



## ACADEMIC SENATE

### Adopted Minutes

September 9, 2013

ASSC 1421

3:00 pm – 5:00 pm

**1. Call to Order**

President Gunther called the meeting to order at 3:04 pm.

**2. Roll Call:**

Susanna Gunther, President

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

Connie Adams, Admin Assistant

Absent/Excused: Lue Cobene, Teri Pearson-Bloom

Guests: Peter Cammish, Annette Dambrosio, Shirley Lewis, Nona Cohen-Bowman, Melissa Reeve

Visitors: Nick Cittadino, Ruth Fuller

**3. Approval of Agenda – September 9, 2013**

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

**4. Approval of Minutes – Aug. 8, regular & Aug. 8 AS/Ed Admin joint meetings, Aug. 19, 2013**

Motion to group the three sets for approval – Senator Obegi; Seconded – Senator Duane; **Passed – unanimously**

**5. Comments from the Public**

**6. President's Report**

President Gunther deferred her report to allow time for the full agenda, but did announce that Barbara Fountain, Admissions & Records Director, will join the Reciprocity Policy Task Force.

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

IVP White was unable to attend due to an emergency. She sent a message to President Gunther thanking the Senate for placing the co/pre-requisite item on the agenda and stated that a solid procedure needs to be in put in place.

**8. Information/Discussion Items**

**8.1 Co/Pre-requisite Revalidation Process**

Senator Duane reported that, at the last Curriculum meeting and in a recent email, IVP White mentioned there might be information from the state directing the College to unlink LR10 from English. Faculty expressed concern that it might be unlinked in the spring without going through the proper procedures. Dr. Conrad noted there are a lot of elements associated with this item and he gave an overview. Title 5 has explicit, but not totally clear, direction about implementing co-requisites and pre-requisites. The College has policy and procedures in place that address both, but it was last revised in 2001, and there have been two big developments since then. One is a need for statistical validation and the second is an option to do content review without statistical evaluation. Title 5 was last revised in 2011, the Chancellor's Office put out information in 2012, and now, although the current policy is close to the current definition of content review, the College needs to work on updating policy to bring it into the current status of Title 5. Due to other pressing issues, this updating was delayed, but needs to be a priority now and LR10, added as an English co-requisite in 2007, became the current push. Title 5 requires review of co-requisites and pre-requisites at least every six years and every two years for CTE courses. An English1 proposal came to the Curriculum Committee last spring and it was approved along with the continuation of LR10 as a co-requisite. Now it seems that IVP White believes the proper

evaluation for the LR10 co-requisite wasn't done correctly. It is standard for Curriculum Review to include revalidation of co-requisites and pre-requisites. When English 1 was in the Curriculum Committee for review last spring, agreement was that the proposal was complete. Curriculum Review isn't finalized until the IVP and the Board of Trustees approves.

Dr. Conrad clarified that the vast majority of pre-requisites are for courses in sequence or courses that are in the same discipline, so content review validation isn't a question. The bigger questions arise for courses having co-requisite and pre-requisites outside of their disciplines and it becomes more complicated. Finding four-year institutions that require the co-requisite or pre-requisite is one way to validate. If the IVP or the Board of Trustees rejects the proposal for English I, it would return to the Curriculum Committee and could possibly be reopened as an agenda item. Otherwise, someone has to make a proposal to reopen it. Since the schedule at this point is an internal document and not released, it is not a legal issue to unlink. If English 1 is offered in January without LR 10 and without changing the course outline, this would be a problem.

President Gunther noted that IVP White, in an email, referred to some potential of an audit and the issue that, if the LR10 co-requisite were implemented under improper statistical validation, the College would have to unlink it from English 1 or owe money back to the state. Senator Duane added that no one has seen a name of anyone in the Chancellor's Office who might have issued this message that would affect 32 English classes per semester. VP Wyly was concerned that English instructors weren't consulted, they only saw an IT email, forwarded by Ruth Fuller, that LR10 was unlinked. Also, because IVP White decided it needed statistical validation, she charged someone to validate it without consulting English faculty about that, nor have they been given a copy of the executive summary or any word that it will be relinked, despite having asked for it to be. The main concerns are with the process which is in need of improvement. VP Wyly would like the Academic Senate to direct the Curriculum Committee to work on that. The Library and English faculty are frustrated and confused by this move and the resulting message it sends to instructors and students, especially since they did go through the proper process last spring. Librarian, Ruth Fuller, pointed out there was an involved discussion and the Curriculum Committee didn't just rubber stamp it. It passed with the vote of the Liberal Arts Dean and there was only one nay vote. This will severely impact the English program that faculty have been building from single pairing with a learning community to something more effective for student success. President Gunther read Item 1 of 10 + 1: "Curriculum, including establishing pre-requisites and placing courses within disciplines" as part of the purview of the Academic Senate. Ruth Fuller pointed out that CIO Roger Clague came to her office and confirmed the gain in student success since using LR10 as a co-requisite. There is a state senate paper that statistical validation is very hard to prove and IVP White spoke against it. The senate (curriculum committee) needs to establish an acceptable process for content validation. The State Senate office told Erin Farmer that for curriculum to be held up by administration after going through the Curriculum Committee is unprecedented.

President Gunther suggested a group of English faculty and librarians craft a resolution that could be voted on by the Senate and presented to administration and the Board of Trustees. Members spoke of statistical validation challenges that community colleges have had as reasons why content review was added as an option. Certain courses, such as English 1, must change and, due to technological advances, students need LR 10 in order to manage the English 1 curriculum. When curriculum needs to be changed to keep current, there is no validation evidence for something that hasn't existed before.

Dr. Conrad read Myth 1 from the April 2013 Senate Rostrum which stated in part that, "the Education Code gives academic senates primary responsibility for making recommendations regarding curriculum, but local boards are in no way absolutely bound by such recommendations and they can and sometimes do intervene in curricular matters". He added that, if IVP White goes to the Board of Trustees with an administration resolution, they have a right to intervene. As Curriculum Chair, he doesn't like having a course put on hold and that is also not following the COR. Ruth Fuller stated that IVP White told CIO Clague that LR10 would not be offered in the spring and to unlink it. VP Wyly added that another concern is that the School of Liberal Arts has been functioning without a dean since July 1 so

representation at the administrative table is undermined. Also the previous course of record had LR10 as the co-requisite and unlinking courses undermines the ability to offer successful co-requisites.

**Motion to direct the English Department and the Librarians to put together a draft resolution regarding co/pre-requisites to be due September 16 for consideration by the Academic Senate – VP Wylly; Seconded – Senator Duane; Passed – unanimously.**

#### 8.2 **Integrated Planning Process Update** – Peter Cammish

Dean Cammish presented onscreen the 2013 Integrated Planning Process document (link: [http://www.solano.edu/research\\_planning/1314/IPP%20June%202013.pdf](http://www.solano.edu/research_planning/1314/IPP%20June%202013.pdf)) and reported there have been some minor changes to IPP. He gave a brief overview and noted the biggest change was to the 90-page planning process manual. Focus is mostly on non-academic areas. Senator Bolz opined that “integrated” should involve all College processes and questioned why all academic information wasn’t added. Dean Cammish replied that he doesn’t develop that and he is waiting for final information before adding academic areas. He also explained that “integrated” is more about outcomes assessment. There is a lot of information on theory and the practical side and information on getting involved in planning. The deans should be sending something out to faculty soon inviting them to be involved. Dean Cammish said he will add Faculty Hiring and Program Review policies when he receives them.

#### 8.3 **Accreditation Report Draft** – Annette Dambrosio

Coordinator Dambrosio reported she is working to refine the draft narrative of the Accreditation Report and will continue to add specific detail as it is available. There are some areas that lack a narrative at this time, e.g., Mission Statement, but those areas will be completed in the next two weeks. The five ACCJC Recommendations that must be addressed are the Code of Ethics, the Staff and Student Equity Plans, Distance Education, and SLOs in the SCFA contract (Note: Code of Ethics has already been completed, but ACCJC sanctions were imposed again last year as that task had not been completed at the time of the ACCJC visit last November). Coordinator Dambrosio is taking the initiative to report on progress in areas where information is not yet complete. She continues to collaborate with Committee Chairs and shares information that is sent to her. The Follow-Up Report will be back in the Senate next week for approval. Coordinator Dambrosio will spend the rest of this week working on finalizing the Staff and Student Equity plans. Once they are approved by the Senate and the Board of Trustees, they need to be added to the SCC database, as required by ACCJC. Changes in Management leadership (exit of Erin Vines, Chair of SEP, and Charo Albarran, Chair of EEO Plan, have created challenges and resulted in considerable delay in completing both Equity Plans).

Although all evidence is not yet in, it will be made available for ALL to view when we send out the Evidence File. Coordinator Dambrosio asked everyone to continue to review the Report and let her know what is missing. There probably won’t be much more movement in the draft narrative by next week and it should be reasonable to send to the Senate by next weekend. She cautioned that both Equity Plans need verification of stated information and more precise planning details and that all details may not be finalized for one to two weeks.

Comments/Questions: Senator Obegi referenced page 20 of the report and queried if it should be mentioning more of what has been done in Program Review to link to institutional planning. Coordinator Dambrosio affirmed it is critical to do that. Dean Lewis added that the main focus for that recommendation was Program Review and integrating it. PR Chair Obegi will forward information to Dean Cammish and Coordinator Dambrosio.

#### 8.4 **Staff and Student Equity Plans** – Annette Dambrosio, Nona Cohen-Bowman, Shirley Lewis

*Staff Equity:* Accreditation Coordinator, Annette Dambrosio, introduced Nona Cohen-Bowman, Interim Associate Vice President (AVP) of Human Resources, who she is working with to complete the Staff Equity Plan. They are primarily documenting, checking, and rechecking Title 5 mandates, which has been a tremendous amount of work. They have found the College to be in pretty good shape. The Equity and Inclusion Advisory Council (E.I.A.C.) approved the plan last week.

Coordinator Dambrosio reported that the bulk of the work pertaining to the Report has been to finalize these Equity Plans. ACCJC had requested that SCC finalize plans last year and include them in Institutional planning. She is still gathering information and verifying to ensure accuracy.

*Student Equity:* Coordinator Dambrosio has been working with Dean Lewis who recently inherited the Student Equity Plan and has put a lot of effort into pulling it together. Dean Lewis reported there was an effort about two years ago to update the 2005 Student Equity Plan and she has included that information. The Committee itself has representatives from faculty, administration, students, and staff. When Dean Lewis assumed the Dean of Student Services position last July, she took the notes from the Student Equity Committee and reviewed the BSI end of year report, MIS data collected by Dean Cammish (reviewed earlier by the Committee), the Chancellor's Office Student Success Scorecard data, consultant Michael Wynn's reports on funded programs (i.e. Umoja, African-American Male Scholars, FYE etc.), and the Chancellor's Office Student Success Initiative (SSI). Rather than just looking at equity issues, Lewis incorporated SSI activities and examined variables that students need for success. Dean Lewis requested more input from the Academic Senate and she noted there were a few more changes. S/P Laguerre recommended a grid for more timelines and measurable outcomes. There might be more formatting at the beginning of the Plan and the narrative may be moved towards the back.

President Gunther opined it would be good to state more measurable goals. Coordinator Dambrosio responded that data is more accessible now and once both the student and staff plans are refined, more measurable goals will be seen.

#### **8.5 Faculty Hiring Policy – HR staff**

President Gunther explained the background for this agenda item. Hiring policies need updating and the adjunct hiring policy especially has some serious issues. Last year the Senate approved creation of a Policy Task Force, a group got together to draft revisions that were discussed with IVP White and forwarded to the deans who then changed some items. Due to those changes and also the staff changes in HR, the process was stalled. Faculty hiring policies are under the purview of the Academic Senate and it is important to move forward to improve policies even with the understaffed and temporary situation in Human Resources. HR Interim AVP, Nona Cohen-Bowman, reported a new HR vice president will be hired within this month. President Gunther pointed out the administration and union will also be involved in the policy revision. Interim AVP Cohen-Bowman has been working with Accreditation Coordinator Dambrosio to pull together the Staff Equity Plan, looking at legal aspects, Board policies, Education Code, and Title 5. She has been at the College less than a month and was just informed a couple weeks ago to complete the Staff Equity Plan. She hasn't seen anything on faculty hiring but she would like to help put updated policies and procedures in place. Coordinator Dambrosio amended hiring information in the Staff Equity Plan since last Friday to state the Senate will continue working on faculty hiring policies to establish a plan this semester. She will add that the Senate will also be working with the union due to contractual issues and she will forward the revisions to President Gunther for review. Questions should be emailed to AVP Cohen-Bowman and Coordinator Dambrosio.

#### **8.6 “Program” Definition – resolution**

At the August 19 meeting, IVP White spoke of a potential change to the definition of “program” to make it a consistent school-wide definition. A discussion, agreement, and a resolution are needed. Dr. Conrad pointed out that the only place “program” hasn't met the Title 5 definition has been in SLOs and PLOs, which limits programs to those that have a degree or certificate. BSI Coordinator Reeve noted that, according to that definition, ESL would not be considered a program and she questioned the purpose of defining “program”. VP Wyly queried if and how faculty should assess non-specific programs such as BSI, DE, Puente, and Umoja. President Gunther clarified that this was brought up to discuss changing the definition for PLO and SLO assessments, not for Program Review. APR Coordinator Obegi, pointed out that it is inclusive of Program Review as well. Dr. Conrad suggested getting the SLO Coordinator's input for a timeline to allow time for input before voting on the definition.

VP Wyly stated the short term recommendation is that the existing institutional level outcomes can be used for PLO assessments.

#### **8.7 Task Force to Create Syllabus Guidelines**

President Gunther announced the need for volunteers to create a document for syllabus guidelines. Senator Duane recommended an ADA statement be included and queried where the mandate was. Senator Cyr pointed out the desire is to make syllabi consistent across campus and she will send an example to the Senate.

#### **8.8 Agreements with Other Institutions – faculty resolution**

President Gunther would like to have a resolution to clarify the faculty position on College agreements with other institutions. Counselor Nick Cittadino will speak with the Articulation Officer and the Transfer Counselor and report back to the Senate.

#### **8.9 Bylaws Task Force – subcommittee structure review/update**

Volunteers are needed to review the Bylaws. The recently approved part-time representation change, an update of Senate subcommittees, and overall technical review needs to be completed. Senator Jaimez and Senator Williams volunteered to review and update the Bylaws.

### **9. Action Items**

**9.1 Complete AS calendar for 2013-2014 – add spring meeting: Jan 13, Jan 27, Feb 10 or Feb 24? Motion to add a February 10, 2014 meeting to the calendar – VP Wyly; Seconded – Senator Duane; Passed – unanimously.**

### **10. Reports**

#### **10.1 Subcommittees**

10.1.1 Accreditation – Annette Dambrosio  
See Items 8.3 and 8.4

10.1.2 Basic Skills – Melissa Reeve  
Coordinator Reeve reported the Committee meets on the second and fourth Tuesdays, from 4-5 pm and anyone can join. The Committee needs to restore membership. Genele Rhoads is the new BSI Math Coordinator. She has a lot of ideas and is working to get adjunct faculty coordinated, to provide information to FYE instructors, to consider flipping techniques, and to seek funding to massively increase embedded tutors in BSI math classes. At the first BSI meeting in August, the Committee reviewed five-year goals that were created last year, the report to the state (due October 10), and what activities have been done. The next meeting will involve setting activities and priorities for the academic year. The Committee is looking forward to input for faculty development opportunities for this year.

The Committee makes decisions on most of the fund allocations a year in advance. The total for this year is \$118,000 and about \$65,000 is still available. This is partly due to previous years of under spending and plans to catch up. Last year a lot of professional development opportunities were made available. Some of the available funds will probably be used for embedded tutors. The proposals approved last spring to be funded this year include: funding for the drop-in writing lab; additional tutors in FYE math; Umoja support; English placement assessment; library purchase of reserve copies at the three campuses for all basic skills courses; piloting athletic coordinator to serve as support for athletes in certain sports who are also enrolled in basic skills classes; Evergreen Institute, a learning community under the guise of FYE; \$25,000 earmarked for professional development (based on recommendations and requests from faculty). The Committee is also working with the Academic Success Center (ASC) and helping with some of its funding. People who attended BSI funded conferences and trainings last year will be called on to share information learned with faculty at the College. Flex Cal Chair Chuck Spillner will provide BSI Coordinator Reeve with a list of those people who attended workshops.

As an ESL instructor, Coordinator Reeve expressed frustration that the program isn't growing and she looks forward to working on that. BSI funding is focused on improving student success rates in pre transfer level courses in math, English, and ESL and all the goals are related to that. Because these students are also enrolled in other courses, the Committee makes conference and training opportunities available to instructors outside of basic skills as well. A large part of the student body could be supported across the board, to develop reading, writing, and math skills. Faculty can find out through student surveys what other classes their students are in, what language they speak at home, if they work, etc. Senator Bolz pointed out that, by clicking on a student's name in the roster, instructors can find out what other classes the student is enrolled in as well as other information. Coordinator Reeve will email all faculty a list of the College basic skills courses, information about conference opportunities, the definition of the program, and the five-year goals. She explained that, to justify funding submitted proposals, the BSI goals are the litmus test. The Committee will meet again next Tuesday.

#### 10.1.3 Curriculum – Joseph Conrad

Pre-requisite and Co-requisite information will be discussed at tomorrow's meeting. The Committee will be reorganized following the representation in the Senate reorganization.

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

Coordinator Crandall-Bear reported he just arrived from a DE meeting that was spent mostly on creative brainstorming on program review for the Accreditation report. The Committee has a full team in place, the new administrative assistant joined them, and they had a very good meeting.

#### 10.1.5 Program Review – Amy Obegi

Chair Obegi reported the Academic Program Review Committee just met and approved sending the revised rubric forward to the Senate for approval to use as a pilot for the self-studies that will be coming to the Committee. Several completed self-studies are at the dean level now. Most of the CTE self-studies will be submitted the end of the month. VP Wyly queried how many CTE programs are taught solely by adjuncts and if there will be a problem in future, regarding how to pay adjuncts. Chair Obegi responded that an adjunct hiring notice was sent out last year. VP Wyly asked, if an adjunct chooses not to do Program Review, who the work falls on. Chair Obegi hopes that would help get full-time faculty into the programs. The Program Review Rubric will be placed as an action item on the September 16 agenda.

#### 10.1.6 10+1 Committee – LaNae Jaimez

No report - the Committee has not met.

#### 10.2 Treasurer

No report

### 11. Action Reminders

11.1 Senate rep needed –1 CTE/Business

11.2 A math rep is needed for Program Review

11.3 Accreditation Report Draft – watch for Sept 5 email; review draft and forward input; discussion Sept. 9; approval action item Sept. 16.

### 12. Announcements

- ASCCC Area B meeting – October 18 at De Anza College
- ASCCC Fall Plenary – November 7-9, Irvine, CA
- Next Senate meeting – September 16, 3-5 pm, ASSC 1421

### 13. Adjournment

The meeting adjourned at 5:02 pm