across the state; courses will be reviewed by two community college faculty and one or two USC review faculty; the process generally takes a few weeks; if there are minor problems, they have to be resubmitted; larger problems would require the process start over. Chair Conrad is working with Robin Arie-Donch, Articulation Officer, to submit some series 20 math courses (easiest to start with) and move forward from there. As Ms. Arie-Donch becomes familiar with the process it should run smoothly next spring. Community colleges should be trying to get as many C-IDs as possible to benefit students. Senator Cittadino expressed his concern that more than 50% release time is needed for the Articulation Officer.

Chair Conrad noted that faculty will have to check into what courses are needed and if they match Solano College courses. If they don’t, course modifications will be needed and noted under “justification” to comply with C-ID descriptor. Once the Curriculum Committee passes a course, the faculty will be responsible to confer with the Articulation Officer. President Gunther agreed a recommendation would be wise to have the Articulation Officer position changed to full-time as soon as possible. Senator Pearson-Bloom suggested creation of a flow chart with a C-ID checklist of steps required. Chair Conrad will work on that and bring back to the Senate along with where to find C-ID information.

8.1.3 Distance Ed – Dale Crandall-Bear

DE Chair Crandall-Bear reported that spring will be busy with mostly positive changes coming. Some major proposals will be brought to the Academic Senate, including one for new administrative staff to assist in the LMS/Banner interface. Because DE growth happened quickly, is in need of more organization, and with new state requirements, the DE Committee began working on proper guidelines and procedures to have in place, including an entirely new DE course approval process. DE will actually review course shells and approve them in conjunction with the Curriculum Committee. The Chancellor’s Office and ACCJC now require documentation that publisher/canned courses are not being used and the only way to do that is to actually look at courses during the approval or review process every five years. S/P Laguerre has confirmed the transfer to Canvas over a two year phase which will begin next fall and be realized by spring 2015. As the DE Committee works on these items, Professor Crandall-Bear will forward proposals to take to the Curriculum Committee and the Academic Senate.

8.2 Treasurer

Deferred

9. Action Items

9.1 Motion for Program Review

Senator Obegi read the motion.

Motion to approve – Senator Reeve; Seconded – Senator Duane; passed – unanimous.

Discussion: Senator Obegi met with President Gunther last week and discussed initial resources and reassign time or some type of compensation for lead writers. Senator Obegi only heard back from two other colleges. One has .2 release time for the lead writer. During reviews, another school has 1.6 total release time split between 8 writers to review 8 programs per year. That could be considered as Solano College has 15-18 smaller programs to be reviewed each year per school. San Diego Mesa College doesn't offer any compensation, they're trying to simplify the process and make program review smaller. Santa Rosa College uses the discipline faculty chairs. Compensation ideas were discussed: consideration for the program size; reassign time based on how big schools are; a stipend might be easier to prorate based on program size; potential of stipend split with whoever works together, chair starting at .2 release time and review if that is sufficient during the pilot. Whatever is proposed will go through the union and administration and it should be given serious thought. It can be difficult to ask for reassign time when non-instructional time takes away from mandated instruction time. President Gunther suggested both reassign and stipends could be used. A job description would be needed for the writer but an interview shouldn't be needed. A small program wouldn't need release time and larger programs would need a coordinator and lead writer. Senator Pearson-Bloom added that with reduced overload statewide, if reassign time hurts programs, a stipend would be a better choice for that instructor and administration should let divisions decide.

9.2 Tempest Kiosks

Motion to allow Tempest to bring in outside company kiosks to raise revenue – Senator Reeve; Seconded – Senator Jaimez; passed – unanimous.

9.3 Faculty Hiring Policy & Procedures Review Task Force (Immaculate Adesida)

Emergency Hiring was discussed at the last Senate meeting. Additional comments were not sent in after the meeting. Both emergency and non-emergency policies need to be updated. The idea was brought up to have a similar or the same task force to revise the full-time permanent faculty hiring policy and bring back in sections next semester to discuss with constituents. Senators agreed that would be more efficient than working on it during Senate meetings.

Motion to expand the Emergency Hiring Policy Task Force role to move forward and work on sections of the full-time permanent hiring process in spring 2013 – Senator Reeve; Seconded – Senator Pearson-Bloom; passed – unanimous.

9.4 Faculty Emergency Hiring Policies (Immaculate Adesida) (10 minutes)

HR Manager Adesida reported no more feedback was received from Senators after the last discussion or from deans who were emailed the draft. She suggested voting on the new policy if there are no other comments. EVP Reyes added that once approved by the Senate, it will be submitted to Shared Governance Council, the President's Cabinet, and the Board of Trustees. President Gunther reminded Senators they can inform their constituents, let them know the policy is being vetted and moving forward in the approval process and to contact her, Gene Thomas, and/or the deans if they have additional input. It is important this move forward to have something reasonable rather than no policy. She has been impressed working with the current HR staff on this collaboration and other items last summer.

Comments/Questions: Based on Senator Obegi's concern, addressed also at the November 5th meeting, regarding what happens to faculty who aren't evaluated, wording will be added "unless they receive negative evaluation they could be renewed for two years". In reply to suggestions to increase the low minimum timeframes for emergency and adjunct hiring, President Gunther noted there is a current adjunct pool and a continuous advertisement and application process. Ms. Adesida added that adjunct positions remain open for twelve months and are reopened every year. Emergency hiring interviews would be scheduled within a couple days and deans would check references a day or two after the interviews.

Motion to accept emergency hiring policy as amended to reflect change (see above quote) – Senator Reeve; Seconded – Senator Pearson-Bloom; passed – unanimously.

10. Information/Discussion Items

10.1 MOUs & Transfer Agreements with Independent Institutions - Robin Arie-Donch & Marcie McDaniels (10 minutes)

Marcie McDaniels, Transfer Center counselor, distributed a cross-town agreement document. She explained that agreements have been in place since one made with UC Berkeley in 1991. Sacramento State requested an updated and signed agreement with the ROTC program; the cross-town agreement is with several colleges including Solano; it explains the requirements and benefits. Usually 2-3 Solano students participate each year and scholarships pay up to \$900 per semester. The commitment from Solano College is to advertise it in the catalog (page 51). Ms. McDaniels noted they see this as a win-win arrangement. The original and very simple agreement was revised with a little elaboration on wording. Students take whatever courses are required for the program as a normal Solano College student with minimal commitment and time at Sac State. Solano College counts the units for the aeronautics studied there. Senators had no objections and the updated agreement will be voted on in January.

10.2 Schedule of Classes (Barbara Fountain) (10 minutes)

President Gunther read Barbara Fountain's memo which included the following points: plans are to have a hard copy Schedule of Classes that includes all CRN level information for the next cycle (summer/fall 2013); the intention is to have that ready at least one month prior to the start of priority registration so that students and employees can use it for planning purposes; the main roadblock to accomplishing this is having all the courses built into Banner in a timely manner if deans don't know projected targets to build their schedules and if the deans and faculty cannot agree on who is teaching what/when in a timely manner; all involved will need to be part of accomplishing the timeline above and there will need to be an understanding that regardless of whether everything is in correctly or not by the stated timelines, printing will move forward. In next week's enrollment management meeting, R&P Director Cammish will be providing targets and accompanying information. Dates will be set but it will be difficult for staff to have everything in Banner by February 13.

A decision needs to be made on whether or not to charge students \$1 or more for the Schedule of Class booklets. Senators should bring this question to their constituents and report their responses to Barbara Fountain and President Gunther. The spring version cost roughly \$5,000.00 for 20,000 copies, which was much less than the past (\$20,000) devoted mostly to mailing the postcards. Savings were used for more advertising via radio, on campus, buses, bus stops, etc. Those items can be reviewed. Approximately 40,000 postcards will be sent.

Comments/Questions: it is easier to look up classes in the printed schedule rather than checking one class at a time on the computer, which is frustrating for counselors; it is a good idea to charge students who will likely be willing to pay for it; schedules organized by CRNs work much better for daily reports. Senator Pearson-Bloom opined the schedule is good to have but scheduling must be fixed; CRNs weren't available until the schedule went out, students wanted to meet again with counselors because of CRN and class changes. She queried if the Academic Senate could take on a bigger role to ensure improvement. President Gunther responded that when she met with S/P Laguerre last Monday he felt strongly that one of the biggest issues was adding classes late, which was part of the reason enrollment was down. A paper schedule has been issued for years and it is good to see administration trying to improve that. Their big concern is mostly about communication problems to get rooms in a timely manner without changes that negatively affect students. Senator Pearson-Bloom added that timelines for the schedule should be set and published; everyone would have to adhere to it, no matter their individual school method; that should start now; new deans need to follow what's scheduled. President Gunther replied that Barbara Fountain stated similar points and this item will be brought to the Enrollment Management meeting. Senator Jaimez added that since faculty have been more removed

from the scheduling process, there have been problems getting schedules done. Senator Pearson-Bloom noted that while waiting on the Prop 30, the enrollment issue wasn't foreseen and sections are needed to stabilize outside of the dean's control of department cuts; new school coordinators would be a help with the scheduling process. Senators voiced general agreement that follow-up is needed.

10.3 Flex Cal Proposal Draft

There needs to be more uniformity and clarity regarding approved Flex Cal activities. Deans were in favor of the Academic Senate giving guideline input on faculty Flex Cal credit for attending Academic Senate, division, and department meetings. Some administrators noted a challenge scheduling meetings because the contract requires three hours and with some faculty off campus, more than one division meeting has to be scheduled. Credit should be given for Academic Senate meetings. Senator Pearson-Bloom suggested the approval form could have more guidelines. President Gunther thought it might be best to create a different committee than the regular Flex Cal Committee to decide what would be approved for Flex credit.

10.4 ASCCC regional Leadership Development Workshop

President Gunther reminded Senators that volunteers are needed for the March 1, 2013 workshop to be hosted by the Senate. It will be similar to a mini-leadership institute. Senator Jaimez reported she was inspired and learned a lot from her recent attendance at the ASCCC Plenary Institute. She encouraged others to participate in these events. Anyone willing to help should contact President Gunther or Senator Jaimez.

10.5 Meeting with Administrators and early January Senate Meeting Schedule:

After brief discussion, Wednesday, January 9, the day before required Flex Cal, was chosen as the available option for the regular and joint Senate meetings and a majority of Senators confirmed they could attend. A calendar invite will be sent to Senators and educational administrators.

11. Action Reminders

12. Announcements

President Gunther reminded everyone that Senator Jaimez will fill in as Acting President during her maternity leave.

13. Adjournment

Motion to adjourn – Senator Reeve; Seconded – Senator Jaimez; Passed – unanimous
The meeting adjourned at 5:03 p.m.