



ACADEMIC SENATE

Adopted Minutes

February 3, 2014

ASSC 1421

3:00 pm –5:00 pm

1. Call to Order

President Susanna Gunther called the meeting to order at 3:05 pm.

2. Roll Call:

Susanna Gunther, President

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

Connie Adams, Admin Assistant

Absent/Excused: Joe Conrad, Katherine Luce, Teri Pearson-Bloom

Guests: Jowel Laguerre, Barbara Fountain, Jill Crompton, Bruce Petersen, Melissa Reeve

3. Approval of Agenda – February 3, 2014

Motion to approve – Senator Obegi; Seconded – Senator Greene; Passed - unanimous

4. Approval of Minutes –Nov.25 &Dec. 2, 2013, Jan. 9, 2014 regular and joint meetings

Motion to group and approve – Senator Brewer; Seconded – Senator Cittadino; Passed – unanimous

5. Comments from the Public

None

6. President’s Report

Will be included in agenda items

7. Superintendent/President’s Report

Leadership Academy: Following last year’s Leadership Academy for administrators, S/P Jowel Laguerre reported plans for a Leadership Academy this year that will include faculty, staff, and new administrators. Pamela Fisher will lead this June 4th event and bring in leaders from throughout the state for three days of reflection and learning. S/P Laguerre plans to schedule the Academy every year going forward. Having a cadre of leaders will be a benefit to the College.

Congo Basin Transport (CBT): S/P Laguerre, Dean Thom Watkins, the Cal Maritime President and associates and an Oakland physician met to discuss a joint project for the Democratic Republic of Congo. The country is underdeveloped in transportation and Dr. Ramona Tascoe is leading a group that wants workforce development and maritime training. The CBT was organized eight years ago but this joint effort idea is new and being explored to see what part the College can play. Teaching English and General Education, entry level workers and exchange opportunities might be involved. There could be future regional activities with countries surrounding the Congo as well. The Congolese government is supportive of the CBT.

Music Program: S/P Laguerre just met with a music instructor regarding support for programs she has been trying to get for seven years just to be told it can’t be done. She came up with another idea that intrigued S/P Laguerre and would bring music to a higher level at the College, not unlike what Sandra Diehl and Ken Williams have done with horticulture. S/P Laguerre stressed when good ideas are heard a way can be found to make them happen. He encouraged the Academic Senate, as faculty leaders, to encourage good ideas for improvement at the College. S/P Laguerre shared Professor Teri Yumae’s

connection with the College orchestra and the Benicia Ballet for the annual Nutcracker performances. Her goal is to bring young musicians in to expand the College orchestra and perform at other venues throughout the county. A good donor has been found and work towards this goal will begin soon.

Senator Williams announced S/P Laguerre's editorial, in yesterday's Vallejo Times Herald, was excellent stating the need for a Vallejo middle college.

8. Interim Vice President's Report

Unable to attend/ no report.

9. Information/Discussion Items

9.1 Administrative Hiring Update – Diane White

No report.

9.2 Assessment Committee Update – Diane White

No report.

9.3 Task Force on Committees /Proposed Board Policy & Admin Procedure Affecting Faculty – Barbara Fountain

Associate Dean Barbara Fountain reported Roger Clague renamed the task force the Committee Revitalization Project. Dean Fountain asked to bring this item back for more direction from the Academic Senate. She pointed out items in the distributed document about Board policy, things to improve upon, and committee structure as it relates to Accreditation, having information available, showing how dialog is happening, and tracking of documents. Communication and meeting effectiveness and efficiency are in need of improvement. As other elements are discussed look for where these things fit in. In a nutshell, this would establish a fairly loose Board policy, more like recommendations leaving room for movement. It would use administrative procedure to define roles. Very few people are reporting to constituent groups what is happening on various committees which results in backtracking to resolve internal problems.

Items like administrative procedures and chair responsibilities should be public with easy access. District paid committee chair training would be required annually. The first step would be agreement to these suggested guidelines followed by adoption over time as people are willing. The parts of Robert's Rules of Order agreed upon could be spelled out.

Senators concerns included:

- Terms such as "shall" and "required" should be changed to "recommended".
- Agenda items having to be finalized "one week prior" to meetings would not allow for issues that show up later. The Brown Act already requires a 72-hour deadline. Dean Fountain noted this related more to Shared Governance. This item could be changed to "encouraged".
- Clarification that agendas are not required for short term committees, task forces, or hiring committees.
- Some items listed are good common sense but too many rules can limit what needs to be done. For example, agendas should go towards goals overall but day-to-day items can come up that aren't necessarily related.
- Telling people how to disseminate information from committee meetings won't make it happen. Finding ways to facilitate communication would be helpful. Rather than a timeline in a Board policy of when faculty should be informed, some sort of consistent schedule and platform might work. One source could be the S/P Direct that has staff and support.
- Senators were concerned that using a newsletter or other venue to disseminate information from all committees on a regular basis, there would be too much for everyone to read and it would be ineffective.
- People haven't done a good job of educating themselves on responsibilities as constituent members of a group.

- It is easier for people with release time or technical skills to get information out regularly.

Dean Fountain directed Senators to the distributed page with the table of committees listed so far and opined it would be best to have something very easy to find on the website. Using the A-Z index, agendas and minutes could be posted under the committees that can be found listed under "C". A reminder in S/P Direct could include the URL to find documents. Senators pointed out that faculty don't have support or additional time. More clerical help is needed for faculty who head committees or release time or compensation for additional work. The website was another concern. Local high school counselors at the event last week noted the website as the biggest problem. Technical interfaces should create easy access rather than the College designs that impede ability to post information and easily access it. There is potential for impressive change, but investment has to be there and it should be fully vetted. Dean Fountain did not support using a database. One solution could be allowing committees' administrative support access to post documents directly in their area of the A-Z index.

Dean Fountain noted that most of the same people attend various meetings. She requested everyone send in names of committees not on the distributed list. Once committees are identified along with who is involved, what is being accomplished can be reviewed. Restructure might be possible to help with efficiency and effectiveness. Dean Fountain will take Senators' comments, edit the document, look for a communication process that is simple, easy to access, and reliable, meet with S/P Laguerre to discuss issues of administrative help, and bring this item back to a future meeting.

9.4 Fairfield Middle College – Barbara Fountain

This item was discussed last fall.

9.5 Faculty Hiring Policy – Bruce Petersen

President Gunther gave a brief history on the Senate's role in attempts to update hiring policies, including an Academic Senate/HR task force in 2012 that created an initial draft policy for part-time and emergency faculty hiring. Plans were to update the full-time faculty hiring policy as well. Due to contradictory input from the deans and turnover in HR, the process stalled and needs to move forward again. AVP Petersen agreed to work with the Senate on this. He is currently working on additional positions to help in HR which should also help this process. AVP Petersen and Senators agreed a task force made up of at least two faculty members and one or two HR representatives. AVP Petersen would like to be part of this process and Senator Cittadino will be on the committee. Once members are in place, meetings will move forward. When policy proposals are completed, President Gunther would like to see HR take the lead to forward them to other committees as needed.

9.6 Dean & Faculty Hiring Update – Bruce Petersen

AVP Petersen reported some hiring committees haven't met. Maya Loza, HR Analyst, planned to give a hiring update but was unable to attend.

9.7 Flex Cal / Faculty Development Update – Chuck Spillner & LaNae Jaimez

Senator Jaimez reported there was a confluence of support for changing the Flex Cal Committee into something that has greater reach, possibly including faculty development and ASC. Structure and how it will work has not been determined. Senator Jaimez will keep the Senate posted on progress.

9.8 Academic Senate Elections

President Gunther announced the Academic Senate positions to be elected this semester are President, Vice President, At-Large, and Part-Time At-Large. Terms will run from Fall 2014 through Spring 2016. VP Wyly is strongly considering running for President and Senator Jaimez will run for Vice President. The current Senate roster was distributed. President Gunther will email a call for nominations by March. Senator Cittadino and Senator Greene volunteered to serve on the Election Committee.

9.9 State Academic Senate Spring Plenary / Conferences

President Gunther, VP Wyly, Senator Cittadino and Senator Jaimez shared reasons to attend the State Plenary that will be held April 10-12 in San Francisco. The experience offers good perspective, insight into both sides of arguments, information on what is happening state-wide, conversation with highly functioning senate representatives, hearing state-wide issues contributes to a sense of where the College fits in, and overall it is very empowering. Senators were encouraged to consider attending Spring Plenary, other conferences of interest, and the Area B Regional meeting. Senators interested in attending any of these events should contact President Gunther and Admin Assistant, Connie Adams, as soon as possible.

10. Action Items

11. Reports

11.1 Subcommittees

11.1.1 Accreditation – Annette Dambrosio

No report.

11.1.2 Basic Skills – Melissa Reeve

Coordinator Reeve presented the latest update of the ongoing Basic Skills budget changes. She met with IVP White in December to discuss the change to billing the full cost of Basic Skills coordinators to the BSI budget. They had a follow up conversation in January. The consistent stance from the Finance office is to be audit proof in the billing. The change and search for solutions derailed Committee work throughout last semester. IVP White has been very supportive looking for ways to fund a year's worth of BSI proposals that were approved last year. IVP White and Coordinator Reeve went through all those proposals line by line to find where to recode expenses out of general funds. The President's Cabinet agreed with IVP White's recommendations. Although that took care of projects for this academic year, a new process is not in place. BSI funds are intended to be used as seed money to initiate pilot projects.

The President's Cabinet expressed the desire to see the Basic Skills proposal process combined in some manner with the institutional Strategic Proposal process. Last month the Basic Skills Committee came up with a proposal on how to make a combined proposal process work. The detailed plan sent forward to the President's Cabinet includes: one third of the current Strategic Proposal funds would be designated to BSI; the Basic Skills Committee would vet all related proposals; the Committee approved proposals would be sent directly to the President's Cabinet; past proposals already funded for one or more years, such as First Year Experience, would be institutionalized and not require proposals again. Coordinator Reeve was feeling optimistic about the solution sent forth, but she is still waiting to hear back from administration. The Strategic Proposal deadline is February 14 and there is a primary concern of timeliness. Faculty have come to expect the Basic Skills Committee to announce the process each year. Coordinator Reeve made it clear to IVP White that the information needs to be sent out and she is frustrated in not being able to proceed. Senator Duane affirmed her expectation was to write proposals for both campus-wide and Basic Skills pathways. She pointed out the Strategic Proposal email sent out didn't address potential changes.

Coordinator Reeve reported she is sending the application, due today, for the College team to attend the Summer Institute on Learning Communities in Evergreen, Washington. Lots of growth and programs came from the last team that attended in 2008, including the FYE pilot, growth of Umoja and Puente. There are programs on campus that serve similar populations and compete for funding. Sending a team to this Institute was one of initiatives the BSI Committee agreed to fund with a goal to incorporate existing programs into a uniform slate of offerings and scale a program to serve more students. If the College ten-person team is chosen to attend, three program goals will be coordination, scale, and specialization.

11.1.3 Curriculum – Joseph Conrad

No report.

11.1.4 Distance Ed – Dale Crandall-Bear

Coordinator Crandall-Bear reported the Committee met last week. Meetings are held on the 2nd and 4th Mondays. DE is proceeding with Canvas, about 25% of courses are in Canvas this term, many will move

in summer and fall, and all courses will be in by Spring 2015. The Committee is working on protocols for processing course reviews which is going smoothly. Coordinator Crandall-Bear met with deans last week and established benchmark dates for courses to be ready for scheduling. The dates of March 15 for fall courses and July 1 for Spring 2015 courses have been communicated to all online instructors.

The Committee is working on policy and procedures for using publishers' materials. Guidelines are needed to define what is acceptable and what is considered a canned course. Instructor involvement is important and to avoid canned courses a policy is needed. The policy is in draft stages and will be submitted to the Academic Senate once it is approved by the DE Committee.

Senator Duane asked Coordinator Crandall-Bear's opinion on how Canvas is handling technical challenges. In the library she has experienced a lot of situations with browser incompatibility as well as problems with copying content. Coordinator Crandall-Bear stated the College purchased the Canvas premium support package and they've been terrific handling issues that he has known about. He explained that 90-95% of the technical challenges are due to Banner and Canvas can't address those. The Canvas iteration works well with latest two versions of any browser. The browser problem is largely due to the need for installations to be completed on campus of Explorer IE9. Coordinator Crandall-Bear has been working with IT on this problem and they have begun installing the new versions in some places.

VP Wyly asked why July 1 is the deadline for spring courses. Coordinator Crandall-Bear felt many instructors would want time in the summer to prepare courses for spring. In answer to concern about the approval process timing, Coordinator Crandall-Bear will be on duty in July and he spoke with IVP White about having some DE members take part in the summer with pay. Coordinator Crandall-Bear also clarified that there is nothing wrong with using publisher materials as long as it is not the entire course without instructor participation and interaction. Accreditation is watching this very closely and a policy will clarify what is needed.

11.1.5 Program Review – Amy Obegi

Coordinator Obegi reported the new Senate approved review template was used at the well attended Flex Cal training. The PR Committee reviewed Fire and Journalism programs last week. The first feedback from IVP White on earlier submissions was received and it was very comprehensive. The goal is to have meaningful faculty dialog about programs and long range plans with feedback from the Vice President and other people in different stages of the process. Nursing just completed the intensive Board of Registered Nursing review so an abbreviated Program Review is under discussion with the dean.

Many colleges are using Program Review databases and the Committee discussed ideas and concerns at the last meeting. Some programs use the CurricUNET program review. The Committee was initially waiting for completion of the pilot period. Academic Senate discussion and approval will be needed and Coordinator Obegi wants proper vetting. She expressed concern that this item won't get in by the March 15 Strategic Proposal deadline but also that it shouldn't be a rushed process. Senator Cittadino suggested inviting CIO Roger Clague for database ideas. Senators discussed the importance of an intuitive, user friendly design with easy access for whatever is used. Senator Duane works with many databases on a daily bases in the library and has yet to experience a great one that would satisfy everyone. Funding and technical staff would be important considerations. Senators agreed a solution is needed for Program Review.

11.1.6 10+1 Committee – LaNae Jaimez

Senator Jaimez announced RSVPs need to be emailed for attendance at the faculty dinner with the Board of Trustees this Wednesday.

The College is in the preliminary stages of looking at block scheduling.

An acceptable list and appeals process for optional flex credit is under construction.

The Flex Cal Committee may merge with faculty development. Senator Jaimez hopes to bring something to the Senate in March.

Senators shared concern about a new email request for class schedules for Fall 2014. Many hours were already put into classes and schedule preferences. The dates may be an error, but follow up is needed quickly to look into this.

11.2 Treasurer

The Academic Senate bank account balance is \$9934.09

12. Action Reminders

13. Announcements

Welcome to the Academic Senate – Dan Ulrich, Business/CTE rep

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

The next regular Senate meeting will be held on February 10, 3pm – 5pmin ASSC 1421.

14. Adjournment

Motion to adjourn – Senator Giambastiani; Seconded – Senator Jaimez; Passed – unanimous.

The meeting adjourned at 5:04 pm.

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