



**JOINT MEETING of the ACADEMIC SENATE  
and EDUCATIONAL ADMINISTRATORS**

**Adopted Minutes**

**January 9, 2014**

**ASSC 1421**

**2:30 pm – 4:00 pm**

**1. Call to Order**

President Gunther called the meeting to order at 2:34 pm

**2. Roll Call:**

**Academic Senate:** Susanna Gunther – President, Sabine Bolz, Kevin Brewer, Nick Cittadino, Lue Cobene, Joe Conrad – *ex officio*, Catherine Cyr, Les Hubbard, Katherine Luce, Amy Obegi, Terri Pearson-Bloom, Ken Williams  
Connie Adams, Admin Assistant

**Educational Administrators:** Lily Espinoza, Jerry Kea, Maire Morinec, Barbara Pavao, Diane White, Zhanjing (John) Yu

**Absent/Excused:** Dale Crandall-Bear – *ex officio*, Erin Duane, Lisa Giambastiani, Amanda Greene, Scott Parrish, Michael Wyly, Salvador Codina, Neil Glines, LaNae Jaimez, Bruce Kinghorn, Shirley Lewis, Maurice McKinnon

**Guest:** Dan Ulrich

**3. Approval of Agenda – January 9, 2014**

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

**4. Academic Senate President Report – Susanna Gunther**

No report

**5. Superintendent/President Report – Jowel Laguerre**

No report

**6. Interim Vice President of Academic Affairs Report – Diane White**

*BRN Accreditation:* IVP White reported the Board of Registered Nursing approved continuing accreditation for the Nursing program for five years. She congratulated the department and acknowledged their fabulous work and team effort.

*State Bar Grant Approval:* Late last fall, Professor Joel Powell, Dean Shirley Lewis and IVP White submitted an application for the California State Bar sponsored Two Plus Two Plus Three grant. IVP White noted the tremendous amount of work done by Professor Powell. To be considered schools need to have a diverse population and a strong commitment to student success. The Board of Trustees and people in the county submitted support letters to submit with the application. If awarded, the grant will assist students through two years at the College and successful students will be guaranteed admission to one of the participating UCs. Discussion of a

potential partnership with Vallejo High School to pipeline students to the College has also been discussed. The grant would include student support for tutoring, embedded tutoring, supplemental instruction, resume writing, internships, and training for LSAT and their test fees would be paid. The program would start with approximately 60 students. A particular curriculum will need to be followed which might require some adjustments to current curriculum. Contextualized and service learning components are expected. A goal is to train students from diverse backgrounds and with social conscience who will give back to their communities. Professor Powell spent his break soliciting support in Vallejo. Students will have to apply to participate in this law studies grant. The State Bar is meeting this week, so more information should be available soon.

*Career Ladders Project:* The College hosted the CLP regional workshop, part of the Consortium of Colleges that participated in the TACT (Trade Adjustment Career Training) grant which provides students with pathways into trades. It is really about learning communities being applied in different ways. IVP White, Dean Maire Morinec, Dean Barbara Pavao, and many faculty members attended the workshop.

Dean Kea reported a similar program that embarked years ago in Vallejo when he was contacted by a donor offering supplemental support. An application for Vallejo High School was submitted and it is now in place for graduating students to apply for \$4000 grants to attend college full-time. Although the funding doesn't preclude other institutions, Dean Kea expressed the hope that students will attend Vallejo Center.

*Faculty Hiring:* IVP White has discussed faculty hiring with HR and plans are to collaborate for short and long term solutions. A tentative timeline was created for hiring the ten full-time instructors and completing the process before semester's end. Committees will be formed through February to begin work on screening and interview questions. First interviews will be held between March 1 and early April. Ads were placed before winter break in the Chronicle of Higher Education and on the CCC registry. IVP White suggested the Senate invite HR AVP Bruce Peterson to a meeting to explain the HR hiring process and to discuss concerns. HR Director Charo Albarran and AVP Peterson are working on how to mesh the policy with reality. Boiler plate language might be useful with assignment notations added to particularize job descriptions with the exception of positions already applied for. Courses that faculty and the department are expected to teach could be added to the bottom of the job descriptions. Template language could be given to committees to work with on a case-by-case basis.

President Gunther pointed out the hiring policy states hiring committees have a part in the job description and she advocated for a realistic timeline. IVP White noted it would be most effective to have AVP Peterson attend a meeting to discuss this. HR will look in the archives for yearly hiring calendars to check timelines. Dean Morinec suggested advertising in specialty places, such as hospitals and list serves for nurses. IVP White stated that HR is looking at other job sites and AVP Peterson will probably survey faculty. A strategy and a budget are needed for recruiting. Senators pointed out that faculty positions were not showing up on websites. IVP White recommended questions be addressed with HR. She also noted that HR is working very hard with a skeleton crew who are often distracted by people coming in for forms and information. IVP White requested people contact her or Laurie Gorman first and they will route people through HR as needed to minimize the crush of interruptions. An HR reorganization plan

was discussed in shared Governance Council. One or two temps may be employed to help with hiring related paperwork.

## 7. Information/Discussion Items

### 7.1 Adjunct and Emergency Hiring Policy Follow Up

President Gunther reported the policy is over 20 years old and needs revamping and the full-time faculty hiring policy probably needs some adjustments as well. Hiring policies were discussed at Senate meetings in 2011 and 2012 and the policy was revised to move forward. IVP White took it to a deans' meeting, they had concerns, and Senator Jaimez, Dr. Conrad, IVP White met. The changes wanted by the deans affected items that were important to the Senate and the process stalled. IVP White suggested gathering information from different colleges and the formation of a committee to review ideas. Senator Jaimez pointed out that a lot of work was completed and documented and is available. More rigor is needed for emergency hiring. IVP White and the Senate agreed to form a committee made up of three senators, 2 deans, an HR rep, and IVP to revisit those documents and create a policy draft. The discussion will be brought to the next 10 + 1 meeting.

### 7.2 Assessment Committee Follow Up

IVP White distributed minutes from a meeting held on December 12 to discuss the purpose, membership, and functions of an assessment committee. Instructors Eric Bullis and Diane Reed, both having interesting backgrounds in assessment, met with IVP White, Dean Peter Cammish and SLO Coordinator Gene Thomas. They looked at models tailored to the needs of different institutions. IVP White pointed out notes taken and things discussed (in italics) included how important it is to accreditation standards and for continual improvement at the College. Committee composition should include faculty reps from different schools or school coordinators, a student services rep, the SLO Coordinator, a librarian, and the campus researcher. The goal is to create a culture of assessment, become well versed in assessment, and train each other about what good assessment is. On some campuses where assessment committees involve HR and other areas, it is formed in a shared governance setup. Academic assessment committees are standing committees of the Academic Senate.

More training and focus on the quality of outcome statements might be needed for SLOs and more assistance for faculty, especially adjuncts. Adjuncts often teach in multiple locations and different systems and proactive help for them is important. A web page was discussed that could have links to resources. Ways to train faculty in rubrics was discussed, including conference opportunities in the state and throughout the country. Although ACCJC doesn't specify what they want, institutional standards should be set right away in terms of student success. Focus would be on greater proficiency with basics and regular department meetings with faculty. The original meeting was to look at beginning ideas.

IVP White asked for feedback from this discussion and she agreed with Senator Obegi's suggestion for efficiency to include the Program Review Coordinator in the committee membership. IVP White will email the WASC rubric for assessing PLOs and have it posted on the website. Dean Morinec liked the idea of having an assessment page with SLOs, PLOs, training information, resources etc. IVP White pointed out the need to make information more accessible. Dean Kea added that standards should be driven by relevancy, by looking at the real world and

working backwards on how to get there. Know the minimum standards but shoot for the maximum.

Senator Pearson-Bloom suggested people other than coordinators be included to spread the knowledge. The more people trained the better. If coordinators aren't expert, they should be there too. Maybe one coordinator plus one faculty and bring in different disciplines and deans should be on the committee to learn about it. It would be good to bring experts to the College for mini-conferences and give everyone the opportunity to engage. President Gunther suggested recording workshops so presentations could be more accessible when needed including power points with embedded videos. IVP White noted most models are faculty driven with academic resources and support from research and planning. Dean Morinec suggested it should be a faculty heavy committee about what is happening in the classroom through SLOs, PLOs, IAOs and SAOs.

Senator Pearson-Bloom noted reporting out at school meetings is very helpful but she would prefer teaching out with 5-10 minutes of sharing, conveying, and teaching at each meeting. IVP White has asked deans to have Assessment as a standing agenda item to help normalize assessment in the College culture. She asked everyone to speak with colleagues and send input to her on how to proceed. Senator Jaimez suggested IVP White send an email to everyone and coordinators bring the topic to their members at the meetings this Thursday.

### 7.3 EMP Update

During her review of the plans, IVP White found a lot of information and data that looked old, disconnected, and didn't include the Student Success Act or Title 4 revised regulations. She noted building plans should be based on academic programs, not the reverse. She noted some other discrepancies and reported that goals and strategies presented at the end should be driving the plan. IVP White and Dean Lewis reviewed the Student Success Act.

Leigh Sata, Bonds Manager, who has read and worked on many educational plans, gave IVP White models from different colleges to look at. He stated the EMP should be connected to the Facilities Master Plan (FMP) but the two shouldn't be mixed. The EMP should be the foundation with an appendix for all facility ideas from faculty, administration, and staff. Student success and equity will be placed at the center of the EMP. IVP White basically started over to complete something with broad goals that is usable and practical and that can change as times and needs change. President Gunther suggested an electronic version would make it more usable and potentially integrate with other things. IVP White has been working with Dean Cammish and integrated planning. They will have to look at how to link everything and have budgets driven academically. Tonight IVP White will email the second revised draft of goals and strategies to faculty and it will be presented at school meetings. There is one new section for SSI. Facilities information will be extrapolated and put in the appendix. Laurie Gorman, tasked with taking the volume of program plan information, put it in an alphabetical table form showing strategy and rationale side-by-side. IVP White noted the EMP has to show longer range plans, 3, 5, and 10 years out, not just projects for the current semester. Rationale on the table should be goals and strategies. IVP White affirmed the same words could be used in both and noted that Math took from SSI what was needed. She suggested everyone review examples in math, drafting, and communication.

*Budget items:* The hiring of faculty and staff or equipment and supplies faculty need or want will be seen under assessing of those needs. The budget has to be tied to the needs and ideas for

advancing plans. Faculty members weren't involved well in the last EMP and the attempt now is to create a document with a uniform voice. If the essence of what was submitted in original form isn't included, be sure to let IVP White know and also consider the economy of words.

*Timeline:* Faculty were asked in August to fill out plans and rationale. Completion is now down to the wire, IVP White will email a copy of the table to deans and faculty with notes she made in red. Everything is due back to Academic Affairs by Monday, January 13. She recommended working with the deans on Friday if necessary. The District has been patient, projects are waiting in the Measure Q pipeline, including architects and design teams, and there is a legal obligation to get buildings up and proceed with plans. MIG will put everything into a good format and forums will be scheduled for feedback, basic refinement, and final comments.

*Comments/Questions:* Professor Ulrich queried if property was bought in Vallejo for the automotive program. IVP White responded that offers were placed on three properties, a newspaper reported the College purchased property, but negotiations are still in process. The current location is being used temporarily to move the program from Armijo High School. The College is trying to phase all projects in but the EMP must be completed.

IVP White was asked why, with low enrollments, College registration started a month after Napa College. She replied that development of the schedule has been one of toughest challenges here. There are state publishing deadlines and the goal is to have a one-year schedule as Napa has, rather than semester by semester. Dean Kea noted that busses from the Fairfield transportation center and Vallejo go directly to Napa College for \$3, compared to less direct routes and the \$5 fee that Solano College students have. Dean Kea has been on a transportation committee begun by students. The idea of obtaining green grants from public or private agencies for transportation, including potential student driven transportation between campuses, is being pursued.

Discussion continued from the morning meeting:

*Basic Skills:* IVP White met with Basic Skills Coordinator, Melissa Reeve, on December 20 to discuss concerns about changes to the Basic Skills financial stream. IVP White explained that independent auditors didn't agree with the way Basic Skills funds were handled. Coordinator release time will be charged against categoricals and general funds will be used to cover plans and proposals in the pipeline that were approved by the Basic Skills Committee. Moving forward, the College needs to rely on public accounting experts but IVP White will suggest to fiscal to return the funding process back to have BSI fund proposals and the general fund cover the larger part of the coordinator positions. Super clean audit trails are needed. Auditors visit the College from the Chancellor's Office and the College is required by law to have independent public firms, specialized in public accounting, perform audits. Unfortunately, the Chancellor's Office and public firms don't necessarily agree on everything.

## **7. Announcements**

## **8. Adjournment**

Motion to adjourn – Senator Pearson-Bloom; Seconded – Senator Cittadino; Passed - unanimous  
The meeting adjourned at 4:05 pm