



ACADEMIC SENATE

Adopted Minutes

January 26, 2015

ASSC 1421

9:00 am – 12:00 pm

<p>1. Call to Order</p>	<p>Vice President LaNae Jaimez called the meeting to order at 3:05 pm.</p>
<p>2. Roll Call</p>	<p>Mark Berrett; Sabine Bolz; Curtiss Brown <i>ex-officio</i>; Thomas Bundenthal; Nick Cittadino; Lue Cobene; Dale Crandall-Bear <i>ex-officio</i>; Joe Conrad; Les Hubbard; LaNae Jaimez; Amy Obegi; Narisa Orosco-Woolworth; Terri Pearson-Bloom; Andrew Wesley; Ken Williams; Connie Adams, Admin Assistant Absent/Excused: Michael Wyly, President; Curtiss Brown <i>ex-officio</i>; Dale Crandall-Bear <i>ex-officio</i>; Joe Conrad; Susanna Gunther <i>ex-officio</i>; Joe Conrad; Susanna Gunther <i>ex-officio</i>; Guests: Leslie Minor, Roger Clague, Melissa Reeve</p>
<p>3. Approval of Agenda</p>	<p>Moved by Senator Williams and seconded by Senator Obegi to approve the January 26, 2015 agenda. Motion carried unanimously.</p>
<p>4. Approval of Minutes</p>	<p>Deferred approval of December 8, 2014 minutes</p>
<p>5. Comments from the Public</p>	<p>No comments</p>
<p>6. AS President's Report</p>	<p>No report/absent</p>
<p>7. Superintendent / President Report</p>	<p>No report</p>
<p>8. Vice President for Academic Affairs Report</p>	<p>VPAA Minor reported the move into Building 600 has kept her busy unpacking. She has been working on learning about and making progress on things already in place.</p>
<p>9. Action Items</p>	<p>None</p>
<p>10. Information / Discussion Items</p>	<p>VP Jaimez noted this has been an ongoing dialogue after concerns were raised at the January 8th meeting. Although process wasn't followed, the Board of Trustees approved the position. President Wyly forwarded to the Senate email correspondence with S/P Laguerre expressing Senate concerns and the reply received. VP Jaimez asked Senators for their ideas on how to move forward.</p>
<p>10.1 Administrative Hiring Process Update and Discussion</p>	<p>Senators posed the following questions:</p> <ul style="list-style-type: none"> ○ If the Board of Trustees could be given a timeline to respond to Senate concerns ○ What options for resolution there are that would carry any weight and not create accreditation issues ○ Why the position was created and filled without process ○ If a data-driven process, equivalent to other hiring, was used to show why the position was necessary for College goals ○ If there is rationale for adding this and other administrative positions in the last several years without an increase in enrollment ○ The amount/percentage of SSSP funding used for this position and possible effects of counselors not hired due to the expense of the position ○ If fiscal choices meet educational plans ○ How the position will be managed if extended beyond June 30th

Senator Pearson-Bloom felt President Wyly addressed very well in writing the Senate's previous discussion and she noted very limited information was received from administration and without any shared governance process. Senator Bundenthal stated a major change requires a process through the Academic Senate, Shared Governance, and then the Board of Trustees. He found it disconcerting the Board of Trustees removed "interim" from the position title, making it easier, if/when the grants disappear, for administration to keep the position and then the expense would come out of general funds. Senator Cittadino said the funds aren't supposed to go away and his main concern was about how the funds are being dispersed and who is making those decisions. He added that SSSP funds could have been used for additional adjunct counselors or at least a temporary one-year full-time counselor and it is now critical for someone to learn and fill the Articulation position before it is vacated the end of semester. Currently five or six adjuncts are working extra hours. Senator Pearson-Bloom wondered what happened to the Senate input list VP Jaimez put forward about ways to spend SSSP funds and if it was being used. She suggested Senate ask for an accounting follow-up by end of semester. A presentation could show what was initially presented, what was actually done, and how students were served. Although things can change in the middle, it would be helpful to have that reporting. Senate consensus was in favor of seeking opinions and options from ASCCC and going to the Board of Trustees with a resolution to state what the Senate wants. Senator Bundenthal and VP Jaimez will write a resolution and bring back to Senate for action.

10.2 Graduation Resolution

VP Jaimez asked Senators what they felt should be the Senate role in graduation and what to include in a resolution to have faculty more involved. Senators were asked at the January 8th meeting to discuss with their colleagues what they would like to see at graduation and how they would like to participate. The general consensus was a commitment from Senators to attend graduation. A Senate Resolution could be written as a commitment of participation. Senator Wesley cautioned against having a resolution read like a requirement that would create more apathy among adjuncts due to more requirements. VP Jaimez noted her experience at other schools where full-time faculty were expected to participate but adjuncts weren't obligated. She recommended everyone think about what they'd want the outcome to be.

Ideas were reviewed that were discussed at the January 8th meeting:

- Faculty breakfast
- Have administration decide when to schedule an awards ceremony on graduation day so students, family and friends could attend both; ensure graduation not negatively impacted by allowing adequate timing.
- Senate appointments for graduation committee.
- Instructors who know the students introduce them and present their awards at the ceremony
- Faculty of discipline present certificates/degrees at graduation or at least be there to shake hands.

A resolution will need to be written and placed on the February 2nd agenda for action.

10.3 Review Recommended (minor) Changes to Program Review Handbook – Amy Obegi

Senator Obegi reported that Program Review training was provided at spring Flex Cal for Liberal Arts and Math/Science faculty who will be working on reviews. The Program Review process is still a work in progress as the Committee continues discussion to find where changes might be made to be most effective. She explained the proposed changes to the Handbook that were sent via email on January 23rd:

1. A revision to the dean's feedback that includes them using the program review document rubric to see if the report is incomplete. If so, they are to return the document to the faculty to complete all sections before passing on to the program review committee. The change will ensure faculty have an opportunity to integrate feedback and, by eliminating documents going back and forth, it will save steps and time.
2. The terminology has changed from "Program Level Outcomes" to "Program Learning Outcomes". At Solano College sometimes PLOs are called "level" but Accreditation uses the term "learning". Changing to the latter might clarify for faculty the need to assess and report learning.
3. The Basic Skills section was changed to be more inclusive of programs without designated basic skills courses, and the "if applicable" was omitted. A lot of programs have stated "not applicable" because Basic Skills is not in their programs. Last semester IVP Diane White was hoping for more robust discussion about getting students to a place of success even when not in a designated Basic Skills class. The Committee suggested using the term "success" to broaden what could be done with the goal of success. Senator Obegi will also add to the last sentence in 2.11, per Professor Reeves suggestion, "and advisories" because some courses that have advisories should have pre/corequisites.

4. A sentence was added to the “Programmatic Goals & Planning” section to note that this portion of the template will be passed on to the Governing Board as information. S/P Laguerre had requested a report and now the Board of Trustees is asking for one. The Committee discussed what to pass on to the Board. Because anyone can view self-studies online, it didn’t seem realistic to print the complete document for each Board member, the last page with programmatic goals and planning, strengths, improvement etc. and Program Introduction could be given to the Board.

5. Minor formatting changes: tables were changed from side-to-side to one block going down for ease of writing and “course level” was changed to “discipline” under student success, as there is no need to report all courses.

Senator Obegi asked everyone to share ideas with constituents and solicit feedback. VP Jaimez suggested changing the wording about planned actions in one of the two areas it is stated so people don’t feel they have to write about changes more than once. The proposed revisions will be voted on at the February 2nd meeting.

10.3 Senate Budget – Les Hubbard

Senator Hubbard reported the Senate in only receiving \$78 monthly from donations made through payroll deductions. This has decreased significantly as faculty have retired. President Wyly suggested beginning a scholarship with donations. Senator Hubbard pointed out if a budget is developed, the Senate won’t have to spend time at two consecutive meetings whenever there is an expense, e.g. luncheon, Tenure Tea etc. He asked for feedback on what to include in a budget. Donations have been regularly used for Tenure Tea (approximately \$200) and Distinguished Faculty Awards (2 awards at \$250 each but could be increased). A scholarship and a budget could help encourage faculty to donate on a monthly basis. VP Jaimez asked Senators to send any additional ideas they think of to include in the budget. Treasurer Hubbard noted that some faculty have been giving \$10 per month, most give \$2. One hundred faculty donating \$2 per month would be significant.

10.3 Future Planning for Library – Roger Clague

CTO Roger Clague reported he was given the dubious honor of taking over management of the library which makes sense now moving forward towards more technology. He opined the library isn’t serving what students need and what we want it to do. There is \$20 million of bond money and \$20 million has been promised, but not delivered, by the State. CTO Clague looked at the challenges and potential options for improvement, to make the place warm and inviting, a place where students want to be, while waiting on a future new library. Students now go to the library mostly because they have to in order to use computers or do research. He shared a power point with photos of the current state of the space and visual ideas for potential improvements:

- Better utilize the computers in the library
- Notepad device checkout - loan students a \$200 notepad instead of several books
- Rich library media: will come a time when everything faculty does will be available on line.
- Have extra monitors tied in to the Centers for face-to-face communication with a librarian to add to limited library service hours currently available
- Use the library for drop-in lab. ASC has been successful but has nowhere to expand without encroaching into the library, so why not have ASC go into the library.

CTO Clague included the general floorplan in the power point. He pointed out that more students are typically seen in the foyer than the library and there has to be reason for that. He showed photos of the various areas in the library followed by numerous examples of how they could be transformed to be more inviting and usable.

The Story So Far: even though promised State funding is unlikely to be received for another five plus years, is it desirable to have students live with the library as it is for the next ten years? If funds were received in five or so years, it could take another five to complete a new library. Building 100 is very old by campus standards. Should the College spend \$20 million now on a smaller library, wait until State money is received, or take the middle ground and modestly refresh what we have with an eye to creativity? Creative ideas presented on the power point included:

- Expand ASC into shared learning, add a video lab, and move group study area over by ASC as an extension to ASC
- Place cubes for drop-in labs and use monitors to support other areas, including students’ homes

- For group study add some furniture and technology out of bond money to make a place to live with for the next ten years
- Update bookshelves and the placement and add some soft furnishings
- Librarians confirmed 30/40% of books can be eliminated due to what isn't used
- A variety of furniture, bookshelves and settings were presented
- Place computers around the library and among books
- Main area: put lovely glass doors for main entrance, make patio a focus as well as usable
- Enclose patios students could easily access and still be part of community – one on each end of the library
- Create an inviting and functional customer service desk
- Make lobby area a public study café. Keep students here and engaged with an espresso corner in the public foyer area; get Starbucks or the barista at the corner to come in and pay for space; that income could be utilized to give students free printing access in the library
- Cut the center out of some of the ceiling blocks in the lobby to make it much more usable and inviting with skylights
- Add a Library Dispense self-check station that would be self-funding in four years

CTO Clague queried if Senators felt a good goal would be to make the library a place where students want to be. Changes as presented would all be non-structural. Structural issues are a real concern and it would be important to not overstep that mark. The estimated cost for improvements based on the ideas presented would be around \$3-4 million that would be covered by Measure Q funds. Bond Manager, Leigh Sata, believes that is doable and within the structure of Measure Q. Ideas are being gathered first and a needs assessment would be done after agreement to move forward with ideas.

Comments/Questions

Senator Bolz opined there needs to be more effort to provide students with required textbooks, the library says it is too much effort to try to recoup books, and she would like librarian input. She asked if bulk purchases were possible for student textbook check-out and if there is data on volume an average student with an average load checks out per semester. CTO Clague can gather that data but didn't have it on hand. He stated students shouldn't be disadvantaged because it is too difficult to make books available to students without creating too much work for librarians. The promise in education about having learning anytime and anywhere for 25+ years needs to be acted on. If the student wants to learn at 2 AM, who is to stand in their way, especially students who don't have access on their own. Mr. Sata felt comfortable the cost should come in under \$5 million and he tends to over-estimate on the side of caution. Cost of use would be less per year than the new library will cost on a per-year of use basis.

Faculty Laptops

Senator Obegi asked about the status of getting faculty new laptops. CTO Clague said there is funding to provide some. If laptops with a touchscreen that is reversible to also use as a notepad are to be purchased, the plan is to get a number of different devices for various faculty members to first participate in an evaluation, in order to buy laptops faculty say will work for them. CTO Clague has driven the College away from the idea of expensive laptops to last five years to three-year laptops, the kind you can get from Costco. Although they get out of date quickly. If they cost about \$800 and last three years, they can be purchased twice as often. If people feel they're not robust enough we would have to go to a five-year replacement cycle. Another 320 or so laptops will be replaced with new systems by beginning of fall semester. CTO Clague reported there are some faculty who don't want to hand over what they have. He asked Senators to share with colleagues that upgrades won't be made just for the sake of upgrading.

A request for proposals will go out next month and we'll upgrade to be able to use virtual devices and all processing will be done on a centralized data center. We can keep you up-to-date without touching your device. CTO Clague would like to discuss a more robust plan in detail if invited back to the Senate to do so. The Bond has been generous and the importance of technology has been recognized. He has been looking at 90" flat screen displays for classrooms that could also be hooked up to an instructor's tablet. A 90" flat screen lasts about ten years and costs less than a projector set-up. Upon conclusion of the presentation, the Senate agreed it could be beneficial to continue on this path.

10.6 Chinese Aviation

VPAA Minor explained the plans for an accelerated Chinese Aviation Program and noted there weren't any changes since S/P Laguerre presented the information at the January 8th meeting. However, the Board of Trustees has voted against the proposal due to the need for more information and time to review. It was

unclear if the Board voted a definite no or a no vote contingent on more information. The Board mainly wanted a more in-depth proposal equivalent to other program proposals that have been presented, e.g. ICON. S/P Laguerre had presented basic information and terms of the proposal but that wasn't considered enough information.

Senator Obegi heard concerns from aeronautics instructors who don't think it's feasible to find qualified instructors in such a short time frame. VP Minor replied positions would be advertised as for any other positions. Instructors are concerned about not having a critical mass of FAA certificated instructors but the plan would be to hire a consultant or director a year out to partially do the recruitment and mainly set up the program because the current instructors wouldn't have time to do that while teaching the regular program. VPAA Minor felt hiring of a director six months in advance of the program start could be reasonable but specs have to be developed and the building of plane parts will need to begin. A consultant will write the job description with help from faculty. Concern was also expressed that students would not be proficient enough in English but vetting in China would ensure they are proficient enough in English before coming here. It is also unlikely classes other than ESL would be needed. Students would be here to just study aircraft on limited term student visas. This plan is similar to programs seen in other places and it is not unusual to have focused foreign training. Another concern was that housing or staffing might not be in place. However, the recruiter setting up the program is working on several housing plans: dorm housing, typically has several students share a dorm room; shared apartments; homestays. As for staffing support, Kelly Penwell, Dean of Workforce Development, has staff and could hire temporary employees. This program is designed to make a profit and Mr. Chang, the consultant, believes there is no shortage of interested students from China and other countries.

VP Minor didn't know when S/P Laguerre will bring the requested information back to the Board. The timeline to start was set for October but that is pretty aggressive and will likely be pushed forward. VP Minor noted that a private company in Petaluma is talking about doing the same thing and it is definitely an idea others have thought about. Senator Berrett said it can't be overemphasized how important English proficiency is for aviation tests and shared his experience with Saudi students who came for an aviation inspection program. After three days of intense practical, written, and oral examinations, 50% dropped due to English barriers. VP Minor understood from the current aeronautics instructors that testing would be much less exhaustive than that but she will request verification. Also, Mr. Chang will look to other countries for recruitment as well. English is the second first language in Singapore, Malaysia and other areas to be considered. Professor Reeve pointed out that from an ESL perspective, test scores may be indicative, but knowing enough English to pass may not be actual preparation for being here. She also had questions about a past statement S/P Laguerre made about ESL classes filling up soon (5 were cancelled this semester) and if that had anything to do with this program. VP Minor replied that, in general, S/P Laguerre is getting more international representation on campus.

Senator Berrett asked what would happen if cost estimates aren't fulfilled. VP Minor noted that estimates are padded and the buffer should make up for unanticipated expenses. If costs overrun the buffer there would be two choices: general funds and the reserve. General funds are tapped out and the College can't dip into the reserve. However, S/P Laguerre felt the buffer is sound and there would still be a profit if the buffer were used.

Other Comments and Questions

Senator Pearson-Bloom asked for an update on the Banner situation on add codes and noted the Associate Dean of Admissions & Records kind of attributed the new waitlist program to the Academic Senate for requesting it. VPAA Minor stated that having a waitlist is absolutely essential for a responsible enrollment management plan. If she knew there were 45 students waiting for a class, an adjunct could be hired. She has never worked at another college that wasn't using waitlist and it seems irresponsible not to have it and the resulting loss of students. Per Barbara Fountain at the last meeting, the waitlist has always been planned for and Banner has a function that the College does not have activated. VPAA Minor was at a school that used the Banner system very effectively for many years. Dean Fountain said she presented to the Senate a couple of alternatives: 1) use baseline Banner without patches and get the waitlist going as soon as possible; 2) find a program and take time to test it. The Senate advised her to get the waitlist going. VP Jaimez stated the Senate did push for a waitlist but didn't know it would lead to these problems. Six classes are activated for the waitlist now. The problem is that turning on the waitlist is disruptive to the add code process. VPAA Minor stated the problem isn't inherent to Banner, rather to the way Solano has

chosen to do add codes. Dean Fountain has submitted a request to Elusian to be able to utilize the waitlist. VPAA Minor explained why waitlist and add codes don't work well together, first sharing how waitlist should work: students get on the waitlist, they know they're on the waitlist, they don't pay for the class until they get in it; if someone drops a class, the waitlist automatically slots someone in who is notified they have been added to the class; at some colleges students are dropped for non-pay. The confusion arose here because there is a more manual system for add codes. At other colleges if the waitlist procedure hasn't slotted students in, the instructor goes in to add them. Senator Berrett said add codes were imposed here by Banner and it would have been nice to know they weren't going to work. Senator Pearson-Bloom noted she knew in winter intercession that add codes didn't work and the administrative assistant and Dr. McKinnon had to enter them. Senator Pearson-Bloom expressed surprise there wasn't a campus-wide email about the issue beyond administrative assistants. VPAA Minor wasn't aware at that time that add codes weren't working and she acknowledged there will be a problem until Elusian has a solution. Senators had concerns about long lines in OAR to have classes added, loss of students, enrollment, and money due to the problem, more challenges for add codes for online classes, and add code cards that have not been entered. Senator Pearson-Bloom asked for the VPAA office to send an email to tell faculty to check rosters and to tell students to check their add code status. Senator Berrett had students he never saw show up and enrolled in his classes by OAR without add codes. Because there aren't enough computers in the classroom, their chance of success is compromised.

11. Reports

If Committees have reports, they will be emailed.

12. Announcements

Program Review needs a student representative and could use another representative from CTE, Health Sciences, Math/Science, and Counseling.

The next regular Senate meeting will be held on February 2, 3:00 pm – 3:00 pm.

13. Adjournment

It was moved by Senator Obegi and seconded by Senator Williams to adjourn. Motion carried unanimously. The meeting adjourned at 5:31 pm.