



JOINT MEETING of the ACADEMIC SENATE and EDUCATIONAL ADMINISTRATORS

Adopted Minutes

January 9, 2013
Board Room 1421
1:00 pm – 4:00 pm

1. Call to Order

President Gunther called the meeting to order at 1:04 pm

2. Roll Call:

Educational Administrators: Lily Espinoza, Jerry Kea, Jeffrey Lamb, Shirley Lewis, Renee Moore, Maire Morinec, Genele Rhoads, Diane White, Erin Vines

Academic Senate: Kevin Brewer, Nick Cittadino, Joe Conrad – *ex officio*, Dale Crandall-Bear – *ex officio*, Erin Duane, Susanna Gunther, LaNae Jaimez, Katherine Luce, Amy Obegi, Terri Pearson-Bloom, Melissa Reeve, Ken Williams

Absent/Excused: Alba Christiansen, Tracy Fields, Scott Parrish
Connie Adams, Interim Admin Assistant

3. Approval of Agenda – January 9, 2013

President Gunther requested the addition of Flex Cal Task Force Proposal, under Item #6 after the Educational Master Plan. Vallejo Center Dean Shirley Lewis will give an update on middle college high school during the deans' reports.

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

4. Vice President of Instruction Report – New VPI

Diane White, who just assumed the vice president position this week, gave the following report.

Final Grades: Deans had a long discussion this morning regarding problems with submission of final grades. Although there has been improvement, much more is needed. At the meeting Robin D'Arcangelo explained there are some very serious implications for students, including: financial aid; transfer agreements pending on grades; whole CRNs not being submitted. The problem seems to involve the same faculty. Everyone needs to be well educated about their obligations and the implications. The deans will speak with faculty, other ways will be used to get information out, and faculty will be subject to discipline once information has been clearly disseminated. For full financial aid disbursement 100% of grades must be submitted; 35 grades are still missing today; students can't purchase books until those 35 are completed and the deadline is 5 p.m. VP White will work with the deans to resolve this problem and it also needs to be part of the institutional discussion. The vast majority of faculty are doing their job and are concerned how this is affecting everyone.

Final Exams: This item is covered in Board Policy 5070; a number of faculty are not giving finals or appropriate culminating activity at a designated time and in a designated classroom; implications are contractual; reports go to the Chancellor's Office and it affects apportionment and academic integrity. There have been reports of faculty giving finals three weeks ahead of time and being absent without appropriate leave. VP White will work to get this message out clearly to faculty. Students or faculty who

are aware of any of these issues should inform deans who will bring the issue to the subject faculty member anonymously. Classes that require presentations could use that time: for presentation to peers; to give feedback to students; the activity needs to be held at the times dedicated for finals. If an instructor feels that finals don't matter, the rigor of the class would be in question. UC dictated changes and if they pull a syllabus and see no final exam, they wouldn't have to accept that course. Dean Moore noted that Accreditation pulled every course, not just looking at Section K, as they wanted every syllabus taught for a course and what was in the final exam. She was told it is a regular check on the articulation agreement. Dean Morinec added that it was an issue of regular effective contact hours as some instructors are not keeping students in class for the time allotted.

Course Cancellations: overall schedule expansion was followed by some contraction, and deans are making a good determination of what to keep and what to recapture down the line. They are looking at: low end courses that are 50% full and lower and considering possible reductions; options to offer combination of online, face-to-face and courses at centers; students who don't make it to class could start in the late start schedule to recapture FTS currently being lost; the need for a robust marketing campaign to reach the 8500 mark, currently at 7500; late start as a pilot this year; what the students need and want (Thom Watkins always said short semesters are attractive to students and one of the reasons private schools are popular) but shorter courses garner less FTS; marketing to increase summer intercession; avoid borrowing from summer to meet numbers; get Banner to implement wait lists or another way to tell true demand of courses. Peter Cammish had pulled up chronological fill information for an indication of how popular a class is. Senator Cittadino suggested late start classes should not be promoted at the same time as regular classes because the latter might fill up at the same time. VP White concluded that a lot of work is needed to develop protocol for scheduling. Updates on progress will be reported.

Dean Kea pointed out the importance to ensure rosters are correct for accuracy of enrollment numbers and seats need to be opened up for students who want to be there. Dean Morinec noted the Chancellor's Office has sent out information that a large number of students commit financial aid fraud and it is the instructor's responsibility to drop students who don't come to class. According to College policy, a student who misses more than three times should be dropped. Deans will send that message out to all faculty. Although it is not required to take roll in every class, VP White always wanted students to know that it mattered to her that they show up, she expected them to be there and took roll every day of the semester. Faculty are accountable for regular effective contact. If the state determines a student hasn't had regular effective contact apportionment will not be given.

Senator Reeve noted that Carnegie units and seat time raise an issue regarding the strict policy of not hiring subs until the instructor missed class three times; there have been situations in classes where instructors know they'll have three absences (attending conferences etc.) but can't arrange ahead for a sub until those three absences occur. That increases the chance that students won't receive the required instruction time. Dean Morinec agreed the policy needs review, issues could be dealt with on a case-by-case basis and added that classes are more easily rescheduled in some areas, such as nursing. Dean Vines suggested looking at the level and complexity of fraud. Students probably know who does and doesn't drop. Dean Morinec added that it makes retention look great but the increase of "F" grades decreases success rates. During Dean Moore's ten plus years of teaching online, students had to log in three times per week or they'd be dropped. VP White stated the Chancellor's Office is developing policies and adhering to those policies to make it less broad regarding correspondence courses. DE Coordinator Crandall-Bear added he will be working with the DE Committee for best practices everyone can follow and will be advocating for all instructors to have an immediate assignment the first week of class that students respond to, followed by clearing the rosters of students who don't respond. Senator Pearson-Bloom suggested "may" drop should be more specific, less interpretive, so all are on the same page. A clause could be included for extenuating circumstances. Senator Cittadino reported financial aid has become more strict with students dropping and coming back; if faculty members do midterm grades and

alert counselors, they could contact students. Dean Vines noted the SARS alert, linked to roster for the past year, is working but better advertising is needed. He will send information to all faculty. There are plans to hire a VP of Student Services in fall 2014. Dean Vines met with Robin D'Arcangelo and S/P Laguerre to discuss increasing the Articulation Officer position from 50% to 70% release time, possibly in February. The faculty union and HR would have to agree.

Dean Espinosa pointed out the syllabus in some classes had attendance linked to grades, but that is not allowed. Class is about participation.

5. Academic Senate President Report – Susanna Gunther

President Gunther waived her time for the Academic Deans to give updates on the status of new faculty hires.

6. Information/Discussion Items

➤ 1725 Training

Shared governance: President Gunther spoke with S/P Laguerre regarding bringing a joint training session to the College, by ASCCC and the Community College League, for the Senate and deans. VP White suggested training be held on a mid-semester or an August Flex day. President Gunther will check with the state organization for the scheduling. The Senate approved S/P Laguerre's proposal for improved shared governance by creating a 10+1 Committee, to be piloted for one year, that would include the Senate President, two senators, one SCFA rep, the Superintendent/President, and two deans.

➤ Status of Vice President of Instruction Hiring: Introduction of new VP 2 theatre, political science, English

Diane White, history professor and first Academic Success Center Coordinator, was introduced as the new Vice President of Instruction Hiring.

➤ Status of Dean Hiring

A hiring committee meeting is scheduled for tomorrow.

➤ Status of Full Time Faculty Hiring

Dean Lamb, Liberal Arts: four positions to be hired; the next step will be a call for committee members; job descriptions will be reviewed and interview questions created; a temporary full-time faculty was hired in English and, contingent on funding, the position should transition to permanent full-time; HR will help with what needs to be done.

Dean Morinec, CTE/Business: positions include three nursing, a CIS, and an auto tech; nursing positions have been sent to HR; CIS was mentioned to faculty and an email will be sent to all faculty who want to serve; faculty on hiring committees must have EEO training, which will be much simpler once available online. S/P Laguerre asked VP White to review a dean of nursing position.

Dean Moore, Science: positions include one major and one non-major biology, ag/horticulture, and math to cover Genele Rhoads classes; hiring committee volunteers are needed; job descriptions to be completed. President Gunther noted that current HR staff is more centered on diversity which can be a challenge to finding members. She added that a full-time permanent dean for the School of Math and Science will be hired to start in the fall.

Additional Reports

Middle College Update – Dean Lewis, Vacaville Center: planning has been in process over the last year or two to establish a middle college high school in Fairfield, perhaps Vallejo, and Vacaville. Genele Rhoads, Renee Moore, and Barbara Paveo will meet with Will C. Wood High School and Kaiser in

Vacaville to partner with a focus on science, technology, engineering and math. This is based on the model of a small high school in New York placed on a college campus and high achieving high school students, who didn't fit into the high school setting, were recruited into the program to take high school classes in preparation for college. The Vacaville plan will have students take their first four periods at Will C. Wood, then be transported to the Vacaville Center on Monday and Wednesday. The students would continue with some high school classes and, on other days, they would have the option of taking college courses; a cohort of 35 high school freshman is being considered; the students would not go as a cohort into college classes; they would meet with counselors. Counselors and deans have come up with tentative classes focusing on career pathways and orientation would be held in the summer. Barbara Pavao had pointed out that students would be encouraged to check out all their options to be ready for college as well. Dean Kea reported that a program was established at Contra Costa College 25 years ago with astonishing results, about half of the students completing their AA by the end of high school. Students could be enrolled in college courses on off days. Dean Lewis continued: students would be recruited from community-wide middle schools and home school students. The process would involve applications, criteria, contract agreements, and parent/student interviews to select students who will be successful. Fairfield would like to have the program be part of Rodriguez High School and they have proposed to have the entire program at the Fairfield campus. More planning will be needed. S/P Laguerre will meet with Vacaville and Fairfield superintendents. At any given time, 5% of a high school population is allowed to attend college. No developmental or PE classes are allowed. The high schools will pay for textbooks and college attendance costs. Senator Obegi raised concern about different requirements and responsibilities for 15 or 19 year-old students. Dean Vines replied that many younger students attend now. Dean Lamb noted there is a list of courses not deemed appropriate, including cinema. Senator Reeve added that more education would be helpful on this topic and noted that students don't have to self-identify their age.

Dean Kea, Vallejo Center, proposed a High Schools Admission Policy last year but, due to SLO and other urgent work that came up, he will bring the topic back at a later date. He clarified that this is a different topic than middle college.

Dean Kea, Vallejo Center, shared the middle college high school concept with the new superintendent in Vallejo, but did not receive a warm reception at that time. At a later meeting with a larger group, excellent dialog began with practical articulation information. Many College faculty attended. The Vallejo Superintendent would like her students to attend College classes in their buildings. The idea looks promising and a follow-up meeting will be held in a month or so. The rationale to keep students on the high school campus could be lack of funding, transportation costs, and a different environment in Vallejo with more single parents and mobility issues. Senator Jaimez reported the Superintendent's aspirations were: to better prepare students to succeed in college classes; to have College faculty meet with high school faculty for planning; to have meaningful and realistic expectations that students would exit high school with 4-8 college credits; to put graduated students to work by including CTE stackable certificates, such as auto body, to help students find jobs while completing studies at the College. The Vallejo Superintendent plans to have every single Vallejo high school student in careers with specific training at specific high schools. She is also eliminating dumbed down classes, such as in math, and will align assessments as well as curriculum. Dean Kea summarized that it was a very productive meeting with fine-tuned expectations at the conclusion. Dean Lewis noted that Genele Rhoads has been working with math teachers throughout the community on standards, and this may help with more collaboration.

➤ Ed Master Plan

President Gunther reported that the plan is to be a live document, similar to SLOs with database involved to lodge information that is currently part of the master plan, such as demographics and information from Program Reviews etc. where folks can obtain updated information. The Academic Senate and S/P

Laguerre agreed to have several meetings this semester with someone from Research & Planning for computer assistance and some administrators involved as well.

➤ Flex Cal Proposal

President Gunther gave a brief outline of this item: discussed at the morning Senate meeting; a group met to begin discussion, but direction and how to proceed was unclear. The Academic Senate came up with a few specific items that may be beneficial to work on:

- Update the Flex Cal form - may have to work on some of this with the faculty union as well.
- List of guidelines for acceptable activities with both faculty and dean input
- Forms could have checkboxes for different guideline activities that would go together and articulate easily.
- How much documentation is legally required? It is difficult to get documentation for some optional flex
- Create an appeal process when activities are denied either through the Flex Cal Committee or the 10+1 committee, to be established with deans, senators, and a union rep,
- An overall concern was minimal or uncertain funding committed to faculty development and the allocation process is not always consistent or well-developed.

Comments/Questions: Flex Cal hours would decrease and instructional hours increase; the state sets parameters but the local level can determine how to divide the time; having more instructional days reduces flex time and other campuses have less; Carnegie allows scheduling up to 52 hours and 45 hours are required for students, so if scheduled to the maximum, there may be more wiggle room; a problem for deans has been that optional flex became days faculty don't have to come in; the Committee is doing a good job to change that; a workshop on strategic proposals was held on a Friday and many people attended; optional day attendance is best when focused, such as an English department retreat or curriculum consultants brought in for nursing; scheduling flex days right before vacations doesn't help; the contract states a certain number of instructional, office, grading, etc. hours and nine hours every week for professional activities. Last year Deans took the Chancellor's Office guidelines and added some localizing based on what they believed to be local concerns. They welcomed faculty discussion.

Senator Reeve suggested earlier that there be some kind of appeal process with more than just a dean to make the decision and a checklist would make it less open to interpretation. Dean Morinec noted that Chabot College's Academic Senate submits a plan for Flex that may be updated during the year and the Senate actually approves individual's plans. The Senate members are smart and impartial enough to determine if faculty activities are really meeting standards and the intent of professional development, considering what the need will potentially be in the coming year, such as implementing new technology into the classroom. There could be workload issues; the form could be streamlined; there could be a standing subcommittee that would see trends, what activities can be offered, what requests are being made, and know what funds are available. VP White will research California state requirements and what funds are available at the College and where. Dean Lamb noted that money was to be allocated from the state but falls on the districts. The process for accessing should be decided on by deans. The strategic proposal process might be a good way to have funds allocated. Each year some of the Perkins Plan funds can be allocated for CTE curriculum and professional development. Strategic proposals fall into a different category than professional development.

7. Announcements

Senator Williams announced the horticulture department replaced 50 trees and planted others after receiving their first grant. A second grant application is in process. The department received permission from S/P Laguerre to participate in Food Hub and be the distribution center for Solano Grown members selling local produce and products online to the community.

8. Adjournment

Motion to adjourn – Senator Cittadino; Seconded – Senator Reeve; passed – unanimous
Meeting with Ed Admin adjourned at 3:06pm

Continuation of morning meeting:

As agreed at the morning Senate meeting, discussion of the agenda item 10.5 continued. President Gunther stated: she could not see reconstituting the hiring committee as a viable option and wouldn't be amenable to doing that; it would set a bad precedent; it would make sense to come up with some other process to deal with what cannot be transparent about appointed committees; due to inaccuracies etc., it might make sense from this experience to come up with a way to address the greater issue; unless HR decides to change something with this particular process, she believes it will go forward.

Senator Reeve responded: it would be an extremely bad precedent for Senate to ignore issues brought up by senators; she was very discouraged and unsure how to interpret the lack of response from Senators; she would hope to be more supportive under similar circumstances; she felt the Senate President is using the "bound to silence" as reason to not answer questions; what precludes at minimum sharing of the disciplines included on a hiring committee; questions were raised through the appropriate Senate process in her capacity as a representative as well as Michael Wyly, as Humanities Coordinator, both coming forward as a result of colleagues' concerns.

In an effort to move forward, suggestions included the following: implement a policy change to prevent this in the future; because transparency is impossible in a non-transparent situation, the President could give some indication of what strategy and criteria they will use and send back to the school for input if many apply to be on the committee; a committee should be formed and then meeting dates set (in this case HR set dates in advance); take this lesson forward; elected officers need to be trusted to do their job to the best of their ability; the next committee might include members from the list of names not chosen for the committee in question; resolve by using the newly approved executive committee and future department chairs; go beyond "first come" for selection.

Motion to adjourn – Senator Brewer; Seconded – Senator Pearson-Bloom; passed – unanimous

Final meeting adjourned at 3:47 p.m.