



ACADEMIC SENATE

Adopted MINUTES

August 19, 2013

ASSC 1421

3:00 pm – 5:00 pm

1. Call to Order

President Gunther called the meeting to order at 3:06 p.m.

2. Roll Call:

Susanna Gunther, President

Sabine Bolz, Kevin Brewer, Abba Christiansen, Lue Cobene, Joe Conrad – *ex officio*, Dale Crandall-Bear *ex-officio*, Cathy Cyr, Erin Duane, Lisa Giambastiani, Amanda Greene, Les Hubbard, LaNae Jaimez, Katherine Luce, Amy Obegi, Scott Parrish, Teri Pearson-Bloom, Michael Wyly

Connie Adams, Admin Assistant

Guests: Diane White

3. Approval of Agenda – August 19, 2013

Motion to approve – Senator Duane; Seconded – Senator Jaimez; Passed – unanimously

4. Approval of Minutes – August 8, 2013, regular & August 8 AS/Ed Admin joint meetings

Deferred

5. Comments from the Public

6. President's Report

President Gunther reported that the recent Shared Governance Council meeting included information/discussion items on scheduling and the budget. She also reported a state-wide Academic Senate budget increase will add approximately \$1050 to the Solano College Academic Senate.

The Accreditation Task Force is creating a handout for the deans to use in discussions with faculty about what would be required to put into their syllabi. Because President Gunther just received that information this morning she will follow-up with an email. She asked everyone to send in their thoughts for discussion at the next meeting.

7. Superintendent/President's Report

IVP Diane White filled in for S/P Laguerre with the following report.

Program Review: to solidify for Program Review purposes, the definition of “program” needs to be decided. IVP White recommended not using the Program Discontinuance definition. A discussion raised concerns that the definition could negatively affect programs that don't lead to a degree or certificate. IVP White opined that if she were in a program that didn't have a degree or certificate, she would want it defined as a program because she would want to be able to use outcomes assessments to justify existence of that program. President Gunther added that what the College calls programs now can get discontinuance if not a program for Program Review.

Dr. Conrad explained that the reason that PLO assessment has a different definition is because in summer 2012, PLOs were so far behind raising the question on how to do as much as possible in the shortest time. The definition made everything easier and clearer by including programs without degrees or certificates in the General Ed program and they were assessed as such. The broader definition is the Chancellor's Office definition which is in PR. The only place that more general definition is used is in PLO. It would be reasonable to have the same definition everywhere. Dr. Conrad was approached by people concerned about their existence if not called a program.

IVP White opined it would be in best interests of everybody to be defined as a program for very practical purposes. The Senate will bring this item up for discussion later.

Spring 2014 Schedule: IVP White reported that schedule production is several weeks behind. The Curriculum Office is where all schedules are fed to ensure mandatory items are completed. There are only three people staffing the office and, because it is very important to be meticulous about this, additional staff will probably be provided. A notice was sent out to all faculty, deans were instructed to meet with every faculty group, and deans are to provide IVP White with meeting times so she can attend when possible. A lot of collaborative discussion has taken place and it is now down to the timeline. Deans need to submit schedules by Wednesday at 5 p.m. in excel spreadsheets. Senator Jaimez and Senator Pearson-Bloom will be on the team to review when, where, and what is being offered and why. Data will be reviewed and the schedule will be submitted to the Curriculum office to be published. Although the timeline isn't ideal, IVP White is trying to provide a good faith effort to have collegial communication with everyone possible. There are pieces of the schedule that have been put together by deans and others and the majority of those pieces need to be solidified into a document. Friday can be a final meeting day but chunks of the schedule have to be to her by Wednesday at 5pm.

In response to questions, IVP White stated that everyone has to work with the same plan, which could be the same thing that has been done using a block schedule after 1:00 p.m. The Curriculum Office will generally be making room assignments based on enrollment. Senator Pearson-Bloom pointed out that the recent audit of seats did not account for sinks and storage areas that are needed. IVP White will have the deans check on special classroom needs in their schools.

8. Information/Discussion Items

8.1 Senate Representation

Two school representatives are still needed on the Senate, one from CTE/Business and one from Math/Science.

8.2 Policy Task Force - Reciprocity

Reciprocity was discussed in Senate meetings last year, resulting in the decision to form a group to work on creating a policy with guidelines on accepting course credits for classes students have taken at other colleges. Decisions are currently made by counselors, evaluators or deans. President Gunther noted that Nick Cittadino, a counselor, brought this up in Senate last year and is willing to serve on the Policy Task Force for this item. Senator Amanda Greene volunteered and President Gunther announced she will work with Director Barbara Fountain to solicit someone from the Admissions Office.

8.3 Peer Review

Peer Review is required by law and President Gunther spoke to Jim DeKloe, SCFA President, about the need for collegial consultation with faculty for input in creation of a policy. Another task force will be needed. The Academic Senate and the union both have to be consulted in this process. Senator Giambastiani announced that Professor Tom Warren and Professor Erin Farmer are currently working on language.

9. Action Items

9.1 Bylaws Revision – add provision for adjuncts to serve as Senate reps

At the August 8 meeting Senators discussion a potential revision in the Bylaws to give an adjunct instructor the opportunity to serve as a senator for his/her area if there are no full-time faculty members who volunteer to do so. VP Wyly composed a statement to replace “All Senators must be Full-Time Faculty Members, with the exception of the two (2) Part-time Senators” in the Bylaws under Article II, Section 1: Representation. The statement to be voted on today follows in italics.

In the absence of any full-time faculty interested in serving as Senate representative, no more than one (1) part-time faculty member may serve as full-time representative for his/her area. Should multiple representatives represent a single area, only one (1) position may be filled by a part-time faculty member. A single nomination of a full-time faculty would retain precedence over any part-time faculty nominations.

Following some questions, general agreement was that the statement covered the issues raised and it was also noted that the customary way to announce Senate vacancies is by email.

Motion to approve – VP Wylly; Seconded – Senator Jaimez; **Passed** – unanimous.

9.2 **Special Admission Policy**

Jerry Kea, Vallejo Dean, gave a brief overview of this policy (document distributed). It is well positioned, balanced, preserves academic integrity, and gives access while protecting those from admission who are not prepared. There is no need to set up a new council as the Academic Council is already in place. There was an assessment component and an admissions and records application, which was eliminated. The 3.0 GPA bar works well for advanced students and the bar for appeals was dropped to 2.0 as some students may show a strong proclivity in the last few months or so before applying. “K-12” was changed to “Special Admission” which is the official name used in Title 5. In compliance with Title 5 an addendum in the Special Admission form goes to high school students stating they cannot take Basic Skills classes. Ten percent of any class can consist of special admission students.

Dr. Conrad pointed out that, under Admissions Criteria: 1, the “a” should be removed as there is no item “b”. He queried if the “age of 12” mention in #1 would also apply in #2 or students may appeal the requirement in #1. If an appeal process is only mentioned in conjunction with grades, students couldn’t appeal based on age. After more discussion, agreement resulted in the following amendments: all students have to be age 12 by the first day of class in item #1 and #2; “K-12” changed to “Special Admissions”.

Motion to approve as amended – Senator Pearson-Bloom; Seconded – Senator Cyr;

Passed – unanimous

This policy will be submitted next to Shared Governance, the President’s Cabinet, and the Board of Trustees and will likely go into effect next year.

9.3 **Complete AS calendar for 2013-2014** – additional spring dates?

The December 12, 2013 meeting date is after semester’s end and will be cancelled. Because there is only one meeting day set for January and one for February, President Gunther asked Senators to consider if one of the following dates should be added to the spring meeting schedule: January 13, January 27, February 10, or February 24. A decision will be made at the next meeting.

10. **Reports**

10.1 **Subcommittees**

10.1.1 **Accreditation**

President Gunther announced the Academic Senate will work on a complete list of what needs to be included in syllabi, performance and guidelines. The report draft will be emailed to the Academic Senate on September 5 and Senate discussion will take place on September 9. The draft will be sent campus-wide on September 11 with plans to present it to the Board of Trustees for approval on October 2. The report is due at the Chancellor’s Office by October 15. The Accreditation Task Force will meet on September 9 before the Academic Senate meeting. After reviewing the draft, all input should be emailed to President Gunther as soon as possible and before the September 9 meeting.

10.1.2 **Basic Skills** – Melissa Reeve

No report. The first meeting will be held tomorrow.

10.1.3 **Curriculum** – Joseph Conrad

Chair Conrad asked Senators to remind their constituents that Curriculum Committee rep positions need to be in place for all the schools. The Committee will be reorganized following the Senate model. A major Curriculum Committee goal this year will be completing the required TMC degrees. Chair Conrad will meet with deans on Wednesday to discuss how they can help achieve that goal.

10.1.4 **Distance Ed** – Dale Crandall-Bear

Coordinator Crandall-Bear reported that Pearson is ending the eCollege contract early and all DE courses have one year to transition to Canvas. The Flex DE training workshops were packed and instructors are quickly moving to Canvas. An immediate priority for online instructors is to pull their course information out of eCollege as soon as they can and Coordinator Crandall-Bear hopes to have additional staffing in place to assist faculty. The Academic Senate took major steps last spring to approve the DE Instructor Training and Course Review policies, which will be important items in the DE part of the Accreditation Report.

Training has been proceeding well, faculty are learning to set up shells, and the process has initiated more opportunity for instructors to discuss online education, which will result in a stronger and improved DE program.

Senator Duane queried how to best help students who can't figure out how to get into Canvas. Coordinator Crandall-Bear responded that students automatically receive an email when they are enrolled in a shell and invitations can also be resent by instructors. This semester should be the last one to deal with this issue manually since Canvas will be hooked up to Banner in January 2014. Coordinator Crandall-Bear will send the DE transition timeline to all faculty so that instructors who are considering online and/or hybrid classes will also have that information.

10.1.5 Program Review (PR) – Amy Obegi

Chair Obegi reported that the first Program Review meeting was held today and the top discussion was on how to divide up self-study reviews so that all Committee members won't need to read every self-study. When a self-study is written it should be: reviewed by all faculty in that program; submitted to deans when ready for review and feedback; submitted to the Program Review Committee. The three people who will review each self-study will be Chair Obegi, one faculty member from the self-study area, and one faculty member from outside of that school. The big question is how to review in a way that helps to initiate feedback, to understand what programs are doing, and to ensure collaboration. As a starting place, Chair Obegi borrowed a rubric that Dean Peter Cammish used in the Marshall Islands and she made some adjustments to it. She asked the PR Committee and the Academic Senate for feedback on what would and would not be useful from that rubric. The rubric should be used to help with moving towards things. Page 1 of the rubric addresses what is in the self-study and page 2 includes more basic information about the document itself.

President Gunther pointed out the need for more open space for comments and suggestions, rather than writers having to find specific places in the rubric to write information. "Discussion, Recommendations, and Feedback" etc. could be a good place for comments. Use of a rubric can put a system in place to keep consistency in the reviews.

Dr. Conrad noted that rank establishing is not needed but suggestions for progress can be made. In the process of working with a new system and seeing how it plays out, changes can be made as needed. Senator Bolz noted the rubric used by the evaluation team should be as simple as possible and she felt this borrowed model was confusing. President Gunther recommended basing the rubric on what is wanted at the College. Chair Obegi noted that some things will apply in a progressive way.

DE Coordinator Crandall-Bear reported that a three-person team started the DE Program Review over the summer. Although it is not finished, they are building enough for the report and looking at hard data from Dean Cammish on success, retention, etc. which indicates areas with issues. Distance Education and Basic Skills are unusual in that they are campus-wide which poses the question of how to merge a department self-study with DE and/or BSI reports. A solution might be for DE and BSI to give information to everyone in related departments to follow up on their reviews. For other programs not included in a departments PR, instructors should work with an area that is doing a report.

In the past when Perkins funds were needed the deans were asked but there was no linking to PLOs, SLOs, PR or information on rationale and allocation of resources. To link these items together, Chair Obegi is creating a Perkins funding request form.

A PR Flex training will be held on September 3, an optional Flex day. Sections 3, 4, and 5 will be reviewed and resources provided for faculty who want to work on that day. September 27 and 29 are due dates for all programs conducting reviews. Of course, earlier submissions will help the goal to have all Program Reviews completed for the Accreditation Team to see when they visit.

10.1.6 10+1 Committee – LaNae Jaimez

Senator Jaimez reported the Committee has not met but the Senate Executive Council prepared an agenda.

10.2 Treasurer

No report

11. Action Reminders

President Gunther announced that, to make reporting out easier, reminders will list items that Senators should share with their constituents as soon as possible.

11.1 Senate reps needed – 1 Math/Science; 1 CTE/Business

11.2 Reciprocity Task Force recruitment – President Gunther will try to find someone from admissions.

11.3 Watch for the Accreditation Report Draft in early September to: review; report to and discuss with constituents; encourage faculty to forward feedback to Coordinator Dambrosio.

Accreditation Report timeline: draft report to AS on Sept. 5, AS special Accreditation meeting on Sept. 9; Accreditation Report approval action item on Sept. 16 AS agenda.

12. Announcements

The next Senate meeting will be held on September 9 from 3-5 pm in ASSC 1421.

13. Adjournment

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

The meeting was adjourned at 4:29 p.m.

AS Meeting Minutes 08.19.13/ca