



## ACADEMIC SENATE

### Adopted Minutes

February 10, 2014

ASSC 1421

3:00 pm – 5:00 pm

**1. Call to Order**

President Gunther, via phone, called the meeting to order at 3:02 pm.

**2. Roll Call:**

Susanna Gunther, President

Sabine Bolz, Kevin Brewer, Nick Cittadino, Lue Cobene, Catherine Cyr, Dale Crandall-Bear *ex-officio*, Erin Duane, Amanda Greene, Les Hubbard, LaNae Jaimez, Amy Obegi, Dan Ulrich, Darla Williams, Ken Williams, Michael Wylly

Connie Adams, Admin Assistant

Absent/Excused: Joe Conrad – *ex officio*, Lisa Giambastiani, Katherine Luce, Teri Pearson-Bloom

Guests: Jowel Laguerre, Diane White, Mayra Loza,

**3. Approval of Agenda – February 10, 2014**

**Motion to approve – Senator Cittadino; Seconded – Senator Greene; Passed – unanimous.**

**4. Approval of Minutes – February 3, 2014**

Deferred

**5. Comments from the Public**

None

**6. President's Report**

*Accreditation News:* President Gunther shared the exciting news regarding the College receiving accreditation reaffirmation.

*Enrollment Management:* President Gunther attended the Enrollment Management meeting last week. The Committee was concerned about this semester's negative 500 FTES. She asked Senators to go back to their constituents to request they announce in their classes that the College will have a large summer selection of classes and to promote summer classes offered within their divisions. For example, if you teach Math 330, promote Math 104. Schedules should come out soon.

*Hiring:* All hiring committees have met at least once and the process is going smoothly. If anyone is having issues regarding administration hiring, such as hiring committee meetings being scheduled during their class time, let President Gunther know.

**7. Superintendent/President's Report**

*Enrollment:* S/P Laguerre thanked President Gunther for bringing up the enrollment issue. He encouraged faculty to please reach out to students and potential students more than ever and be innovative in finding different ways to encourage enrollment. The College is also starting to look at non-traditional times and days to provide more access to students.

President Gunther asked what would happen if the College is unsuccessful in increasing enrollment. S/P Laguerre replied that colleges have three years they can be under FTES that funds have been received for before being re-benched. Solano College is in year two of the three-year timeline. Numbers can be borrowed from summer but the bottom line is that outreach needs to be more visible. S/P Laguerre just sent letters to all area high school graduating seniors inviting them to the College. Senator Bolz queried if

any evaluation has been done on the impact on enrollment from the schedule format. S/P Laguerre stated the economy has more to do with it than scheduling. President Gunther noted that people are working on Banner to provide waiting lists for classes. That will be a good tool to use in order to schedule full classes when enough students are waiting.

*Accreditation:* S/P Laguerre expressed appreciation to all for the reaffirmed accreditation. Staff equity, student equity and DE are still being worked on. The October 2014 report will reflect these three areas as well as Program Review. The Accreditation Coordinator position will continue and it is important not to let our guard down. The 2016 self-study is coming up and, rather than waiting until one year prior, work will be ongoing. The drumbeat is to evaluate, evaluate, evaluate. The Academic Senate should reflect back on the Program Review process, evaluate it, and be sure to document it. Everyone should feel encouraged that this hard work has paid off.

## **8. Interim Vice President's Report**

*Grant Received:* IVP White reported the Pathways to Law School Grant was awarded to Solano College and 19 other community colleges in California. Feedback noted that Solano College had one of the best written and organized grants. The goal is to connect to another \$6,000,000 grant very soon.

*ASCCC Accreditation Institute:* IVP White attended the ASCCC Accreditation Institute in San Diego last week and she agrees there is no time to sit back now. There are new changes on the horizon and Institutional Set Standards (ISS) need to be implemented per the US Department of Education. The College needs to set goals for student achievement and how their success will be measured. The ACCJC will begin to give more attention to this. A rational basis for the term "success" needs to be provided that is the same throughout disciplines. There is a necessity by summer for integrated planning by looking at how the mission feeds into the goals, how the goals feed into strategies, how the strategies feed into the plan and how the plan feeds into the budget. All resource allocations, including time, will be tied to this. Old models will be reviewed and revised as needed. IVP White is looking for the Academic Senate to take the lead going forward. President Gunther queried if there are ISS examples available from other schools. IVP White replied that Palomar has a simple model. The College will look at the goal for student achievement and have a plan to reach and evaluate it. IVP White noted the timeline for starting this goal was a year ago but no one could offer clear answers on consequences. She believes that, if progress isn't shown, it will be noted in the Accreditation Report and funding could be tied to outcomes. IVP White also believes ILOs should inform ISS. The College needs to create a culture of evidence for everything that is done. There has been talk of needing to measure the success of students after they transfer and possibly also if they've obtained gainful employment after graduation. VP Wyly noted there was talk in the past about giving a student the same ID number throughout attendance at institutions to track their status and success. IVP White replied that it is still under discussion at the Chancellor's Office but undecided. She clarified that the ISS has multiple standards for multiple purposes and PLOs will be integrated with ISS.

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

### **9.1 Administrative Hiring Update – Diane White**

IVP White reported faculty are emailing requests for space in buildings under the new Educational Master Plan. She met with the President's Cabinet and they will work on a uniform protocol for all requests. President Gunther gave an example of buildings shared with other disciplines and agreed a decision making protocol is needed. S/P Laguerre, IVP White, Bonds Manager Leigh Sata, the President's Cabinet, and the 10+1 Committee will meet to work on a plan. IVP White will ask for weekly or biweekly reports to share with the Senate.

### **9.2 Assessment Committee Update – Diane White**

The Committee will be composed of school coordinators and one other representative from each school. IVP White hasn't received much response and she requested Senators ask their constituents if they want to be on this Committee. Anyone interested should contact IVP White. Senator Obegi volunteered to serve as the Program Review representative.

9.3 Part-Time / Emergency Hiring Policy Update – Diane White  
IVP White has been working with President Gunther and Senator Jaimez on the part-time and emergency hiring policy updates. They set a deadline of April 15 to complete and push through the processes. President Gunther asked IVP White to find someone from HR to join the committee.

9.4 Dean & Faculty Hiring Update – Mayra Loza  
Interim HR Analyst/Recruiter Mayra Loza was invited to the meeting to give faculty an opportunity for a hiring status update and to ask related questions. Ms. Loza reported on the faculty timeline as follows: committees will meet and return spring interview questions between now and February 25; February 25 is the closing date for applications but S/P Laguerre decided to reopen as continuous, to open the opportunity for anyone who might have not met the deadline; HR will have all information to screen; faculty and dean postings will be closed once the final offers are in; HR will screen applications on February 25 and 26; committees will screen applications between February 27 and March 5; on March 6 candidates will be called to set up interviews; the first interviews will be between March 14-21; interviews with IVP White and S/P Laguerre will take place on April 2; second interviews will take place on March 3, 10, and 21. President Gunther pointed out it has always been the practice that chairs and faculty can attend second interviews if they want. Ms. Loza will check into that option. S/P Laguerre can invite people in for dean interviews. The Dean of Behavioral and Social Sciences interview will take place March 7. If there are four or fewer finalists, second interviews will take place that day for candidates' convenience as some might be from out of state. The Dean of Liberal Arts hiring committee will have its committee will have its second meeting on February 11. Interview dates haven't been set yet for that dean or director position. The Dean of Health Sciences interview will be on March 6, Dean of Counseling on March 10, and the Vice President of Academic Affairs hiring committee will have its first meeting tomorrow. In response to Senator Obegi's query on how to communicate going forward, Ms. Loza said to email Alexis Lozada, HR Generalist, with the name of the chair and committee members. HR will verify all are EEO trained and then release the applications.

9.5 Database / Program Review – Roger Clague  
Deferred

## 10. Action Items

None

## 11. Reports

### 11.1 Subcommittees (3 minutes each)

#### 11.1.1 Accreditation – Annette Dambrosio

No report

#### 11.1.2 Basic Skills – Melissa Reeve

No report

#### 11.1.3 Curriculum – Joseph Conrad

Due to a time conflict with Senate meetings and his class schedule this semester, Chair Conrad will email Curriculum Committee reports to the Senate. Senator Duane read CC Chair Conrad's report.

“Solano College continues to make progress with Associate Degrees for Transfer. We have three currently at the Chancellor's Office in the approval process and one more getting ready for submission. We have had two new ones (Geography and Criminal Justice) submitted to CurricUNET recently and are aware of several others in preparation. Please encourage those in your areas who are involved with this process to continue the work. Time is running out! (I have attached my spreadsheet that keeps track of progress.)

A work group has been formed to formulate a co/prerequisite policy that updates our current one to include content review as defined in changes to Title 5 that occurred a couple years ago. We hope to bring a draft for your consideration in the next month or so.

If you have any curriculum questions, please email them to me and I will do my best to answer them.”

#### 11.1.4 Distance Ed – Dale Crandall-Bear

Coordinator Crandall-Bear announced faculty can take a full semester building a course. Training is available completely online and on demand. Courses are only reviewed once but if a course shell is not quite completed, a pilot approval can be done followed by a complete review when the course is revised and/or completed. If any portion of instruction in a face-to-face class is entirely online, that part will need a completed review.

#### 11.1.5 Program Review – Amy Obegi

The Strategic Proposal deadline was extended until Tuesday due to the Monday holiday. The Academic Senate needs to have a database discussion but that won't take place until March 3. Program Review will meet again on February 24.

#### 11.1.6 10+1 Committee – LaNae Jaimez

The Committee hasn't met in the last week.

### 11.2 Treasurer

## 12. Action Reminders

## 13. Announcements

Welcome to Darla Williams, the new representative from the School of Human Performance and Development, who will serve through the remaining spring semester.

Program Review needs reps from Math/Science and Health Sciences.

The next regular Senate meeting will be held on March 3, 3pm – 5pm in ASSC 1421.

## 14. Adjournment

Motion to adjourn – Senator Duane; Seconded – Senator Jaimez; Passed – unanimous

The meeting adjourned at 4:15 pm.

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