



ACADEMIC SENATE

Adopted Minutes

September 16, 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

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

Connie Adams, Admin Assistant

Absent/Excused: Lisa Giambastiani, Teri Pearson-Bloom

Guests: Jowel Laguerre, Diane White, Annette Dambrosio, Gene Thomas

3. Approval of Agenda – September 16, 2013

Motion to approve – Senator Brewer; Seconded – Senator Obegi; **Passed** – unanimous

4. Approval of Minutes – September 9, 2013

Deferred

5. Comments from the Public

None

6. President's Report

Shared Drive: CIO Roger Clague asked President Gunther to meet with a few senators to create an organized plan for the shared drive. Various groups are doing things differently and easier access is needed. VP Wyly and Senator Jaimez volunteered to join President Gunther and SCFA President Gene Thomas to work on this with CIO Clague.

Special Admission Policy: A member of the Minority Coalition expressed to President Gunther his opinion that the newly approved Special Admission Policy may disproportionately affect some groups of students. Age, GPA, and other requirements in the policy are not required of students over 18 Why would we make requirements for students under 18? IVP White noted this concern also went to Shared Governance Council (SGC) and the individual contacted her about the potential impact on certain populations. IVP White suggested a motion of consideration at the next SGC meeting, followed by the formation of a task force to pursue the issue. Everyone agreed a disproportionate impact is unwanted and that point of view hadn't really been considered. President Gunther noted this doesn't mean the policy would be thrown out but maybe could be addressed in the appeals process. She opined IVP White's suggestion to invite a discussion was acceptable and the policy and process could also be monitored. In every policy there may be an exception. VP Wyly noted that is what the appeals process should be about. IVP White added that part of the conversation at SGC addressed student situations without a personal support system to get to a petition process and the disproportionate hurdle it could be for some students. It is possible to pilot policies and monitor but the challenge is to monitor when things get very busy. President Gunther pointed out the Ed Code states "advanced" students and that leaves a question on how to make special admission for advanced students and not be discriminatory. Senator Jaimez opined that students seeking special admission most likely have a support system. A reminder was given that if SGC revises the policy it should be returned to the Academic Senate for discussion/approval.

Enrollment Management: several task forces have been created, not all have faculty representation and more is needed overall. It is important to get faculty input on all the task forces. President Gunther asked senators to consider volunteering.

Co/prerequisites: President Gunther has been trying to follow the timeline of what happened regarding this confusing topic that will be discussed again today and she sent the Senate an email right before the meeting.

7. Superintendent/President's Report

S/P Laguerre meets with four faculty members at 10 + 1 meetings to have information forwarded to the Senate and he is also happy to continue attending Senate meetings to dispel or confirm rumors. Regarding the many emails that responded to IVP White's newsletter, S/P Laguerre will provide a written answer in his regular Wednesday S/P Direct to the comments about athletics that have been made.

AB 955:

Many people were surprised that AB 955 listed Solano Community College as one of six potential participants in a pilot to charge higher tuition for Intersessions and summer classes on a very limited basis. This bill was initiated when there were problems meeting all the enrollment demands and the College was losing money on enrollment. Summer school had to be cancelled resulting in many Solano College students attending other institutions including some that were costing much more. While the California Community Colleges' tuition is low, access may be limited in times of high demand and reduced funding. Long Beach City College led the effort to give institutions the leeway to charge more for certain courses after certain enrollment conditions are met.

The enrollment situation has since changed and the College is now working hard to meet "cap." If the enrollment situation changes again, the increased tuition option may be explored. If and when that happens, the Academic Senate, Shared Governance Council, ASSC, and the entire College will be part of the discussion. S/P Laguerre opined the tuition would not be as high as out-of-state tuition. If the College were to make money from the increase, assistance would have to be provided for students who can't pay.

Staff/Student Equity: S/P Laguerre was approached by the Vallejo Intertribal Council, a Native American group that use to hold pow wows in Vallejo, drawing participants from all over the nation and Canada. The cost became prohibitive and events haven't been held the last couple years. They asked the College to host their pow wow. S/P Laguerre pointed out the College has done little for Native Americans, the pow wow would add diversity to what the College does and he felt it would be appropriate to host the event. The Council chose the front part of the campus under the trees for a July 2014 pow wow.

Jimmy Doolittle Education Center: Last year S/P Laguerre spoke with the Senate about looking at a partnership (then called Jimmy Doolittle Museum). The Center plans to buy land by the Nut Tree Airport and sell half of it to the College. The Aeronautics program has outgrown their facilities and this will provide a good opportunity for additional space and more airplanes to work on. Negotiations are in process and will go to the Board of Trustees. In 2008 the program began with four or five students and has grown to 45-50 aviation students. Half of the \$1.5 million for six acres of land would be paid by the College. Compared to other land, the price is good and the seller is taking a loss to give the Center this opportunity.

Comments/Questions: In response to Senator Williams' question about the status of a property purchase for automotive training in Vallejo, S/P Laguerre explained an attempt to purchase land is on tomorrow's

Board of Trustees' agenda. However, that property is no longer available and other land will be looked at.

8. Information/Discussion Items

8.1 Ed Admin Goals – Diane White

IVP White announced the deans' four goals for the year:

- Completion of ADT degrees by May, a mandatory target. She thanked Curriculum Chair, Joe Conrad, for coming to the deans' meeting and assisting with information. The deans will work with faculty to complete the degrees.

- Enrollment Management - participate with plans, assist implementation, evaluate effectiveness with an overarching goal of strategic enrollment management.

- Develop a scheduling protocol.

- Develop non-credit and community education programs.

IVP White had to leave the meeting before the co/prerequisite agenda item (8.5). She commented that the Academic Senate and the Curriculum Committee need to revise the policy and procedures as she shared in an email last week. An advisor from Curriculum Institute offered technical assistance which IVP White will arrange. If proper validation is not documented, LR 10 would have to be unlinked from English in the spring. As of now it is still linked. IVP White asked faculty to speak directly with her when questions arise. She requested that the faculty and Senate allow her an opportunity to gather and analyze more information, coordinate a meeting with the faculty and the CCCC technical advisor to review Title 5 language together and discuss the implications for LR 10 as an English 1 co-requisite. From there, an approach can be developed addressing together any issues raised by those discussions.

8.2 Info for Area B and Plenary – At the Sept 30th meeting we will vote on funding. Senators need to let President Gunther know if interested in attending the Fall Plenary Institute or Area B meeting.

8.3 Archived Courses on the SLO Database – Gene Thomas

SLO Coordinator, Gene Thomas, reported that of 1100 or so courses in the curriculum, approximately 700 (63%) are considered active for SLO assessment purposes. When assessments had to be completed last year 400 courses, not being taught in a regular pattern or that couldn't be assessed, were archived. Courses should be deleted if they are obsolete or not available for students to take. All courses that are kept should have outcomes written for them and most do not. Coordinator Thomas discussed with the Curriculum Committee Chair the idea to create another resolution for the November 12 Curriculum Committee meeting to delete, as a group, all courses that won't be offered again. The list would need to be ready before October 22 to be placed as an October 29 agenda discussion item and then as an action item on the November 12 agenda. There may be some archived courses that general faculty members wouldn't be aware of and publicizing the list might generate interest in reviewing it, which could be done within departments and schools. Coordinator Thomas stated the inactive courses need to be taken out of the catalog or reasons would be needed to keep them in there. He opined that out of the 400 archived courses, 200-300 could be deleted. Because the catalog is an advertisement to students of courses they can take, they should be available. Dr. Conrad agreed that, courses not available and that haven't been taught for many years with no immediate plans to teach them should be deleted. Courses not in the catalog are not active and once they leave the catalog, they are checked off the Chancellor's Office list. To restart one of those courses, it would have to be submitted as a new course proposal. Archived courses are in the catalog and some kind of timeline could be given to get a course up and running in order to leave it in the catalog otherwise. Keeping unavailable courses in the catalog misleads people. The Curriculum Committee deleted 92 courses a year ago and many more deletions are still needed. If 200 or so are deleted by November, time can be taken to decide on the others. Guidelines could include how to modify and bring courses back, ways to rethink courses, and what can be done to not have to delete courses.

Coordinator Thomas asked for Senate consensus that courses could be deleted that have never been offered or haven't been offered for a long time. President Gunther suggested something more inclusive is needed from the Curriculum Committee about what to do for this process. Senator Bolz added an agreement with the deans is needed as well. Coordinator Thomas asked, if senators and the Curriculum Committee agree, to indicate to others what the need is and why they need to move on this. Those who can make easy decisions should do so. Information has to go to the Academic Senate and the Curriculum Committee for the process. Senator Cittadino pointed out that every division has a Curriculum Committee member, and those reps should work with the deans in those departments to resolve this. Dr. Conrad reminded everyone that it is most efficient and faculty friendly to place all courses to be deleted on one resolution. He will send a list of courses and guidelines and also pointed out that the deletion also creates a need to find every place in the catalog that the course is listed. That is a big undertaking and last year the Curriculum Committee approved a second resolution to take care of all program changes related to the deleted courses. He had expected to get more than 92 last year and he hopes people take advantage of this current resolution opportunity.

Comments/Questions: Senator Williams pointed out there is a core of seven classes in Horticulture that wouldn't take much to make active once a full-time instructor is hired. Dr. Conrad replied that revisions and a proposal would be needed to put "inactive" courses back in the catalog. VP Wyly suggested that a resolution could be ready in time for the Accreditation Team visit to show that a process is in place and then the lack of outcomes for those courses wouldn't need explanation. The Curriculum Committee and Chair Conrad will work on getting the list of courses and process guidelines to everyone.

9. Action Items

9.1 Student Equity Plan

Passed (see 9.3)

9.2 Staff Equity Plan

Passed (see 9.3)

9.3 Accreditation Report

Accreditation Coordinator Dambrosio reported that evidence was still being collected. She continues to refine Equity Plans as needed and she emailed all documents to the Senate on Sunday. She emphasized that nothing is being deleted unless inaccurate. If anyone notices substantive omissions (especially evidence), she should be notified in the next few days. Coordinator Dambrosio felt confident that the draft narrative is in very good shape with all the areas covered.

The local Equal Employment Opportunity (EEO) plan addresses compliance issues and the College's action plan. Other than revisions and editing, she worked most closely with S/P Laguerre and HR Interim Associate VP, Nona Cohen-Bowman, to ensure accuracy. Coordinator Dambrosio distributed revised docs with both the workforce analysis and applicant pool analysis included (2009 – 2012) and she is working on another one for 2012 up to this semester 2013 (NEO GOV data). All documents are being refined and she plans to have a more perfected copy for the Board of Trustees' Wednesday night meeting. The latest data has been collected and Coordinator Dambrosio is planning to write an analysis in consultation with HR and Peter Cammish. Both the Staff Plan (EEO) and Student Equity Plan might be reformatted to have them look more similar. She hopes to add more evidence of what the College does well.

Coordinator Dambrosio pointed out that the Equity Inclusion and Advisory Council (EIAC), which is probably one of the most important groups on campus, served as advisory to HR for the EEO Plan, and in the future, training may be offered for committee members to better serve in an advisory capacity. Dean Shirley Lewis and Coordinator Dambrosio will review Student Equity guidelines one more time. When the final draft is completed, an editing committee will review it. Regarding diversity, Coordinator Dambrosio noted the plan is very comprehensive. In the future, SCC intends to expand Solano County demographics to include the entire six counties comprising the regional bay area to draw employees from Auburn to San Francisco.

When Coordinator Dambrosio sends the evidence file to all, she hopes that all will note specific areas that may need additional evidence. The Senate was tasked with approving both equity plans and the rest of the report as one package understanding some revisions may be made as stated, but Coordinator Dambrosio added that everyone will be alerted if there are any substantial (major content) changes. The documents will be sent to all once again. The final deadline for information is a week from Friday; the evidence and narrative have to be revised and rechecked, and work will continue to refine all documents as needed.

Motion to group and approve items 9.1, 9.2, and 9.3 – Senator Jaimez; Seconded – VP Wyly; Passed – unanimous.

President Gunther thanked Accreditation Coordinator Dambrosio for the all the work she has done to complete the Equity plans and the Narrative report.

9.4 Program Review Rubric

The Self Study Rubric for Academic Program Review and the Program Review Document Rubric were emailed to Senators and distributed at the meeting. PR Chair Obegi reported the Committee plans to pilot the rubrics next week on the first self-studies coming in to see how it works. After the initial review by the Committee, smaller groups will divide up and work on the other self-studies that come in.

Motion to approve – Senator Bolz; Seconded – Senator Cittadino; Passed – unanimous

9.5 Co/Pre-requisite Resolution

Senator Duane noted confusion on this issue and she referred to a chain of August 29 emails, including one from the CIO stating LR 10 had to be unlinked from English 1 for spring. The BSI English Coordinator forwarded the email to IVP White and the Curriculum Chair with a table of success rate numbers to reproduce some validation that was already done for the Curriculum Committee per established guidelines. No one has shown evidence that the courses were not revalidated. Although IVP White stated that the co/prerequisite issue is important for the Academic Senate to discuss, the process was muddy, the stall in administration of English 1 and 4 is a disturbing precedent, and librarians have statistically documented success data. VP Wyly stated that an unprecedented second curriculum review is being asked of faculty, the burden of proof was not considered enough, success rates from other California colleges has been requested, and there is a need to deal with what seems to be a new process. VP Wyly had asked IVP White if faculty could work with CIO Clague and she replied that wasn't needed. English 1 and English 4 were both passed through the Curriculum Committee with additional units but they haven't been placed on the Board of Trustees agenda and this will affect students who are planning classes now. Meetings to discuss these matters with S/P Laguerre have been cancelled and rescheduled several times. Senator Obegi expressed support for resolution but also noted there was clearly some miscommunication and she has seen IVP White working very hard in the interest of the College. She queried if giving diplomacy a chance might be the better route. Some senators opined that waiting for a response may just stall resolution. Dr. Conrad suggested, with some progress being made, bringing the item back to the next Senate meeting to allow time for people on both sides of the issue to work together toward resolution

Motion to table the resolution until the next meeting, and in the interim, direct the Academic Senate President to communicate with the IVP so what was worded as “Resolved” in the resolution can be acted on and put in writing by the IVP – Michael Wyly; Seconded – Senator Cittadino; Resolution tabled and directed action passed – unanimous

9.6 Program Definition Resolution

Deferred

10. Reports

10.1 Subcommittees

10.1.1 Accreditation – Annette Dambrosio

10.1.2 Basic Skills – Melissa Reeve

10.1.3 Curriculum – Joseph Conrad

10.1.4 Distance Ed – Dale Crandall-Bear

10.1.5 Program Review – Amy Obegi

10.1.6 10+1 Committee – LaNae Jaimez

10.2 Treasurer

Item 10 reports deferred due to time constraint

11. Action Reminders

12. Announcements

The Senate needs one more CTE/Business rep.

A math rep is needed for the Academic Program Review Committee.

The next Senate meeting will be held on September 30 from 3-5 pm in ASSC 1421.

13. Adjournment

M/S/P – the meeting adjourned at 5:03 pm

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