



# ACADEMIC SENATE

## Adopted Minutes

**March 2, 2015  
3:00 pm – 5:00 pm**

<p><b>1. Call to Order</b></p>	<p>Academic Senate President Michael Wyly called the meeting to order at 3:05 pm.</p>
<p><b>2. Roll Call</b></p>	<p>Michael Wyly, President; Mark Berrett; Sabine Bolz; Thomas Bundenthal; Nick Cittadino; Dale Crandall-Bear <i>ex-officio</i>; Joe Conrad; LaNae Jaimez; Julia Kiss; Amy Obegi; Narisa Orosco-Woolworth; Ana Petero; Andrew Wesley; Ken Williams; Debbie Fischer, Interim Admin Assistant Absent/Excused: Curtiss Brown <i>ex-officio</i>; Lue Cobene; Erin Duane; Susanna Gunther <i>ex-officio</i>; Les Hubbard; Terri Pearson-Bloom Guests: Jowel Laguerre, Leslie Minor, Gene Thomas</p>
<p><b>3. Approval of Agenda</b></p>	<p>President Wyly requested to remove Item 9.1 today, and will agendize it for March 16<sup>th</sup> meeting. He would like to meet with Dr. Slade first in order to finalize the resolution by the next meeting. <b>Moved by Senator Cittadino and seconded by Senator Obegi to approve the March 2, 2015 agenda as presented. Motion carried unanimously.</b></p>
<p><b>4. Approval of Minutes</b></p>	<p><b>Moved by Senator Berrett and seconded by Senator Orosco-Woolworth to approve the February 23, 2015 minutes as presented. Motion carried unanimously.</b></p>
<p><b>5. Comments from the Public</b></p>	<p>No comments</p>
<p><b>6. AS President's Report</b>  <i>Accreditation Steering Committee Update</i></p>	<p>President Wyly indicated he had a few things to discuss today, but will send additional informational items to the senators via email prior to the next meeting, and topics can be placed on the agenda for further discussion if needed. Regarding the Accreditation Steering Committee, still working to develop a plan for a steering committee in preparation for the self-study. A small team was sent to the last ASCCC accreditation institute where valuable information was gathered. President Wyly met with Dean Minor today, and will visit the various schools across campus in March to share the plan in an effort to vet it with faculty to ensure transparency and to solicit feedback and buy-in. He will also meet regularly with the Faculty Association President to address potential concerns. He encourages faculty participation in the process, especially in the leadership and coordination positions.</p>
<p><i>Policies/Procedures</i></p>	<p>One of the key points at the ASCCC Accreditation Institute was the emphasis on the need to review existing policies and procedures to ensure they have been reviewed and vetted recently. Some examples include: hiring policies and procedures, faculty hiring procedures, equity issues, academic freedom, articulation, online instruction, and the like. It was also made clear that it could be a red-flag from visiting teams if not re-reviewed. Human Resources and Academic Affairs are currently reviewing their policies and procedures, but there is a needed role for the senate to review where needed. President Wyly would like the senate to think about ways to deal with this, i.e. will every policy come through the senate for review at each meeting, or will an adhoc review committee be created to work with HR and Academic Affairs to then bring to senate when applicable? Many of the policies date back to 2007 or earlier. Senator Obegi agreed with the adhoc sub-committee idea and Dr. Laguerre encouraged the senate to meet with the adhoc Board on Policies. Senator Conrad asked if the board reviewed policies annually and if so, maybe the senate could piggy back on their work. President Wyly emphasized the need to do extensive review of policies and procedures before self-study, and that the senate needs to be ready to review multiple documents, and that some may not even need changes. President Wyly will agendize this for the next meeting, but in the meantime faculty can think about what their role will be in this process during the next year.</p>

<p><i>Assessment Committee</i></p>	<p>VPAA Minor and President Wyly spoke earlier today about the Assessment Committee. The Office of Academic Affairs will be working with the Academic Senate to determine charges for the committee as well as where and how it fits into the Shared Governance structure. We are interested in feedback, such as should the Assessment Committee be a standing sub-committee of the Academic Senate, or should it be a joint committee between Academic Affairs and the Academic Senate? The principal concern right now is that the Assessment Committee is in a loose orbit, and where and how it's attached to shared governance is less defined. The role of assessment is more emphasized in the forthcoming accreditation standards, including institutional assessment as well as how assessment informs our teaching and our review of programs. Also, equity data will play a prominent role, and our college will need to develop a plan for looking at disaggregated data in this regard. It was made clear at the Accreditation Institute that we are to develop some way to disaggregate data in order to compare our SLO assessments with equity data as a way to meet accreditation standards. How to do this comparison is vaguely defined. Composition of the committee will need to match whatever its charges might be as we move forward. Vice President Jaimez mentioned that it may be hard to decide if it should be a sub-committee of the Academic Senate without first knowing the structure and the charges and constituents; then might need to add more people if it's a college-wide committee to increase the breadth of representation. Senator Obegi added that it would be fitting to be a sub-committee of the Academic Senate if they're doing PLO's, SLO's, and ILO's, but if looking at broader equity and other facets of campus, it may not be as good a fit. Senator Obegi and VP Jaimez will bring this up at the next assessment meeting. President Wyly will also agendize this topic for the next Academic Senate meeting.</p>
<p><i>F/T Hiring Priorities</i></p>	<p>President Wyly and Dr. Minor also discussed the procedure for determining full-time hiring priorities. The goal is to develop a written procedure that we follow with respect to the determination of full-time hiring priorities that best represents our current needs and processes. Recognizing that nursing and counseling follow a different process, we will need to account for these different processes given legislated and state board mandates, and our normal hiring priority process. We'll also need to affix a calendar to it, and develop a standard form with vetted criteria for how one would argue for a position, and the possibility of a later joint meeting in order to give more time to review the data. The calendar would need to include a time period for when petitions would be made by the Deans; a time for the Deans and the Senate to review petitions during the academic year; time to discuss the hiring priorities in a meaningful way. This needs to happen prior to the time we would normally advertise for positions in order to advertise in a timely fashion to secure strong candidates. President Wyly would want to solicit AS input via email or at a future meeting. Idea is to work together with Dr. Minor to put together a plan that would be a starting place to share with the Senate and the Deans in the hopes of getting something in place and vetted this semester for use in the next academic cycle. VP Jaimez mentioned that she has a document that Suzanna Gunther wrote up that can be used.</p>
<p><i>CTE Listening Event</i></p>	<p>The CTE Listening Event was hosted on our campus for the State Academic Senate on Friday, with approximately 50 in attendance (78 were registered). Representatives from the State Academic Senate came, including the Vice President, Julie Bruno, who conducted workshops in the board room for the general sessions; and several other breakout sessions were conducted in 1300. President Wyly felt the event came off very nicely, and received many compliments on how smoothly the conference was run. The State Senate representatives were very pleased with the outcome. President Wyly thanked many people who helped make the day a success (Mark Berrett, Connie Adams, Debbie Berrett, Karen Cook, Dr. Laguerre, to name a few). He will send a larger thank you letter to all involved. Bringing the State Senators to our campus goes a long way to connect our local senate to the state senate.</p>
<p><b>7. Superintendent / President Report</b></p> <p><i>Budget and Resources</i></p>	<p>The way we receive our budget from the State of California is through enrollment, and our Outreach Department is doing a lot of work to ensure we get a lot of students. Student Services is challenged with converting those applicants into enrolled students. We are doing well in our classroom activities and retention, which is necessary to keep students. Our retention is 70% vs 60% at our peer institutions. Our facilities also need to be adequate for our students. Dr. Laguerre is aware of various issues regarding cleanliness and the state of our facilities, and has inspected areas himself. At the end of the day with regard to enrollment, it can't just be about bringing students in; there are a lot of things that need to be done in order to have the needed enrollment. Some Senators talked about the current state of the classrooms and offices, i.e. lack of heat, flooding offices, roofing issues, nursing center cleanliness, lack of recycling bins, etc. There is a need to fix many problems on the main campus, where most of the students</p>

	<p>are served. These fixes are not currently on any project lists. Dr. Laguerre emphasized the need to keep the pressure on by bringing these issues to the Dean and Vice President's attention. It is true that the majority of funds are tied up with new buildings, but we also have small-project funds for roofs, etc. There is also a Measure Q advisory committee that meets regularly where public comments can be expressed; next meeting on March 18th. This committee looks at expenditures and plans. A clean campus will attract and keep students. Senator Bolz mentioned that she sees different trends on each campus, whereby the Vallejo and Vacaville campuses are cleaner and safer, yet the main campus has cleanliness and maintenance issues; she emphasized the need to model professionalism for students, starting with spaces that students use daily.</p>
<i>Outside Resources</i>	<p>We have been pretty good at getting grants and gifts; there are several in the works. Some donors prefer to be anonymous. We aren't where we need to be just yet, but the Foundation is fairly young, however we are on the right track.</p>
<i>Entrepreneurial activities</i>	<p>We need to do entrepreneurial activities to enhance our budget. Contract training with Workforce Development and Continuing Education is important; auxiliary services such as the Bookstore and Cafeteria are important; and many other opportunities to take advantage of throughout the institution. Aviation is being brought forward. Some calculated risks are normal.</p>
<i>Enrollment importance</i>	<p>There is a three-year model of enrollment. If you decline for three years, the State can re-bench the college. The expectation for us is 8,500 FTES. Last year we had 8,200 FTES, and this year we expect 7,000 FTES. We controlled it to be low on purpose so we can bounce back in the third year, so are not counting the summer FTES in the 7,000. There are still activities we need to do to get to where we need to be. If we were to get re-benched to 7,000, we would lose 1,500 FTES, which is a lot of money. Even though there is a one year reprieve, it's a place we don't want to be.</p>
<i>Enrollment blitz</i>	<p>There are a lot of activities, and Dr. Laguerre is challenging employees for an enrollment blitz. Aside from our regular Outreach, which is doing well, we need to do follow up and provide up-front services for our students to ensure enrollment. We also have many unique opportunities for our college that many other colleges don't have. We call this strategic enrollment. We have a relationship with various high schools (Dixon, MIT, Vacaville, Winters, Benicia, etc.) who will send cohorts of high school students to our campus. The prison is a tremendous resource for us, although it took three years to get there. It will be a great opportunity for the potential students and for our budget/enrollment. We can easily get 1200 students. We just opened up the pilot project for 180 students. The Sheriff's Office came to us with an upcoming need to train guards in criminal justice to prepare for an increase in staffing. The juvenile detention center has also asked us to offer courses for some of their kids. BHS offered 104 students last year. Travis Air Force Base is always there for us to offer courses and special enrollments. We need to take advantage of all these enrollment opportunities in order to get the additional 1,500 FTES.</p>
<i>Questions</i>	<p>Senator Cittadino asked why the FTES were intentionally kept to 7,000 and if we would be increasing summer offerings this year. Dr. Laguerre indicated they would count this summer and next summer to bring up our numbers. We would like a much healthier summer, and we can offer a lot at the prison. We can offer in-person and/or correspondence courses to them. The prison currently has two dedicated classrooms that will hold 24 students in each. Discussion ensued about the types of classes Solano could offer at the prison. Anything and everything is possible. Ideally enough classes could be offered for students to receive a Transfer Degree; business is another option. President Wyly will be working with Curriculum Committee and Distance Education to ensure the assessment process takes place before moving forward with this pilot program.</p>
<p><b>8. Vice President for Academic Affairs Report</b></p> <p><i>Prison Project/Juvenile Facility</i></p>	<p>The pilot project at the prison is currently serving about 200 students, in six courses; five of which are 3-unit courses, and one course is .5 unit. Most of the students are in two courses, or three including the .5 unit course. None of the students are full time. Although there were several unanticipated glitches initially, they were able to get each student in one or two courses. Due to limitations for the State, opening a new course needs about 30 days of notice; some counseling courses were opened to the general population, so a couple of them are half correspondence and half student inmates. We do have the ability to teach regular courses in person at the prison. There may be some courses that can't be taught though, such as those with images that could incite pornography. If unsure, just ask. We do want to keep the project going, and</p>

<p><i>Prison Project/Juvenile Facility (continued)</i></p>	<p>we want to be mindful about assessment, but there is a lot of unmet need. Coastline has a huge set of offerings, but they are capped at their limit of 25% of their FTES and cannot serve any more students, so appreciate Solano taking these students on. There are about 5,000 inmates, and 1,200 are eligible/interested in taking our courses. We might consider creating a consortium with Coastline, as neither college can offer all the courses to create a degree for a prisoner. President Wyly expressed his concerns about consortium issues; we can't bypass local curricular needs or the curricular process. VPAA Minor reassured him that the intent is to avoid redundancies to make a more efficient process. Neither school would substitute courses that they don't think are substitutable. Two classrooms are currently available for 24 students, and attendance is good. A larger classroom is coming in the future that holds 40 students.</p> <p>The juvenile facility has between 5 to 25 students (15-18 years old) who may want to take classes with us. Their goal is to get their students introduced to college culture in hopes of making them better students. They would take courses on site. VPAA Minor thinks that Counseling 101 (.5 units) is probably the best option for them. They would come to campus as a chaperoned group. The question of offering the course on Saturdays came up, but it would not maximize their sense of what it would be like on a college campus, and the course would also have to be opened up to the rest of the student population.</p>
<p><i>Faculty Hiring Priorities</i></p>	<p>Reiterated that the Sheriff and prison staff are asking for potential training. There is also staff at the prison who are qualified to teach who may be interested in teaching some courses this fall for us.</p> <p>Planning to move Auto Body and Graphic Design, currently being funded from Perkins, to the General Fund. We will move two new positions into Perkins funding: office technology and auto technology. We have two nursing department faculty openings, due to two nursing faculty who have left, so these are replacement positions. And another position in ESL/English to replace Jane Berger. We are not creating new positions this year, other than adding space to the General Fund for Auto Body and Graphic Design. Accounting is next on the list next year. Discussion ensued about the tenure-track/general fund issue. VPAA Minor suggested that it might be better to call these two-year temporary full-time positions. Conversation about this topic will be continued.</p>
<p><b>9. Action Items</b></p>	
<p>9.1 Graduation Resolution</p>	<p>Deferred</p>
<p>9.2 Adjunct Center Request for Supplies</p>	<p>It was discussed at the last meeting that we would consider as an action item providing a microwave to the Adjunct Support Center, compliments of the Academic Senate. <b>Moved by Senator Wesley (to purchase a microwave up to \$125 w/tax) and seconded by Senator Cittadino. After a short discussion, motion was carried unanimously.</b></p>
<p><b>10. Information / Discussion Items</b></p>	
<p>10.1 <i>Shared Learning/Faculty Tech Committee, Active Learning Initiative – Dale Crandall-Bear</i></p>	<p>As a recap, the faculty were awarded \$40,000 last year of instructional equipment money to begin building prototypes of classrooms that could be rolled into Measure Q. There was no mechanism on campus for organized conversation or collaboration between faculty, IT Department and Facilities. A Faculty Technology Committee was formed as an Academic Senate sub-committee. The project had mixed results due to communication problems with IT and Facilities. They did not accomplish everything they had wanted to. They had a positive meeting last week with President Wyly and Leigh Sata, who manages Measure Q, and is very keen on the ideas and using Measure Q. This has to be faculty driven. Faculty need to articulate what they want and what they think those classrooms should be. Examples of Active Learning Classrooms were shown, with key components: white boards on all the walls, external monitors, lectern and podium, all furniture on wheels; which allows for student interaction. The four classes that were chosen on campus are 801, 812, 1301 and 505. Best example is at Case Western Reserve University in Cleveland, Ohio. Dale feels that a comprehensive survey needs to be conducted with the faculty to find out their ideas, what their needs are and how they envision their classrooms in the future. This information can then be brought back to Leigh and the consultants to start creating new projects. Discussion ensued about the current lack of tech support, especially for simple fixes such as for non-working televisions, and a real technology plan for the future. There is also a need to have collaboration between faculty and facilities to get things done.</p>

<p>10.2 <i>Chinese Aviation Program: Senate roles moving forward</i></p>	<p><b>Moved by Senator Conrad and seconded by Senator Kiss to table this topic due to time constraints. Motion carried unanimously.</b></p>
<p>10.3 <i>Feedback Regarding Hiring Process Resolution</i></p>	<p>President Wyly forwarded the resolution that was passed by the Senate to Dr. Laguerre, and requested to be placed on the next Board Agenda to deliver the resolution and background for this Wednesday's meeting. He encouraged Senators to attend the meeting as well. This resolution has also been agendized for the upcoming 10+1 meeting. President Wyly is hopeful to have the Board's response by March 6<sup>th</sup>.</p>
<p>10.4 <i>Curriculum Process – English unit increase</i></p>	<p><b>Moved by Senator Conrad and seconded by Senator Kiss to table this topic due to time constraints. Motion carried unanimously.</b></p>
<p>10.5 <i>ILO's – Revised and Approved by the Assessment Committee – Gene Thomas</i></p>	<p>The Assessment Committee has completed their process for revisions and updates to the Institutional Learning Outcomes in order to be compliant with the Commission. The Committee worked last semester and part of this semester to address some of the redundancies and inconsistencies with the current ILO's, and is now presenting its final outcome to the Senate. President Wyly suggested that the proposed revisions be taken back to the various constituencies and will re-agendize this topic for the next meeting. If the senate chooses to adopt these revisions, there will be a need to compare the current revisions with the previous verbiage prior to the next meeting.</p>
<p>10.6 <i>Distinguished Faculty Awards – Ken Williams</i></p>	<p>Ken Williams will head up the committee again this year, and will send letters to the campus community for their recommendations. The Distinguished Faculty Committee generally includes award winners from previous years, as well as some Senators. Senators Bolz, Cittadino, Kiss, and VP Jaimez, offered to serve on committee. The Senate was reminded that Adjunct Faculty can also nominate their peers for this award.</p>
<p>10.7 <i>Senate Elections – At-large and Adjunct nominations; individual school elections</i></p>	<p>Terms are up for many senators. The Academic Senate will need to replace: Narisa Orosco-Woolworth and Erin Duane. Various Schools also need to elect new representatives. The process will start via email soon.</p>
<p>10.8 <i>Tenure Tea: Set up Committee</i></p>	<p>Connie Adams nominated (via email) Senator Cittadino and VP Jaimez as the Committee members. Erin Duane should also be asked to join.</p>
<p><b>11. Reports</b></p>	<p>No reports</p>
<p><b>12. Action Reminders</b></p>	<p>Faculty contribution forms are available</p>
<p><b>13. Announcements</b></p>	<p>The next regular Senate meeting will be held on March 16, 3:00 – 5:00 pm in the Board Room.</p>
<p><b>14. Adjournment</b></p>	<p><b>It was moved by Senator Williams and seconded by Senator Orosco-Woolworth to adjourn. Motion carried unanimously. The meeting adjourned at 5:05 pm.</b></p>