



ACADEMIC SENATE

Adopted Minutes

October 7, 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, Nick Cittadino, Lue Cobene, Catherine Cyr, Joe Conrad – *ex officio*, Lisa Giambastiani, Amanda Greene, Les Hubbard, LaNae Jaimez, Amy Obegi, Teri Pearson-Bloom, Ken Williams

Connie Adams, Admin Assistant

Absent/Excused: Dale Crandall-Bear *ex-officio*, Erin Duane, Katherine Luce, Michael Wyly

Guests: Jowel Laguerre, Diane White, Leigh Sata, Jay Speck and SCOE administrators

3. Approval of Agenda – October 5, 2013

Motion to approve: Senator Brewer; Seconded Senator Giambastiani; **Passed** – unanimous

4. Approval of Minutes – September 16 and September 30, 2013

Deferred

5. Comments from the Public

6. President's Report

President Gunther attended the Board of Trustees meeting. She gave a brief background before reading the Co/prerequisite Resolution that was passed by the Academic Senate on September 30. Because the Academic Senate was not on the agenda no response was given. S/P Laguerre confirmed the Academic Senate will be placed back on to remain as a Board of Trustees agenda item at all meetings.

7. Superintendent/President's Report

Vacaville Center Annex: S/P Laguerre gave an update on the planned purchase of the Vacaville annex by the College District. It was previously thought that the College wouldn't need the annex until last spring when Dean Shirley Lewis notified administration otherwise. The property broker was contacted and a lease was reinstated at the same cost the College has been paying since 1998. The College has in writing the purchase price of \$2.5 million, the same price property owners asked for two years ago. The property has substantial acreage and good parking for students. The goal is to purchase before the end of the year.

Automotive Training Facilities: The College began an automotive training program at Armijo High School when Armijo was unable to find a teacher and closed their program. The closure presented a good opportunity to start a program there until new facilities could be in place. Current issues with the high school are inadequate space and equipment and they will not let the College add what is needed, resulting in the instructor barely retaining students. Because there is a desperate need for facilities, Executive Bonds Manager, Leigh Sata, and S/P Laguerre will look at nearby properties. If facilities are purchased, the plan would probably be to have a consortium with local high schools since they don't have facilities. Facilities would still be needed in Vallejo as well.

Vallejo Center: There is no growth space at the Vallejo campus. The Belvedere Development Complex has extra land adjacent to the campus they don't need and will be selling. S/P Laguerre will be looking

at that potential opportunity. The property almost connects with the campus and he was told there could be a road or path between the two.

8. Interim Vice President's Report

Faculty hiring criteria: IVP White was told that Dean Peter Cammish received emails requesting data for faculty hiring by a certain deadline. She had no knowledge of the origins of this message. IVP White read the Faculty Hiring Policy and sent an email to division deans late last night asking them to review the Faculty Hiring Criteria and Process draft suggestions (document distributed). She stated to deans the importance to first meet with the Academic Senate and that they are not to move forward until the Academic Senate determines the process and timelines. Senator Obegi reported that at an October 2 division meeting, her colleagues were told by their dean to gather the data. IVP White requested an email from Senator Obegi documenting that and reiterated that deans were told the meeting with the Academic Senate was the first step and they were not instructed to meet with or give their job to faculty. The criteria and process are IVP White's suggestions in draft form.

President Gunther reported that last year the deans and Academic Senate agreed to a list which was later rearranged. She stated that faculty needs information on all potential hiring positions before the list is presented to the Senate. IVP White noted she does not have the background on previous hiring issues but she would take responsibility for any current miscommunication. She asked the Senate to review her draft and additions or changes can be discussed in 10+1 or where needed. IVP White expressed her main interest is timeliness. The list needs to be completed early enough to have strong hiring pools. President Gunther will send IVP White a discussion summary after today's meeting.

Co/prerequisite and English units: IVP White drafted a memo that she will send to Dr. Conrad regarding English 1 and 4 unit increases. At the 10+1 meeting she spoke of looking at LR10 data and the Chancellor's Office suggestion about Title 5 expectations. That information will determine how to move forward. Administration would like to get a task force to review data collectively in order to make decisions. When IVP White left the Senate for another meeting she asked President Gunther to record and forward additional questions to her that come up in continued discussion. IVP White suggested a few faculty members and administrators could be on the task force to meet with a representative from the Chancellor's Office and she can also meet with President Gunther to discuss ideas. IVP White asked President Gunther to also send her the Academic Senate's recommendation for task force composition.

The continuing Senate discussion regarding IVP White's report follows:

Faculty Hiring Criteria and process: President Gunther suggested Committee members find out at the next 10+1 meeting what is going to be considered to not repeat the same process that occurred last year when the Senate approved list was changed by administration. It wasn't clear from the beginning why the changes were made. Senators addressed the following points and concerns to consider:

- All positions considered for hiring should be involved in the process from the beginning and not appear on the list later.
- It doesn't seem right to weight a position based just on Program Review because it may not have been documented in Program Review and should have been.
- Positions shouldn't have to be justified again when faculty retire or pass away without a reduction need shown. Retirements used to be automatically filled but are now placed in a pool.
- How to meet the draft deadline of October 14 for deans to confer with the Senate on criteria and the remaining timeline. Timeliness is of the essence to get a good pool and enough time is needed for a proper process.
 - Some schools and divisions haven't even had a meeting yet this semester.
 - 2C on the draft seems like a subset of 2B.
 - It sounds like someone has an agenda to take programs with only adjunct instructors and move them to the top of the list.
 - Rewording is needed to describe how only full-time faculty are needed in a program.

- Deans have to come up with data to present to faculty for counter suggestions in order to work toward reaching agreement.

President Gunther read back suggested edits: address timeline, minimum of two weeks is needed for deans to confer with faculty and the Senate; request emergency 10+1 meeting this week to discuss this matter; a group of senators and administrators need to work together to reveal any non-transparent items; send out a list to the Academic Senate after the 10+1 meeting; take input from responses.

Dr. Conrad commented as follows to help this process to be done efficiently and quickly: the first four timeline items start with the deans; it is important to not delay the whole process for something that is going to happen at the end; tell IVP White that the basic set up is agreeable and please instruct the deans to do this quickly so that, once other issues are addressed, they are ready with their lists. He opined that, if too many roadblocks are in place, nothing will get done. Deans could get needed data tomorrow.

Senator Pearson-Bloom pointed out that the deans have to confer with faculty after developing their proposals. Therefore items 2 and 3 should be switched or else deans should cover the process twice. Not all Schools are holding School meetings and the Senate needs to address some of the practices going on that do followed shared governance and do not support the ability to report out or bring back in information and input. In person group discussion and collaboration are needed for shared governance.

President Gunther read back the following suggested comments/suggestions: want electronic copies of the draft; there is a timeline issue, understand the need and the deans should move forward, so the Senate will accept the draft with the caveat to hold a 10+1 meeting this week to get all criteria that will be considered; there has been more than usual lack of communication; timeline step 2 should be repeated after step 3, potentially more than once. She opined that having the process move from 1, 2, 3, and back to 2 will be a huge step.

Senator Cittadino pointed out that any changes made should be brought back to the Senate between November 4th and November 12th. The final timeline changes Senators agreed to were: delete the first item because it won't happen; move the third item "deans develop proposal developed on 1,2,3 above" adding "accessing faculty members as they need to" to the first timeline position. Dr. Conrad pointed out, that in conferring with faculty, deans not familiar with all programs (new deans especially) wouldn't understand what programs really need new faculty. The need for deans to call for individual school meetings this week (can be via Confer) for the sole purpose of conferring with faculty before developing proposals based on items 1, 2, and 3 will be added. Senator Pearson-Bloom pointed out that proposals have to be brought back to a second meeting as well. Faculty need to know how positions were chosen to avoid misunderstandings.

Task force composition – reviewing data

Fate of the linkage hinges on what the task force decides in order to affect the summer 2014 schedule. It would be in the best interest of the faculty to be involved. Lou pointed out that rationale has not been offered by administration. English faculty spent an excessive amount of time on this issue. Joe noted there was some question if LR 10 as an English 1 co-requisite is currently in compliance. Susanna added that IVP White, in a position as compliance officer, sees compliance as a reason for creating a task force. Roger's report was in question and there is other related data IVP White and S/P Laguerre feel is necessary to look at. Senator Giambastiani stated this issue needs to go back to her division and the library. President Gunther will notify IVP White that she will get back to her later about a task force.

In response to questions, President Gunther stated the Board of Trustees expressed thanks to her after she read the Resolution, but because it was not an official agenda item, the Board moved on to the next agenda item without comment. IVP White will send an email to Curriculum Committee Chair Joe Conrad regarding English 1 and 4. Only English 2 is currently a four unit course. Senator Pearson-Bloom pointed out the Resolution stated the unit changes went through the Curriculum Committee and Curriculum Review. Curriculum Committee Chair Conrad noted that English 1 and 4 are being sent back to the Committee. Regarding LR 10, his interpretation of the task force idea is that IVP White is

trying to have a forum to see the Chancellor's Office perspective, to have more detail, to be clear on Title 5 expectations, and to try to address the issue in a mutually agreeable way. Administration has allowed the linkage to continue for spring 2014. It would make a difference to have a Chancellor's Office representative here to have clarity, to understand the situation and possible consequences, and to work together to produce a satisfactory outcome. One of the big arguments Chair Conrad heard from administration was that English 1 was already four units because of the LR 10 co-requisite; increasing English 1 units would effectively make English 1 a five unit course from students' perspective. He wondered if the whole LR 10 issue would have happened if the unit increase hadn't been brought forth.

English will have a division meeting on Thursday. Librarians won't be at that meeting so Senator Cobene will see when librarians can discuss this item. President Gunther concluded the discussion, noting the Senate will need to decide who should be on a task force based on input from the directly involved faculty. The Academic Senate will await word from the Library and English faculty regarding what to suggest. No one from the Library could make it to the Academic Senate meeting and the Liberal Arts Senators are understandably not willing to make suggestions without getting input from the English and Library faculty.

9. Information/Discussion Items

9.1 Online Tutoring – Tutor.com presentation – Chuck Myers
Deferred

9.2 Proposed MOU with SCOE – Leigh Sata

Executive Bonds Manager, Leigh Sata, distributed a draft Memorandum of Understanding (MOU). He reported the MOU was created in response to the request from the Solano County Office of Education (SCOE) to create three classrooms at the Vacaville Center to allow the District to bring in a program for special needs students. The MOU would allow for efficiency in creation of a complex where the College and SCOE could share architects for the creation of three additional classrooms that the College could also use as available. Manager Sata introduced Jay Speck, Solano County Superintendent of Schools, who introduced the SCOE Director of Facilities, the Chief Business Officer, and the Director of Education. Superintendent Speck began his career as a special education teacher and has seen program changes over the years. He considered this MOU as a rare opportunity for the K-12 system and Solano College to work together for the community, sharing facilities and advanced training and teaching students with special needs. Superintendent Speck noted there are facilities for special education at Larsen and Elm schools in Vacaville but, due to renovation at one and need for updating facilities at the other, more room is needed. There is an opportunity to obtain State construction funds, so SCOE approached the College regarding a joint venture. He spoke of the challenge these 18 to 22 year-old students have when they leave high school without a place in the community for them to go. Many years ago there were students at the College but a dedicated facility was needed.

Manager Sata explained this opportunity to build three separate classrooms dedicated to the SCOE program that the College could also access when available. With the Measure Q bond and the building of larger facilities, there will be opportunity for College students to do internships as well as creation of other programs supporting each other. Programs are generally six hours a day during typical school hours and students get transportation. Classrooms would have dedicated bathrooms and some cooking facilities with everything locked up so other people could use the rooms. There are no designs yet but once this MOU is approved an architect will be hired. A few special education students could possibly transition to College classes but most would enter an adulthood transition program. Vacaville and Dixon citizens would feel good about having their family members on campus. Regarding interaction between students, Superintendent Speck noted that could go either way and added that some high school programs traded less desirable instructional space to get special education students into the campus center.

SCOE has finances for the architectural part, design work would need to be presented to the State in January for the bond application and this plan would be contingent on the 2014 passing of the State bond. SCOE would pay the College for maintenance, utilities, custodians etc. There are a lot of details

to be negotiated. With the K-12 State bond, funds would be used for classroom facilities. SCOE would pay operation fees yearly. Basically, the College provides the land, the County provides the building and both share use with benefits to students and the community. Manager Sata explained the need to begin upgrading buildings now. The College District is purchasing the land, the SCOE will pay for the new classrooms and Measure Q funds will be used for structural upgrades. There is opportunity in tying this process together for efficiency of construction the College needs to do anyway.

10. Action Items

None

11. Reports

11.1 Subcommittees

11.1.1 Accreditation – Annette Dambrosio

No report

11.1.2 Basic Skills – Melissa Reeve

No report

11.1.3 Curriculum – Joseph Conrad

Archived Courses: In September Curriculum Committee Chair Conrad was tasked with gathering archived courses information. He distributed the Process for Archived Course Deletion document, a timeline and suggested departmental discussions. Chair Conrad will distribute a list to faculty and deans for review as soon as possible. He explained that the list that SLO Coordinator Gene Thomas referenced to the Senate (400 + courses) never took into account the 90+ courses included in the bulk deletions last year and PE classes that were replaced by Kinesiology. When faculty and deans receive the list they should check for courses that shouldn't be on the list due to the name or number changes or that should be removed from the list for some other reason. At the Curriculum Committee meeting tomorrow Academic Senate comments will be shared, then Coordinator Thomas and Chair Conrad will work to get a list out to all faculty. The Academic Senate unanimously supported this plan.

Associate Degrees for Transfer (ADT): – The Chancellor's Office has approved the amended list for the College to complete 16, rather than 18, ADTs and they have approved six ADTs from Solano College. A seventh (Physics) ADT will be voted on at the Curriculum Committee meeting tomorrow and then be submitted to the Chancellor's Office soon. Chair Conrad urged senators to encourage colleagues to move forward if an ADT is required from their discipline. They will all have to be submitted to the Curriculum Committee before the end of spring and be in place by fall of 2014. A list of ADTs required will be sent to all faculty members.

Chair Conrad explained that TMCs go in the course catalog as programs. Rather than having just one program exclusively by replacing a current program with a new ADT, he pointed out that the two programs can stand separately and students can choose which one to do. For students trying to go to a CSU there are a lot of bonuses if they want to do the TMC. In the catalog there will be headings, e.g. "Kinesiology for Transfer" on a page separate from the regular kinesiology program.

11.1.4 Distance Ed – Dale Crandall-Bear

No report

11.1.5 Program Review – Amy Obegi

Program Review Coordinator Obegi reported at the last meeting that the full Committee reviewed the Human Services Program, taking the opportunity to work collaboratively with the new rubric and give feedback. The process went well from her perspective and it was good to talk through it. Committee members decided to make a slight adjustment under resource/development. In future meetings programs will be reviewed by groups of three Committee members. Members will use the rubric individually and then meet with their team to discuss and decide on feedback to enter on one rubric. Coordinator Obegi will receive and type the reviews and forward to the program and the dean. She noted that, as good as it

was to work as one group, the Committee will have to break up into teams in order to get through all the programs. Dean Maire Morinec writes narratives on programs to submit with the self-studies. Dr. Conrad pointed out that the Human Services PR was 44 pages long compared to past PRs that were sometimes only a few pages. He noted how the College will benefit from better reviews. Chair Obegi reported that stipends were not approved but that conversation will need to be revisited to see if more reassign time can be given once there is clear vision moving forward. There is a lot of value in this new process but it does take more time. Future reviews may be just as involved because things can be so different five years later, such as the labor market, student success and other things that have to be looked at. A .2 release time might not be enough. Chair Obegi will be rewriting the two pages of feedback from this first review and to write all of these will require much more than .2 release time.

11.1.6 10+1 Committee – LaNae Jaimez

No report

11.2 Treasurer

No report

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 21 from 3-5 pm in ASSC 1421.

14. Adjournment

M/S/P – the meeting adjourned at 5:04 pm

AS Minutes 10.07.13/ca