



ACADEMIC SENATE

Adopted Minutes

August 8, 2013

ASSC 1421

9:00 am – 12:00 pm

1. Call to Order

President Gunther called the meeting to order at 9:04 a.m.

2. Roll Call:

Susanna Gunther, President

Abla Christiansen, Kevin Brewer, Lue Cobene, Dale Crandall-Bear *ex-officio*, Joe Conrad – *ex officio*, Erin Duane, Tracy Fields, Lisa Giambastiani, Amanda Greene, Les Hubbard, LaNae Jaimez, Katherine Luce, Amy Obegi, Teri Pearson-Bloom, Michael Wyly

Connie Adams, Admin Assistant

Absent: Scott Parrish

Guests: Jowel Laguerre, Annette Dambrosio

Visitor: Bob DaPrato

3. Approval of Agenda – August 8, 2013

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

4. Approval of Minutes – May 6, 2013

Motion to approve – Senator Duane; Seconded – Senator Giambastiani; passed – unanimous

5. Comments from the Public

6. President's Report

President Gunther reported she met with last semester's Acting President Jaimez and SCFA President Jim DeKloe to prepare agendas and be updated on current Senate items.

7. Superintendent/President's Report

10 + 1: S/P Laguerre encouraged continuance of this group's (four faculty and Dr. Laguerre) monthly meetings and keep dialogs going by bringing discussion points to Senate meetings.

Enrollment Management: enrollment is down, due in part to the economy, and just as it took time to bring it under control when it was too high, it will take time to bring it back up. The College community needs to address how to ensure that needs of the Solano County population are met, the new facilities are filled with an agreed upon enrollment that can be accommodated in the next five years, and proper enrollment management techniques are developed. Communication is important to support and retain students. Members in the Cabinet meeting discussed the urgency to get a better spring than fall to get as close to cap as possible and to give opportunities for full and adjunct faculty to work and students who need an education a place to go. IVP White will discuss an enrollment management plan and hopefully training at the afternoon Senate meeting. S/P Laguerre shared a couple of philosophies: 1) student enrollment: pack them in and get them enrolled; 2) student success: lure the students in based on their needs, help them be prepared for their studies in an orderly manner and focus on helping them meet their needs so they may be retained. Part of that philosophy could include terminating registration a week or so early. Focus should be on a student success model versus an enrollment model.

There is also a broad view of enrollment management that is Strategic enrollment management that is a good philosophy to develop relationships that fuel enrollment. S/P Laguerre challenged the Cabinet to start working with faculty and staff to bring about an EM plan. IVP White will work with deans and

faculty on scheduling issues. S/P Laguerre agreed 100% that the faculty needs to be front and center, along with support from Research & Planning, IT, and Outreach & Public Relations.

S/P Laguerre next shared the focii:

- . Schedule efficiency: good conversation with the faculty on how to get there. This is something IVP White can lead with the Senate's help.
- . Communication: this is low tech stuff using different points to help the students navigate the system from the time they are a suspect to being a prospect and a graduate. Research & Planning and Outreach & Public Relations offices will help with that and data will be used as the main focus. A good writer would help with the different messages to be sent out. This requires the participation of faculty, especially at the program level. It is unknown how many students are ignored yearly, but it is more than enough to not have canceled a single class and be over cap.
- . Then there is the retention piece and a retention or student success group pays attention to what is happening with that. It is less costly to keep a student enrolled again than to recruit a new one.

S/P Laguerre had not heard that the College had such focus on enrollment management before, nor was it needed, because there were more students than could be accommodated. It is time to consider doing something different. S/P Laguerre noted that he is not interested in the philosophy of just bringing them in and he reiterated he would like to focus on a student success model versus an enrollment model.

Comments/Questions: In response to questions regarding the rationale for starting classes earlier, Dr. Laguerre pointed out the union calendar committee that makes that decision.

8. Information/Discussion Items

8.1 Program Review Update – Amy Obegi

Chair reassign time was approved and work was done over the summer. A new process has begun writing program self-studies and Chair Obegi is bringing information to the Academic Senate for feedback as well as giving an update on what might be voted on soon. Two meetings were held last semester and a proposed schedule created for self-study school timelines (document distributed). 2014-2015 have more schools than would normally do their PR to get caught up with the process. 2017 would begin a more regular schedule. It is important to ensure things stay in the hands of faculty. Groups that haven't done PR for a long time, due in part to reorganizations, have worked over the summer and CTE is being worked on now. CTE programs with Perkins funding are required to do PR every two years, which could be an abridged version, while continuing on the 5-year cycle for full PR. An abridged review plan (see document) for CTE was outlined. Senators should ask constituents for feedback. Some adjustments will be made to pilot programs based on the first year experience.

Comments/Questions: President Gunther noted that the Senate would not want to slow down the process, but should be updated on the process and status. Senator Duane stated the importance to ensure oversight stays in with faculty. Chair Obegi emphasized that compliance will be ensured. Dr. Conrad suggested changing the term curriculum review, which denotes something more specific, to curriculum analysis or something else to not be confusing. Chair Obegi asked Senators to report out to constituents for feedback. She will email the PR Schedule that was also distributed at the meeting. A rubric for self-study draft will be brought to the Senate for discussion and approval.

8.2 Hiring Priorities

President Gunther has concerns about hiring priorities possibly leaving Senate oversight and she spoke briefly this morning with VP White, who stated there are no plans for hiring priorities discussion at the joint meeting. Discussion was deferred to October to allow time for new deans to become familiar with their schools and to see if new hires will be considered later based on SLOs and PLOs. It is helpful to have Senate discussion with the deans for decisions on hiring priorities. The Senate needs to have oversight. There is a current need to show Accreditation links between planning and what is done with the funds. Program assessment will be one of the topics tomorrow and Senators should remind colleagues to identify and record assessments for Accreditation. Senators noted that faculty positions already established shouldn't have to be argued for when someone retires.

Comments/Questions: Senator Pearson-Bloom recommended that all the data on sections, fill, etc. should be available for the October meeting along with rationale for priorities.

Senator Parrish pointed out that changes were made last year based on assessments and outcomes, which is not really an objective and rational approach. The whole process needs to be addressed intelligently. Beside retirees leaving, new hires could leave the College with spots to be filled. President Gunther noted the only exceptions to filling vacancies have been if a program would otherwise not continue. This item will be addressed at the afternoon joint meeting.

8.3 Senate Goals

Senators raised concern about class scheduling. The Enrollment Management Committee seems to give deans most of the input into scheduling that faculty should have more control over what classes are scheduled and when. Dr. Conrad opined that the enrollment management at the College doesn't represent his understanding of what enrollment management is supposed to be. Problems have occurred, in part, due to inconsistent practices regarding scheduling. The contract states that deans have the right of assignment and concern was expressed on how new deans might be told to handle enrollment. Faculty aren't always involved nor questions asked when classes are cancelled and classes sometimes just disappear. Professor Bob DaPrato reported that he asked Dean Cammish for information covering the last four years and received 27 pages. If faculty want to support their position with data and not just current numbers, these reports can help. VP Wyly noted that data is one part of the conversation, but program awareness is also needed to honor students who have opted into certain majors and with the cancellation of some classes due to low enrollments they can finish their programs. Senator Pearson-Bloom recommended this discussion continue with the deans in the afternoon along with concerns about how early fall start affects enrollment. Late assessments affect enrollment and early starts cause financial difficulties for students who don't get aide until September. Senator Christiansen proposed mandatory early spring registration to help alleviate some of these problems. Senator Pearson-Bloom stated that, historically, classes were block scheduled and should be across the board as much as possible. Students prefer block schedules and they are often lost due to overlap. Dr. Conrad noted that facilities are inadequate for block scheduling. Professor Dambrosio added that flexibility is needed for Solano County students who work and/or are parents. Another issue is that many faculty teach at more than one campus.

Additional Senate Goals: Accreditation; subcommittee structure review and Bylaws update; COE revision (next spring); hiring policy (LaNae Jaimez noted that deans were opposed to some faculty invested items and the process got stuck with IVP reporting back to the deans); reciprocity policy is needed for consistency in decisions accepting courses students have taken elsewhere; Peer evaluation - Senate should have role once it moves forward to determine how it is done. President Gunther will speak with SCFA President DeKloe and report back to the Senate.

8.4 Policy Task Force

The COE Policy revision discussion has been deferred to spring.

8.5 Recruitment for Academic Senate Representatives

The current Bylaws require Senate school representatives to be full-time faculty members. President Gunther asked Senators if they would consider an option of adjuncts filling rep positions, if no full-time faculty member were willing to fill that spot. Overall, Senators agreed an option would be good. A couple concerns were raised on the ability of adjuncts to report out to the rest of faculty in their school and that full-time faculty might find that option an easy way out of their own responsibilities to serve on the Senate. The ultimate goal is for faculty to be aware and understand what is going on. When there is a lack of rep when decisions are made, members of that school feel left out. Also, there are programs that only have adjuncts and those areas never have the advantage of more direct representation. Adjuncts can also bring worthwhile outside information to the institution. Everyone has email so information can be disseminated outside of school meetings. VP Wyly agreed to write and email to Senators a statement that, in lieu of no full-time faculty representative within a school, an adjunct would be able to serve. This suggested revision to the Bylaws can be voted on at the next meeting.

9. Action Items

9.1 Peer Review Resolution

Motion to approve – Senator Duane; Seconded – Senator Pearson-Bloom; passed – unanimous.

9.2 Independent Institution Agreements

Articulation Director Arie-Donch and Transfer Counselor McDaniels, in collaboration with other counselors, wrote a proposal for relationship with private institutions. After discussion at the May 6 Senate meeting, they asked Acting President Jaimez to take it to SGC. She replied that only a proposal that has been voted on and approved by the Senate would be brought to SGC by the Senate President. If approved today, President Gunther will move it forward to SGC. The proposed agreement is to establish only one-way agreements to show where the College would consistently stand, based on questions (document distributed), and is in no way supporting MOUs, which are formal partnerships. Senators generally agreed this is a good option to handle all the requests for agreements from other institutions, and publicly states the opinion of the faculty. If SGC doesn't agree, it will return to the Senate. While this will not preclude potential MOUs being approved by administration, it is stating agreements won't be made at course levels. Articulation agreements say what articulates and transfer agreements state what courses transfer for degrees. Information (as stated on the document) will be posted on the College website.

Motion to approve – Senator Pearson-Bloom; Seconded – Senator Duane; passed - unanimous

10. Reports

10.1 Subcommittees

10.1.1 Accreditation – Annette Dambrosio

Coordinator Dambrosio reported the draft has to be completed in less than a month. The nine recommendations from last year were decreased to five in the current warning. However, all nine are being revisited to show what has been done since then. Coordinator Dambrosio asked all committee chairs to submit a draft by July 22 of what they're doing, who is on their committee, and where they're headed. Reports were not all received and a new deadline of August 12 was selected. Help is needed campus-wide as a report draft needs to be ready by September 9 to be reviewed in Academic Senate, SGC, and Cabinet meetings and ultimately by the Board of Trustees.

The Student Equity and Staff Equity plans are our greatest challenge, in Coordinator Dambrosio's opinion, along with compliance with Program Review. She is the sole coordinator and report writer but will continue working with S/P Laguerre, IVP White, Senate President Gunther, PR Chair Obegi and other key leaders, including Dean Lewis, who inherited the Student Equity report and has done a tremendous job with it. HR Director Albarran is working on the Staff Equity report. More faculty need to be involved on some of these committees. All that we do at the College is guided by the Mission Statement and followed by ongoing planning. Some of the challenge is due to much administrative turnover. It shouldn't be so difficult once the current catch-up is done and leadership is stabilized. Coordinator Dambrosio spent time over the summer compiling a working document and reviewing the recent history of SCC's Accreditation reports. The Senate should keep an open dialog about items discussed this morning, along with qualitative discussion about General Education and what might be added to goals to be mindful of the College needs. The Senate is very much on target as to how to get involved and Accreditation people would be in agreement. It is heartening to see all the tasks that have been done since we were on Show Cause, but we are still somewhat neglectful in not documenting what we do well. It would be beneficial for everyone to read the Enrollment Management, Academic Senate and other committee minutes.

Coordinator Dambrosio has established an SCC Accreditation Task Force made up of the signers of the report who will meet on August 19 to brainstorm what can be done collaboratively and collectively to complete the follow-up report and get off this second warning. Showing we're trying is not good enough. We need to be more proactive. Coordinator Dambrosio will try to send emails to all fairly regularly regarding our progress. IT staff are building an accreditation drive to send evidence to, which may be more easily used after this report is completed. The immediate task is to examine what we have in place.

Contact Annette if you see errors or have suggestions. Her job is to collaborate with colleagues and to write the report. Send SLO questions or information to Gene Thomas. For now information or evidence can be sent to the chair in charge of the related recommendation.

10.1.2 Basic Skills – Melissa Reeve

No report

10.1.3 Curriculum – Joseph Conrad

Chair Conrad asked Senators to help ensure CC reps are in place and let him or Connie know of new reps to be placed on the mailing list. The Committee will reorganize to reflect school and Senate reorganizations. A big item last year was repeatability with new rules to follow. Transfer degrees became another work item and are behind with a need to increase the 4 completed to 18 to match the Chancellor's goal. C-ID approvals were to be in place before submitting TMCs, but now C-IDs need to at least be submitted. Several degrees are in process and need completion. Senators in schools related to the transfer degrees need to follow-up with colleagues. Committee meetings are on the second and fourth Tuesdays beginning August 27 at 1:30 p.m., location TBD. Erin Moore, Curriculum Analyst, is on top of what has to be done. Remember that the Curriculum Committee has to forward items to the Board, which creates a time issue, before sending to the Chancellor's Office for final approval that takes unknown time.

10.1.4 Distance Ed – Dale Crandall-Bear

Senator Duane reported she attended a Canvas workshop that was very helpful, even though she is very tech savvy. She stated that online instructors need to get their content out of eCollege as soon as possible and also let Coordinator Crandall-Bear know when you plan to shift to Canvas.

10.1.5 Program Review – Amy Obegi

Chair Obegi asked Senators, to ensure there are reps from their schools for PR committees, to bring the item up at school or division meetings tomorrow. At least one rep is needed per school and two reps from a school that is under review. She will update the Senate on the CTE Program Review in September. Unanswered questions included if coordinators or chairs can also double as reps. Senator Jaimez suggested Wednesdays might be best for meetings to not overlap other meetings.

10.1.6 10+1 Committee – LaNae Jaimez

Senator Jaimez reported that changes in the positions of Dean Morinec and Shirley Lewis were discussed for feedback at the last meeting prior to those changes being made.

10.2 Treasurer's Report – LaNae Jaimez

Expenses of \$500 for Distinguished Faculty Awards leave the Senate account balance at \$10,071. Monthly faculty donations have decreased by \$32. Thank you notes will be sent to those who are and were donating as well as emails to everyone to remind faculty that they can set up payroll deductions. Current deductions range around \$5-\$10.

11. Action Reminders

Find faculty to fill open Senate rep positions.

12. Announcements

The next Senate meeting will be held on August 19 from 3-5 pm in ASSC 1421.

President Gunther thanked LaNae Jaimez for her work as Acting President while out on maternity leave.

LaNae shared data from Curriculum Institute: CCCs enrollment dropped 400,000 since 2002 - 2003.

The Chancellor's website has enrollment data that can be accessed for SCC and neighboring schools, the majority of which are also losing students.

13. Adjournment

Motion to adjourn – Senator Pearson-Bloom; Seconded – Senator Duane

The meeting was adjourned at 11:49 a.m.