



ACADEMIC SENATE

Adopted Minutes

September 30, 2013

ASSC 1421

3:00 pm – 5:00 pm

1. Call to Order

President Gunther called the meeting to order at 3:01 pm.

2. Roll Call:

Susanna Gunther, President

Sabine Bolz, Kevin Brewer, Nick Cittadino, Lue Cobene, Catherine Cyr, Dale Crandall-Bear *ex-officio*, Joe Conrad – *ex officio*, Erin Duane, Amanda Greene, Les Hubbard, LaNae Jaimez, Amy Obegi, Teri Pearson-Bloom, Ken Williams, Michael Wyly

Connie Adams, Admin Assistant

Absent/Excused: Lisa Giambastiani, Katherine Luce, Scott Parrish

Guests: Jowel Laguerre, Diane White, Barbara Fountain, Melissa Reeve

Visitors: Isabel Anderson, Ruth Fuller, Tracy Schneider, Josh Scott

3. Approval of Agenda – September 30, 2013

Motion to approve – Senator Williams; Seconded – VP Wyly; **Passed** – unanimous

4. Approval of Minutes – September 9 and September 16, 2013

Motion to approve September 9 minutes – Senator Obegi; Seconded – Senator Pearson-Bloom;
Passed – unanimous

September 16 minutes deferred

5. Comments from the Public

6. President's Report

Accreditation Report: The report is in the final stages. A few pieces of evidence are still needed.

President Gunther asked Senators who have needed evidence, or know who does, to please forward to Coordinator Annette Dambrosio as quickly as possible. She has been doing a great job and needs everyone's support for completion.

10+1: On September 25 President Gunther emailed a synopsis of a 10+1 meeting discussion to the Senate and Liberal Arts and Library faculty. More discussion will be held later in the meeting.

7. Superintendent/President's Report

Aeronautics Program: Over the past 4-5 years, the Aeronautics Program has been growing very fast as well as the student diversity in this wonderful program. At the September 9 meeting, S/P Laguerre shared information about the planned partnership with the Jimmy Doolittle Education Center and today he explained that the aviation industry has been growing considerably, notably in China, Brazil, and other countries. S/P Laguerre distributed a Corporate College draft document and shared that the College has received many requests for training. A Chinese individual approached S/P Laguerre last April requesting a one year accelerated program, stating he could provide 50 students. The FAA requires 1900 hours of study before students can sit for the exam. Higher tuition would be charged for the program and it would be self-supporting through a corporate training partner. The College is exploring options before doing much planning for development of an accelerated option for students. June would be the earliest a program could begin. It could run throughout the summer, probably six days a week. S/P Laguerre will bring more information in the future.

Areas to advance: S/P Laguerre mentioned last year the need for the College to advance in several areas, including energy. The solar installations will bring savings that will be reallocated in the budget. Workforce Development and Continuing Education need to be brought together for something significant. S/P Laguerre explained that the Corporate College document presents ideas for a combined program and he pointed out the following:

Features:

- The need to be self-supporting and innovative
- Credit and non-credit
- Short-term accelerated training
- Focus on gaining skills as quickly as possible.
- Community minded
- Blend internal and external training power. Identify faculty and staff who have skills that they could teach in grad school and other places but not here and provide that opportunity here
- Training at the College, businesses, or other sites
- Courses based on community interests

Finances:

- Charges cover costs of instruction, materials, and overhead
- Separate from the College budget
- Grants and sponsored programs would be utilized.

Staffing:

- Executive Director at dean salary and requirements level
- Coordinators for healthcare, business and education, and community education with industry specific skills
- Business manager/administrative assistant

Timeline:

- Growth will occur organically as the program becomes profitable
- Begin with a part-time release time Executive Director and a coordinator for Community Service Education
- Organization may take up to five years to be fully staffed.

The document includes director and coordinator job descriptions and the structure chart. S/P Laguerre will run this program proposal through the institution to look at starting it next year. The first coordinator would be a full-time position independent from the deans.

Comments/Questions: S/P Laguerre gave the following responses to questions. If new curriculum needs to be developed, faculty would work on that through the normal curriculum process. If College instructors are not available for specific courses, instructors would need to be sought externally. Current Contract Education training has generated funds and no faculty funds are being used. The Vista program would be improved and expanded and brought together with Contract Ed. It is integral to run these programs together. Community classes could generate substantial revenue. Teachers would need minimum qualifications. Workforce Development and Continuing Education may be the name used, rather than Corporate College. The corporate idea is to say self-supporting. The 50% rule will not apply which is part of the reason higher fees can be charged. An example S/P Laguerre gave was the cost for regular programs is about \$7000 per student and an accelerated aviation program might be \$25,000 per student.

Prison System Potential Classes: President Gunther asked S/P Laguerre to share the current status of prison system classes. He reported discussing with Dr. Kenya Williams, Associate Superintendent of the State Prisons, and also an education official, ways Solano Community College could provide educational opportunities for prisoners. S/P Laguerre opined one attraction for this idea is that College faculty who want to could work with students and proctor exams. Lectures could be recorded and prison tutors would work with the prison students. A local prison superintendent stated they have very qualified tutors with expertise (e.g. prisoners with PhDs, former superintendent) who are paid 50 cents an hour. Prison proctors would be available for tests. Faculty members could also teach at the prison. There are 4000 prisoners eligible for academic certificates and degrees and tuition is paid by the State. College enrollment and diversity would increase. Online broadcasts would not be allowed but recordings could

be used. Senators raised concern that a Title 5 exemption to teach in a closed setting (public not allowed) applies to county and federal prisons, not state. Other issues were raised including: extra workload to accommodate the prison part of instructors' face-to-face classes; online courses cannot be taught in the prison and there are issues with correspondence type teaching; in certain situations cohort groups are exempt, but the Chancellor's Office has denied the option of prison cohort groups. S/P Laguerre will report back answers to these concerns.

8. Interim Vice President's Report

Student Success Initiative: IVP White, Dean Shirley Lewis and Barbara Fountain attended the Student Success meeting at the Chancellor's Office last week. All California community college districts were represented and there was a powerful representation of students as well. IVP White pointed out that the Academic Senate is at the center of the Student Success Initiative which is a shared responsibility of everyone on campus. Many campuses have a task force or committee. Admissions & Records Director Fountain, Dean Lewis and IVP White have been trading ideas online and they would like to have broad dialogues, in the form of town hall type meetings, to discover what students need from everyone. Some of the RP group questions can be used. At the state meeting the student panel was asked what keeps them coming back to school. It struck IVP White that rather than thinking in terms of what the school could give the students, the students spoke of service work and how they want to give back to their communities. She would like the College to use the questions the state used to help gather ideas to use as a campus community, funneling information to Enrollment Management and other groups. The Academic Senate should take the lead on this. IVP White asked everyone to be mindful and also pointed out that the Student Success Initiative legislation and the ACCJC expectations and standards expect SSI plans to be embedded in all planning the College does.

Early or Middle College: Work is in progress on an MOU with the Fairfield Suisun School District and IVP White has requested the MOU be placed on the October 16 Board of Trustees agenda.

Faculty Hiring: Current plans are to begin the process for next year's faculty hiring with the Academic Senate and in accordance with policy and procedures, which will be reviewed. IVP White will ask the deans to review the process to establish positions they'd like to move forward and she hopes to have the list completed in about 30-45 days.

Comments/Questions: President Gunther queried what happened to the full-time Horticulture position. IVP White's recollection was that the chair of that hiring committee reported there was a thin pool that should have been more robust and that the job description should be reconsidered and crafted again. S/P Laguerre added that, with few applicants, committee members decided not to move forward. This full-time faculty position is new, in terms of Agriculture, for the College. To put together both Horticulture and Agriculture took a long time to complete the job description. Because it was summer by then there wasn't time to react to what needed to be done to begin the program. S/P Laguerre has put a lot of thought into this matter but a better solution hasn't been found. He acknowledged that the two long-time adjuncts whole heartedly built the program on their backs and it will only continue to improve. They attracted a significant donor to the program which is a contribution to pay attention to. At the same time following processes and minimum qualifications has been a challenge. S/P Laguerre offered to discuss this further with President Gunther.

IVP White reported that at least two or three faculty retirements have been announced. S/P Laguerre pointed out that the sooner the priority list is created and approved, the sooner the College can advertise. The best timeline is to begin advertising by Thanksgiving, followed by review of applicants in February, and selections in March. President Gunther noted that hiring committees for administrators need five faculty members on each committee, so Senators should begin working on finding volunteers in their areas. S/P Laguerre added that Faculty Obligation Numbers need to be considered and the deadline for retirement notification is tomorrow.

Interim Administration: Plans are to take the next steps to replace interim administration with permanent positions by next year.

Title 3: Cynthia Garcia, Grant Coordinator, has been working with consultants laying the groundwork to proceed for a Title 3 grant. IVP White is hoping town hall conversations will bring ideas that can be used for Title 3. Ultimately, a committee will be formed to work on ideas. She would like to broaden it out and frame with student success. S/P Laguerre would like to have a retreat style gathering with many stakeholders to decide which ideas to go after. At that point decisions could be made on the type of committee needed and what it would be tasked with.

9. Information/Discussion Items

9.1 Academic Calendar – Barbara Fountain

Admissions & Records Director, Barbara Fountain, will be looking into a compressed calendar and bring back information for the Senate to consider. If decided it could work for the College, it would take at least a few years for all the planning and transition. Director Fountain gave a Flex Cal Academic Calendar workshop presentation resulting in robust discussion regarding details. Because there has been much criticism of the calendar and people are still complaining she hopes everyone will share information with their colleagues. As result of the workshop some changes were made. Director Fountain distributed updated 2013-2014 and 2014-2015 calendars and pointed out the following: The start date was reviewed approved by the Board of Trustees over a year ago. She hopes that through the Committee there will be more awareness of what is going on rather than accusatory statements. Both years start a week or so earlier. Part of the rationale for ending the semester on December 13, 2013, is to give faculty time to submit grades before the holidays. She reminded everyone that financial aid becomes a problem and students become angry when their grades are not submitted on time. An SCFA representative sits on the Calendar Committee and Director Fountain is working on getting more faculty to serve. Everyone else on the Committee is there for compliance. Meetings average 2-3 hours; when agreement is reached the calendar is forwarded to SCFA; if the SCFA isn't in full agreement, the calendar returns to the Calendar Committee for another 2-3 hours of revision; this process has gone back and forth this way which is not the best use of anyone's time. Director Fountain is hopeful that, with more faculty representation, issues will be minimized. The 2014-2015 calendar has to go back to the Board of Trustees and hopefully will be quickly approved.

IVP White noted that the SCFA appoints members to the Committee and faculty should contact them to find out how they appoint members. Dr. Conrad pointed out that the calendar is a union negotiated issue but he didn't think the contract explicitly defines the committee and it could be more open. There could be more faculty representation without having the union agree or decide who is appointed. The union task is to decide on the final calendar. An email should go out to all faculty in order to solicit volunteers. Senator Pearson-Bloom attended the Flex workshop and learned a lot about how to improve the calendar and how challenging it is to make the calendar. Former deans and lots of great faculty were in the room. She felt the new rendition was the best the group could come up with to meet student needs, faculty needs to process grades, as well as considering work days and non-work days of other staff and turnaround time. The diverse group did their best to make reasonable changes. Director Fountain will offer a Flex Cal workshop again. President Gunther opined that they did a good job with all the current constraints, but she was happy to hear that Director Fountain will be looking into other possibilities for a better calendar and will bring information back to the Senate. Senator Pearson-Bloom suggested future adjustments to have summer school classes start the same week because confusion hurts enrollment.

9.2 Student Success Requirements – Barbara Fountain

Priority Registration: Admissions & Records Director Fountain reported that, effective next summer, students who hit the 90-unit max will lose priority registration. There will be an appeals process in place. Students who were on probation will have to be off probation for two semesters before getting back on priority registration. Director Fountain distributed a document (Student Success & Support Program (SB1456) that lists what has been done and what still has to be completed this fall. At 60% completion now, she stated the goal is to have everything done by the end of December. The program

will be revised again and return to the Senate. Director Fountain is trying to get more signage to get students' attention. All students will have to complete their education plan and assessments (the major change) before registering and all area high school principals/contacts have been informed of the changes. Students should be prepared by mid-March for fall registration.

Director Fountain pointed out items listed on the document that still need to be done. She explained that the initial outreach plan needs more discussion and work and more people to help students, including ensuring that students who need it, begin remediation in their first term. There will be at least three or four other policies that will relate to this, hopefully before starting priority registration next year. A major challenge is the education plans that can only be done by counselors. A lot of schools are working on a variety of ways to find use of technology to help alleviate the need for an army of counselors to get students through a complete education plan. It is evident statewide that technology will have to be embraced more than ever. More campus wide discussion is needed and Director Fountain hopes to have someone from the state come in October or November to bring information and address issues. Senator Cittadino queried if politicians who put this legislation in place are aware that funding will decrease. Director Fountain added there will be 10-11 new MIS elements. Although already legislated, details are being figured out along the way.

Basic Skills Coordinator Reeve shared that, in the second year of piloting First Year Experience (FYE), there is a cohort of 50 students and BSI is working on a plan for next year. She pointed out the 5th bullet point relates to exactly what the FYE pilot is about and she asked that information be included. Coordinator Reeve added that they have learned a lot about what to do and when. There have been many struggles to get the program working properly but benefits are already seen. Although all students won't fit into FYE, it will meet the needs of many incoming students. Part of the FYE goal is to simplify the college experience for students, support them in reaching autonomy of self-selecting by helping them academically and in other ways in the beginning when they need it most. Director Fountain noted that MIS requirements will look at all students for education plans, assessment, and orientation and FYE is one good model for that.

IVP White noted that the large schools with more resources can show the College some of what they've done, such as Cerritos College with the "no options" to fail. Students there have mandatory orientation, assessment, and at least one fundamental course or they can't register. The RP group is coming up in two weeks and it could be helpful to put together the best of what we've heard at various conferences to provide models of what can be done. Anyone interested in attending should contact Laurie Gorman to be put on the wait list. There are webinars of Chancellor's Office session that can be viewed.

9.3 Middle College

IVP White reported the Vacaville Middle College is in place now and plans are ongoing for Fairfield-Suisun. The Academic Senate is a critical part of middle college and prisoner education conversations. College counselors and others are needed to speak with high school counselors and support staff. Work is needed on a core of assessments and faculty need to build the process. Anyone with ideas on how to best bring faculty together should contact IVP White. A small subcommittee with faculty and administration is one idea. A formal presentation is needed to see what has been in the works, what is planned, look at assessments, how it is working, success of students, and how to mesh with the Student Success Initiative. IVP White will coordinate with Dean Lewis and Sheila McCabe to bring a Fairfield-Suisun Middle College update to the next Academic Senate meeting.

Senator Pearson-Bloom queried the status of the College plans at Dixon High School next spring and how classes and instructors are being determined. She stressed that when a college goes out to other locations, if the experience is not positive and dynamic, the students will not come to that institution. The plan needs to be well thought out so that students have a very good experience that will bring them later to the College. IVP White responded that Dixon High School built a wing for college classes without thinking about all the pieces that go into it. There is a lot to consider and she will report back to the Senate.

9.4 Optional Flex Cal Credit

Senator Jaimez reported this item needs to move forward. The Senate approved creation of a task force to develop a list of what is acceptable for optional Flex Cal credit. The Academic Senate should first come up with what faculty think and then ask administrative counterparts what they think. Decisions will need to be made on forms, how assessed, and an appeals process for consistency of what is acceptable. Senator Cobene, Senator Jaimez, and Senator Pearson-Bloom volunteered to serve on the task force.

10. Action Items

9.1 Co/Pre-requisite Resolution

President Gunther briefly recapped the status of this item. The resolution wasn't voted on last time. The Senate decided to have President Gunther communicate with IVP White a request for a written explanation on how she will move forward with what already was approved by the Curriculum Committee... The 10+1 meeting discussion was shared by email with the Senate and Library and Liberal Arts faculty.

Basically, IVP White stated that even though the Curriculum Committee approved English 1 and 4 to increase the unit value, she wasn't feeling it was appropriate for her to approve the change and by not signing the Curriculum Committee approved modifications, they will go back to the Curriculum Committee. IVP White committed to keeping LR10 on the spring schedule with linkage to English 1. She would like to have a task force address what she feels are the issues. The outcome of a task force will be the force of determination.

Senator Jaimez explained that, at the 10+1 meeting, S/P Laguerre was clear the LR10 issue needs to be resolved by fall 2014. Administration did not agree that CIO Roger Clague's report was statistical validation of LR10 and Dean Peter Cammish was tasked with looking at statistical validation. There has been disagreement or miscommunication as to whether IVP White offered to meet with English faculty but didn't hear back from them. She sees her task as compliance officer and felt CIO Clague's evidence wasn't done using a mathematical process and other issues hadn't been addressed. Regarding English unit increases, IVP White had requested information be obtained from other schools with similar demographics. Josh Scott pointed out the majority of schools have four units and the data is difficult for faculty to identify. VP Wyly cautioned Senators to not get distracted from the original issue. English faculty did a very adequate job justifying the increase and showing the amount of work students are being asked to do is four units worth. An ethical consideration is that the existing course was vetted, as well as modifications. Other measures were in place using faculty expertise. He queried if that expertise is being trumped with additional tests. VP Wyly stated that these were very carefully selected courses and this has clearly gone out of process. No evidence has been presented to show there is a Title 5 problem. The reality is, as a department, English faculty have done their best to move through the existing processes and are now being held to a changing bar. Title 5 allows for a lot more latitude and this is an Academic Senate purview and process. This would be setting a very uncomfortable precedent moving forward.

President Gunther noted that IVP White was going to get a representative from the Chancellor's Office to work with to get to compliance. Senator Duane stated that nothing in Title 5 has been found to back the claim that statistical validation and content review is not sufficient and she queried why the data brought forth was not considered sufficient. There has been no information on an actual compliance issue. Senator Jaimez heard it may be a money issue. People queried if the same scrutiny is brought to other areas, such as doing an independent test on the pilot year or obtaining information externally.

Senator Duane pointed out that Title 5 makes clear that content experts should decide units. There shouldn't be a problem when content review is improved, unless the conversation is more about money and less about conforming to a C-ID descriptor. The College can't file the English AA-T until Curriculum Review is completed. The AA-T is exactly what English majors need to transfer to CSUs. Dr. Conrad pointed out that data has to be kept with content review to ensure it is not disproportionate and to offer enough sections as part of the review process. Many Senators and visitors agreed that

faculty input, the spirit of Title 5, has been devalued. Much work and many hours have been spent on this issue.

Motion to approve the resolution and have President Gunther present it to the Board of Trustees – VP Wyly; Seconded - Senator Duane; Passed – unanimous

9.2 Funding Senators attendance at Area B meeting and Fall Plenary

Senators planning to attend fall Plenary: Senator Jaimez, Senator Cittadino, VP Wyly, Senator Williams, and President Gunther. President Gunther plans to attend the Area B meeting.

11. Reports

11.1 Subcommittees

11.1.1 Accreditation – Annette Dambrosio

11.1.2 Basic Skills – Melissa Reeve

11.1.3 Curriculum – Joseph Conrad

11.1.4 Distance Ed – Dale Crandall-Bear

11.1.5 Program Review – Amy Obegi

11.1.6 10+1 Committee – LaNae Jaimez

11.2 Treasurer

No Item 11 reports due to time constraint.

12. Action Reminders

13. Announcements

A CTE/Business Senate rep is needed.

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

The next Senate meeting will be held on October 7 from 3-5 pm in ASSC 1421.

14. Adjournment

M/S/P Meeting adjourned at 5:16 pm.

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