



ACADEMIC SENATE

Adopted Minutes

March 17, 2014

ASSC 1421

3:00 pm – 5:00 pm

1. Call to Order

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

2. Roll Call:

Susanna Gunther, President

Sabine Bolz, Kevin Brewer, Nick Cittadino, Lue Cobene, Catherine Cyr, Dale Crandall-Bear *ex-officio*, Lisa Giambastiani, Amanda Greene, LaNae Jaimez, Katherine Luce, Amy Obegi, Teri Pearson-Bloom, Dan Ulrich, Darla Williams, Ken Williams, Michael Wyly, Connie Adams, Admin Assistant

Absent/Excused: Joe Conrad – *ex officio*, Erin Duane, Les Hubbard,

Guests: Jowel Laguerre, Diane White, Annette Dambrosio, Barbara Fountain, Melissa Reeve, Tom Warren

3. Approval of Agenda – March 17, 2014

Motion to approve – Senator Cyr; Seconded – Senator Greene; Passed – unanimous

4. Approval of Minutes – March 3, 2014

Motion to approve – Senator Brewer; Seconded – Senator Cyr; Passed – unanimous

5. Comments from the Public

Professor Tom Warren explained that his primary reason to address the Academic Senate was to instill a sense of urgency to establish peer review. He brought the topic to the Senate several times and he would like to know if senators are thinking about peer review and what they have in mind. Professor Warren put together a prospectus to present details for a peer review structure and process as a possible model. He noted the union doesn't seem unfavorable but there are bargaining implications. However, peer review is fundamentally a faculty driven and Academic Senate function. Professor Warren reviewed 40-50 contracts in the state to find established programs that might best fit the College.

Questions were raised and ideas discussed. Professor Warren pointed out that peer review will require faculty effort and commitment and he felt there should be compensation for team members. He suggested that it would be wise to form a task force in concert with the union. President Gunther stated Peer Review is on the agenda (item 9.6) and the Senate will move forward. She thanked Professor Warren for his in-depth work.

6. President's Report

President Gunther reported that Dean Shirley Lewis has been working on early (middle) college with the Fairfield-Suisun School District. An associated task force is in need of a faculty appointee who would be required to volunteer for a full Saturday plus a few afternoons during the week of April 7. Rodriguez High School would like to have faculty present to help interview students for middle college classes next year. Interested senators or other faculty should contact President Gunther as soon as possible. Faculty volunteers would continue working with the task force. IVP White noted that 38 students have applied for this initial opportunity.

7. Superintendent/President's Report

Honorary Degrees: S/P Laguerre announced the Honorary Degree candidates this year: Richard Rico, community leader and former owner of the Vacaville Reporter who writes a column every Sunday; Verma Mustico, owner of Mustico Realty in Vallejo; Bunk Kamphausen, owner of a Vallejo cemetery and auto museum; Judi Honeychurch, retired educator and Fairfield-Suisun School Board member; CC Sabathia of the New York Yankees and his wife Amber. These people, who have contributed much to the community, will be honored at commencement or, if unable to attend, at another time.

Staff Equity: The College received an incomplete for the Staff Equity Plan which is now being implemented. It is important to show progress made on the Mid-term Report due in October. One of the provisions is to have certification of applicants in pools for positions. The College needs to ensure the pools are diverse enough to move forward with reviews, interviews and hiring.

Senator Wyly asked if there is a rubric. He suggested the definition of diverse shouldn't be limited to racial and gender diversity and investigation of other ways of looking at diversity from a broader scope. S/P Laguerre replied that the first need is to be in compliance with the plan, followed by the College goal to exceed standards. Before next season's hiring, he would like dialog to take place about what to include beyond federal and state requirements. President Gunther reported that a potential internship plan to promote multicultural faculty from surrounding areas came up in the Shared Governance meeting. The College needs to actively pursue getting good quality applicants from diverse populations. Professor Warren asked if HR is empowered to dismiss hiring committees that aren't diverse. S/P Laguerre pointed out that diversity needs to be ensured on committees or the hiring process could be challenged. Accreditation Coordinator Annette Dambrosio stated the EO Plan has a diversity definition, updated from the Chancellor's Office definition and by local workforce comparisons. President Gunther noted that whoever has to appoint hiring committees will have a challenge ensuring diversity. Professor Reeve added that last year the Senate discussed this issue and the possible impact of disproportionate time and influence the few racially diverse faculty members might have on hiring committees.

Distance Education: S/P Laguerre expressed gratitude to DE Coordinator Dale Crandall-Bear and the DE Committee for the work they are doing reviewing and approving online courses that will help increase enrollment.

Hiring Interviews: S/P Laguerre explained why first and second interviews were scheduled at the same time for a school dean position. When only a few candidates are being interviewed and coming from a distance, the committee's agreement is requested to schedule first and second interviews at the same time. If the committee does not agree, the second interview would not be done then. S/P Laguerre stated that when administration recently interviewed School of Behavioral and Social Sciences candidates, they waited for committee input before going forward with discussion. The College doesn't provide compensation for candidates' long distance travel. S/P Laguerre personally spoke to candidates challenged by travel time and expense but he confirmed he wouldn't consider any candidate that the hiring committee wouldn't support. To ensure opportunity to secure the best candidate efficiency is important. S/P Laguerre will consider the concerns expressed and he reiterated he will work collaboratively with the committee.

8. Interim Vice President's Report

Enrollment: IVP White thanked President Gunther and DE Coordinator Crandall-Bear for quickly and creatively coming up with ideas to increase enrollment by offering more Distance Education courses. Coordinator Crandall-Bear ran some recent numbers with Canvas and it was determined, in the best interest of students and the program, to offer another window of opportunity for online courses to be submitted by May 7 for review by the DE Committee. This decision will be emailed to faculty.

IVP White agreed with and responded to concern expressed by some senators about extending deadlines. Although this was a difficult situation, it was important to avoid something that will hurt students for the sake of not revising a deadline. IVP White was also very sensitive to the need to honor faculty who met the original deadline. The deadline was extended to May 7 only for faculty who were already creating their Canvas courses that were on the course list. The extension does not guarantee their courses will be accepted and included. The DE Committee is taking on additional time and work. IVP White, Coordinator Crandall-Bear, and President Gunther felt this was the best compromise to address important interests: FTES; the viability of the program built on the reputation of the District; the best DE courses that can be offered. IVP White pointed out that constructing a Canvas course is more complex and time consuming than eCollege courses were. IVP White thanked DE Coordinator Crandall-Bear and the DE Committee for the work they have accomplished and will continue doing.

Determination of Faculty Equivalency: IVP White distributed the draft document and reported that, when AB 1725 was implemented, it called upon local senates to come up with equivalency. The policy language is broad but it gives enough guidance. About 99% of the time committees can look at applications and figure out the qualifications. Applications that meet equivalency are kept in a binder under courses taught. It came to IVP White's attention recently that equivalency determination wasn't done for some adjuncts. She contacted chairs of every faculty hiring committee, met with HR staff, and asked for the equivalency binder and completed equivalency forms that document committee decisions and rationale. The binder has not been found and may be in storage due to the administration building temporary relocation. IVP White will be meeting with one committee tomorrow regarding equivalency but she doesn't have the form or binder. Laurie Gorman revised a copy from another college (draft Determination of Faculty Equivalency documented distributed at meeting and emailed to senators) that could be piloted to document committee work. A focus group would review how it works. Moving forward, official work needs to be done to update the policy and be more definitive on how equivalency is met and documented.

Comments/Questions: Senator Wyly asked if the chairs of faculty hiring committees should re-vet all candidates being considered. IVP White personally contacted all chairs and didn't think the problem was widespread and it shouldn't have to be restarted. The majority of candidates meet minimum qualifications. However, if just one candidate is accepted who doesn't meet minimum qualifications, all candidates have to be accepted. It is best to err on the side of caution by complete documentation. It is most important to ensure minimum qualifications on a form and send back to HR before screening begins. Once an adjunct faculty member is hired without minimum qualifications, a precedent is set for full-time hires as well. If a dean does an emergency hire without minimum qualifications being met, that sets a precedent as well. If a candidate is not hired, a precedent is still set if their screening took place.

In reply to Professor Warren's query, if the Senate agreed with HR doing initial screenings, the need for the binder documentation was reiterated. Senators agreed the draft Determination of Faculty Equivalency form should be piloted with current hires.

9. Information/Discussion Items

9.1 Administrative Hiring Process

President Gunther reported this item was placed on the agenda due to concerns from hiring committee members who were unaware second interviews would be conducted at the same time as they were holding first interviews. Concurrent interviews eliminated opportunity for committee input before and committee member attendance at second interviews. Although S/P Laguerre promised he will not consider applicants not supported by their hiring committee and committee member attendance would still be excluded at second interviews. Senator Jaimez shared that a recent hiring committee agreed to a same day request, believing first interviews would be in the morning and second interviews in the afternoon. Senator Wyly felt this was still a mixed message and precludes the right of the committee to send no candidate forward. To ensure empowered committees, it would be best to schedule second interviews on the second day, not simultaneously.

9.2 Immediate Faculty Hiring Needs: Mechatronics and Anatomy

President Gunther reported, due to two unexpected retirements, full-time faculty need to be found quickly. Although the mechatronics and anatomy positions were not next on the hiring list, administration asked for Senate input. The Mechatronics program is part of the TAACCCT grant and a regional multi-million dollar consortium. The current full-time temporary instructor will be leaving and the program commitments need to be fulfilled. S/P Laguerre's intention is to solidify this position while recognizing the need to first bring it to Senate. Filling this position will not affect the Senate approved hiring list but will add two more full-time faculty.

Senator Obegi acknowledged those program concerns but also questioned the process when there are other programs having only adjunct faculty for years and programs that have lost their entire full-time faculty. IVP White acknowledged Senator Obegi's concerns but added there has to be some way to create mid-cycle emergency processes aligned with the regular hiring process. If these positions aren't filled, the

College and students will suffer the consequences. President Gunther added that emergency hiring doesn't get the same applicants and closed door decisions need to be avoided. Professor Melissa Reeve questioned why these cases have risen to full-time hire needs rather than adjunct. IVP White stated that Mechatronics is tied to a grant and students can become certified and get good paying local jobs. It is not easy to find part-time or temporary instructors who can easily make more money working in their career. Senator Ulrich pointed out hiring needs to be done to expand the offerings for shop courses. Anatomy is tied to high FTES. S/P Laguerre and IVP White met with Kaiser recently to solidify the nursing program.

IVP White told the Senate that she and S/P Laguerre are open to other suggestions to handle these hiring emergencies. President Gunther considered the possibility of an intermediate evaluation for some things that come up as well as working on other process ideas. Senator Wyly would like to see the precedent, if the hiring argument used is the potential decimation of a program. Many programs have been unfairly represented without full-time faculty and adjuncts are doing way more than they should need to in order to keep programs alive. More prioritization is needed. Senators raised concern that some deans aren't bringing programs, with those faculty issues, forward to the hiring process and other programs weren't considered to be politically viable options. Senator Bolz suggested that programs, such as Human Services, could better serve community needs and job opportunities, if they had full-time instructors. IVP White stated integrated planning is needed. Other programs could possibly be brought forward for consideration. President Gunther closed the discussion with the intention that conversation on this issue will be brought forward.

9.3 Accreditation Update – Annette Dambrosio

Accreditation Coordinator Annette Dambrosio distributed an Accreditation Report Timeline. She pointed out how building more Accreditation structure and order can decrease the need for extra and last minute deliberations and discussions. She has been meeting with the various Schools and expressed concern that more faculty, who say they want transparency, aren't getting involved. Work is not over. Accreditation needs to become part of the College culture, which will help decrease worker burnout, and involvement is critical now to make the required substantive changes. Equity is the current push and Coordinator Dambrosio urged everyone to read online what the Accreditation Team commented about the College only partially meeting standards. There has been a lot of Student equity and Staff Equity activities and dialog at our College and there is a lot more work to do.

Coordinator Dambrosio shared some of her current activity as Coordinator as well as some of the work needed. She and Dean Shirley Lewis have been meeting to pull fragmented Student Equity information together and to revise the Student Equity Plan. The Staff Equity Plan is also being revised and still needs a lot of work. Coordinator Dambrosio is working with a pilot group, VP Ligioso and his various leads, to begin the upcoming Self-Study. Due to the Midterm Report priority due in October, there is little time for piloting more than one group for the Self Study. Coordinator Dambrosio pushed the October calendar up to April to gather report drafts from committees, rather than waiting until August to release the first draft. She inquired about the status on issues the Senate planned to work on: sending out information to faculty and suggesting (listing) more common elements for all in their various syllabi, to include DE having office hours (online and/or off line) to be comparable with face-to-face classes; complete review and revision of adjunct, emergency, and full-time hiring policies. Dambrosio stated that the College (via Shared Governance) would be reviewing the existing College Mission and the Code of Ethics. The Academic Senate noted that they want to initiate their own revision of the Code of Ethics. Senator Jaimez confirmed agenda items and meetings have been scheduled to continue work on the Academic Senate items in question.

9.4 Eligibility Requirements & Accreditation Standards: Senate feedback

President Gunther asked for comments. Due to limited discussion time, Senators should email their feedback as soon as possible and in advance of the April 10 Spring Plenary.

9.5 LR 010 Resolution

Deferred – time constraint

9.6 Peer Review – Susanna Gunther

President Gunther stated dialog is needed to move forward to consider what the options are, gather faculty feedback, and know what to avoid. The faculty union needs to have collegial consultation with the Academic Senate. A Senate task force could look at peer review issues and bring possible solutions to the Senate for discussion. Interested Senators should contact President Gunther as soon as possible.

9.7 Academic Senate Elections Update – Susanna Gunther

President Gunther announced there was one nomination each for three open Senate positions and an election won't be needed. Michael Wyly will serve as President, LaNae Jaimez as Vice President and Tom Bundenthal as At-Large Senator. Congratulations to the new officers and the At-Large Senator. The Part-Time Representative position is still open. The schools need to elect or re-elect one representative each to serve on the Senate. All new positions should be decided within the schools in time to be announced at the May Senate meeting. Terms will begin fall 2014 and run through spring 2016.

9.8 Revise Code of Ethics

The Academic Senate approved the Code of Ethics with the contingency that a revision could begin this year. Coordinator Dambrosio noted that Shared Governance will be reevaluating the COE. Senators agreed to create a task force. Senator Jaimez and Senator Giambastiani volunteered and will work on a revision to bring back to the Academic Senate.

9.9 Year Round Scheduling Cycle / Basic Skills Scheduling – Barbara Fountain

Admissions & Records Dean Barbara Fountain began working with the Curriculum Office staff as a starting point on a potential year round scheduling cycle. Dean Fountain briefly reviewed a list of discussion topics and also pointed out: the need to move away from reactionary planning; adjuncts are lost due to the uncertainty of classes; campus-wide cohesiveness is needed with an aligned set of protocols; there are new state requirements for students to take Basic Skills classes; major payroll staff challenges due to last minute issues. Many things are tied to the scheduling process that most people don't know about. When the schedule is out too late, faculty complain. The process should ideally start a year ahead. The hardcopy gets out late due to many late changes. Late schedules make it difficult to help students and they are unreliable. Classes could begin a month earlier if the College could get the schedule under wraps. General recruitment would be much more effective if students could be given reliable examples of what is offered that they might like to take at any one of the three College locations.

Ideas and feedback are needed quickly on how to make scheduling, already behind for next year, much better moving forward. Dean Fountain would like agreement this semester to build schedules to take the College through spring 2016. Collaborative work is needed for the benefit of everyone, especially considering students first and foremost. Dean Fountain will be attending school meetings for more feedback there as well.

Year Round Scheduling Cycle Discussion Topics and the Year Round Schedule Timeline documents were emailed to senators on March 18.

10. Action Items

10.1 Academic Success Task Force Report

Dean Barbara Fountain distributed and presented onscreen two documents. She pointed out, on the Board of Governors revisions to Title 5 Regulations: Student Success and Support Program, the criteria references to Title 5 and how it details what needs to be included in the plan. The Solano College Support Program Plan included the related Title 5 language in grey. Dean Fountain noted a diverse group piggybacked on the Academic Success Committee to work on this plan. She asked senators to review and send her feedback by the end of the week for additional edits to be made. The plan will be brought back to the next Senate meeting.

10.2 Faculty Technology Group

Deferred – time constraint

10.3 Bylaws – Senate reorg/representatives
Deferred – time constraint

11. Reports

11.1 Subcommittees

11.1.1 Basic Skills – Melissa Reeve

Deferred – time constraint

11.1.2 Curriculum – Joseph Conrad

Chair Joe Conrad emailed the following report:

We have more good news to report as far as transfer degrees! We have been notified that our Journalism Transfer Degree has been approved by the Chancellor's Office. This brings us to eight approved transfer degrees. The Curriculum Committee also approved two additional degrees at our last meeting: Criminal Justice and English. So we now have eight approved, two submitted and three soon to be submitted to the CO. (Remember we need 16!)

At our last meeting, we also had an initial discussion of a draft of a change in Board Procedure 6023 which deals with establishing prerequisites and corequisites. We will look at it again at our next meeting.

11.1.3 Distance Ed – Dale Crandall-Bear

Coordinator Crandall-Bear reported the Committee has been processing courses.

11.1.4 Program Review – Amy Obegi

Deferred – time constraint

11.1.5 10+1 Committee – LaNae Jaimez

Deferred – time constraint

11.2 Treasurer

Deferred – time constraint

12. Action Reminders

13. Announcements

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

The next regular Senate meeting will be held on April 7, 3pm – 5pm in ASSC 1421.

14. Adjournment

Motion to adjourn – Senator Cittadino; Seconded – Senator Greene; Passed – unanimous

The meeting adjourned at 5:13 p.m.

Academic Senate meeting 03.17.14/ca