



ACADEMIC SENATE

Adopted Minutes

May 4, 2015

3:00 pm – 5:00 pm

<p>1. Call to Order</p>	<p>Academic Senate President Michael Wyly called the meeting to order at 3:02 pm.</p>
<p>2. Roll Call</p>	<p>Mark Berrett, Sabine Bolz, Nick Cittadino, Lue Cobene, Joe Conrad, Dale Crandall-Bear <i>ex-officio</i>, Erin Duane, Les Hubbard, LaNae Jaimez, Amy Obegi, Narisa Orosco-Woolworth, Terri Pearson-Bloom, Ana Petero, Andrew Wesley, Ken Williams, Debbie Fischer, Interim Admin Assistant Absent/Excused: Curtiss Brown <i>ex-officio</i>, Thomas Bundenthal, Susanna Gunther <i>ex-officio</i>, Julia Kiss Guests: Leslie Minor, Jose Ballesteros, Jay Robinson, Gene Thomas, Pei-Lin Van'T Hul, Diane White</p>
<p>3. Approval of Agenda</p>	<p>President Wyly removed 10.2 and will add to May 11th agenda. Moved by Senator Pearson-Bloom and seconded by Senator Wesley to approve the May 4, 2015 agenda as amended. Motion carried unanimously.</p>
<p>4. Approval of Minutes</p>	<p>Moved by VP Jaimez and seconded by Senator Williams to approve the April 20, 2015 minutes as presented. Motion carried unanimously.</p>
<p>5. Comments from the Public</p>	<p>None</p>
<p>6. AS President's Report</p>	<ul style="list-style-type: none"> • Last Friday, President Wyly attended, along with Melissa Reeve, Trustees Young and Thurston, Shirley Lewis, Leslie Minor and Dr. Laguerre, the ACCJC Accreditation Standards Symposium which highlighted key changes to the new standards as well as points of emphases embedded throughout the standards (eg integrity, equity, closing the loop on assessment). Not only are there four traditional standards, but there are also themes that have been built in which connect the standards. Although those themes have not been advertised by ACCJC, pilot colleges have identified them (Napa Valley College); we will communicate with them regularly to understand the challenges they face. One of the key themes is closing the loop on assessment. Student Equity will be a large part of the conversation; we will need to find a way to engage the subject of student equity as a part of our assessment process. This will be challenging as there is no clear way to do this. Integrity, which is in every standard, will be more difficult to prove and/or measure. Looking ahead, it is the hope that the steering committee will be positioned to begin its work at the beginning of Fall 2015, with the possibility of some initial planning to begin this summer. President Wyly encourages faculty to become involved in this process in as meaningful a way as possible. For faculty, one of the key challenges will deal with disaggregation of equity data and its relationship to assessment as well as course success. • There have been some proposed changes in how we announce our distinguished faculty. Typically it is a surprise at graduation. Although there are merits to this, it also can create deficiencies (i.e. faculty member not in attendance, not dressed appropriately, etc.). President Wyly proposes that distinguished faculty be told prior to graduation; they would then be asked if they are willing to address the students on behalf of the faculty at graduation. The award would be given to them at the Awards Breakfast; it would still be announced at graduation. If the distinguished faculty member does not attend graduation, or feels uncomfortable addressing the graduates, President Wyly could speak on their behalf. • The sashes have been ordered for the Senators to wear at graduation. President Wyly thanked the following senators for volunteering as Faculty Marshals: VP Jaimez, Senators Bolz, Cittadino, and

	<p>Petero. There will also be three rotating senators on stage to shake hands with graduates (Senate President, one of the Faculty Marshals, and one other Senator).</p> <ul style="list-style-type: none"> • There had been at least one public email, along with a few private emails and comments, from last summer/fall regarding the hiring process. The Faculty Association President and President Wyly replied to those emails. One concern cited Education Code violations, but to President Wyly's knowledge there were no actual violations to Ed Code. • President Wyly could not attend the last Enrollment Management meeting, but he emailed Peter Cammish regarding the Senate's input on Card Readers (for attendance tracking). • A signed and framed Resolution will be sent to Connie Adams; the microwave for the Adjunct Support Center is here, and will be delivered soon. A couple of agenda items for May 11 will be assessing what we've done this past academic year which will inform our goals and processes for next year; we will also vet a proposed calendar for the determination of hiring priorities. President Wyly hopes to have some updates for the Senate as we work to renew the energy behind peer review. Please look to your email for an update for Senate goals for AY 14-15 as well as recommendation for AY 15-16. Please plan on staying later, if needed, so we can end this semester cleanly. • There are no new updates on the hiring of an Articulation Officer. President Wyly attended a recent Counseling school meeting to petition them to reconsider their position. He emphasized the need for the Articulation Officer to remain a faculty position, rather than a staff position. If a counselor is unable to become the Articulation Officer, we may need to expand the search outside the School of Counseling; there may be a faculty member with curriculum experience that may want the position, or training may have to occur. It would have to be a release assignment
<p>7. Superintendent / President Report</p>	<p>No report</p>
<p>8. Vice President for Academic Affairs Report</p>	<p>No report</p>
<p>9. Action Items</p> <p><i>9.1 ILO's/GELO's – Gene Thomas</i></p> <p><i>9.2 Institutional Effectiveness Target Goals – Michael Wyly</i></p>	<p>Draft 4 of the ILO's (including school comparisons) were emailed to the Senators prior to the meeting. Gene's goal was to keep Solano's ILO's simple and measurable. The Assessment Committee has reviewed the draft ILO's and are now presenting them to the Academic Senate for their feedback.</p> <p>Moved by Senator Duane and seconded by Senator Bolz to table this item until next meeting to allow time to bring proposed changes back to constituents.</p> <p>Discussion: Feedback is needed soon; need to take action by next week.</p> <p>Motion carried unanimously.</p> <p>President Wyly reported that an ad-hoc Shared Governance sub-committee was set up to review Institutional Effectiveness indicators and to set some target goals. The committee has met twice to review data and existing trends of the college. In attendance at the meetings were Patrick Killingsworth, Christy Speck, Peter Cammish, Michael Wyly, Kevin Anderson, Melissa Reeve, and Richard Crapuchettes. There were some productive, candid conversations, and a good set of recommendations were created based on goals already established (FTES goals) or existing trends. Target goals will then go to Shared Governance for review, comment, and action. Senate feedback is due soon, as the document need to be submitted in June. Dr. Minor went over the revised IE Indictors document (attached).</p> <p>Senator Conrad made the following motion:</p> <p>MOTION: The Academic Senate gives President Wyly their vote of confidence in continuing forward and generally approve of the current recommendations.</p> <p>Motion was seconded by Senator Duane.</p> <p>Motion carried unanimously.</p>

9.3 Integrated Planning Process, Proposed Changes

Moved by Senator Berrett and seconded by Senator Wesley to table this item until next meeting Motion carried unanimously.

9.4 Assessment of Correspondence Courses – Dale Crandall-Bear

Feedback from the faculty survey was emailed to the Senators. The survey went to six correspondence course instructors, four instructors replied so far. (A student survey was also sent out; results to follow at next meeting). Logistical problems have been the most over-whelming issue: getting materials back and forth, not knowing if students have received materials, etc. Issues seem to be at the prison end. There was a significant delay in the prison getting material and textbooks to the students at the start (mail sitting in the box for days, mail was sent to Lassen rather than Solano). Need to do more work with the prison staff to ensure this works properly. However, faculty have a positive view regarding the curriculum and submitted work by the students. Discussion ensued about the future of this program. Dr. Minor indicated it would have to be a broadly-based, transferable program (not certificate program), such as Business; University Studies, Arts & Humanities; University Studies, Social Science. She also indicated that the prison will be installing a big mailbox specifically for the college so the guards won't have to handle the mail. Distance Education will look at course packets next. They are constrained by the limited number of offerings for the students. Courses can also be offered in-person in the four classrooms dedicated for Solano's use.

Senator Pearson-Bloom made the following motion:

MOTION: The Academic Senate supports the continuation of the pilot program.

Motion was seconded by Senator Cittadino.

Motion carried unanimously.

10. Information / Discussion Items

10.1 Waitlisting / Prerequisites – Leslie Minor

Tabled by President Wyly until next meeting (May 11)

10.2 Process and Suggested Calendar for Determination of Faculty Hiring Priorities – Michael Wyly, Leslie Minor

Tabled by President Wyly until next meeting (May 11)

10.3 High School Task Force Outreach Update - Jose Ballesteros

Jose Ballesteros reported on the Access 2 College Task Force (formerly known as High School Task Force Outreach). Currently we have high school students taking classes at Solano (dual enrollment); an Early College High School program where students can take high school courses as well as college courses; and we are offering college courses at the high school sites (major emphasis for Task Force). Discussion ensued: Solano faculty will be the first to be hired. Applicants from other colleges/high school will be vetted through the normal hiring process and must meet minimum qualifications. Faculty will have control over their curriculum. Classes may need a recommended grade level; list of classes should be forwarded to Senate for feedback. Faculty will need to be educated with regard to Common Core.

Access 2 College Taskforce (Formerly High School Outreach Taskforce) Update

Presented to Academic Senate May 4, 2015

Presented by Saki Cabrera and Jose Ballesteros

Background: Taskforce was created as a workgroup of faculty and administration representatives to have input on the development of processes for high school partnerships. The taskforce will make recommendations for standardized processes when Solano Community College forms partnerships with local high schools. Taskforce members changed name to the Access 2 College Taskforce so as not to be confused with the High School Outreach Advisory Group.

Members of Taskforce: Janene Whitesell (School of Liberal Arts), Rebecca LaCount (Counseling), Ginger Cain (Health Science), Genele Rhoads (Math and Science), Paul Hidy (CTE), Francis Nelson (Library Resources) Saki Cabrera (Social and Behavioral Science, taskforce co-chair) and Jose Ballesteros (Administration, taskforce co-chair).

Meetings: Monthly meetings held on first Friday of the month.

Overall Objective of Taskforce: Assist the creation of a standardized process to work with local high schools to provide students access to college courses through dual enrollment. The taskforce will produce draft documents to present to the academic senate, shared governance and the president's cabinet.

Goals:

1. Develop a Memorandum of Understanding (MOU) template that can be used for high school partners that would like classes at their site
 - Status: Dixon Unified School District MOU is being used as a template. Template is in final revisions.
2. Develop a list of recommended classes for high school students
 - Status: Taskforce evaluated a list of classes provided by a counselor and each member solicited feedback on courses from faculty in their area. List of recommended classes is undergoing final revisions.
3. Develop a list of required items and timeline that new high school partners must have to offer classes at their site
 - Status: A draft timeline was presented at the March meeting; final revisions are currently being made.
4. Evaluate and recommend tools and support for high schools to demonstrate college readiness per common core.
 - Status: Mark Frazier, Chief Academic Officer from Vacaville Unified School District, and staff will present information on the common core at the April meeting. Committee recommends that faculty receive training on the common core.

10.4 MySolano Portal Upgrade – Jay Robinson

Jay Robinson, Information Analyst/Database Administrator at Solano, reported on the upcoming MySolano Portal upgrade this summer. IT has been investigating alternatives to MySolano. The current system is eight years old, and on an older version. They either need to replace the system or upgrade it. Jay introduced Kyle (via phone) from LookingGlass, a possible replacement to MySolano. Kyle demonstrated many of the options and features of this software. Jay indicated that if the Board of Trustees approves to purchase this product, there would be a June 1 start date. A test environment would be used initially for beta testing by students and faculty, and once ready, will be uploaded on a three-day weekend. MySolano would not be down very long. Jay recommends that faculty back everything up before transition.

10.5 3SP Presentation / Update – Pei-Lin Van'T Hul, Diane White

Diane White started by introducing some of the 3SP coordination team members in attendance. She then outlined 3SP: orientation, assessment, counseling/advising, referral for specialized support services, evaluation, follow up for at-risk students, and priority registration. Regarding budget, 3SP funds are different from the old matriculation funds in that they are much more narrowly focused on what you can use them for; you must be able to track and report all expenditures back to the specific core services. There is also a 2 to 1 match; for every dollar of 3SP money we spend, we spend \$2 out of the general fund. The total budget for this year is \$1.7 million. You cannot supplant for the general fund or categorical funds. 2014/15 was our Implementation Year 1, and we submitted our program and plan to the state on October 15 as required. First report was due on January 20 for fall data; significant errors and omissions were reported. The challenges that are now being addressed by the team are: lack of institutional planning and prioritization of 3SP implementation (staffing, administrative oversight, technology, and budget); collection of data (a lot of data was manually uploaded, data had been recorded in multiple forms, some data was never collected, or regulations weren't being adhered to). The 3SP Team is working to correct and resubmit the report. Next report is due on June 20.

PeiLin Van'T Hui shared a document outlining the Title 5 regulations and compliance that must be followed for 3SP, as well as the formulas involved in tracking the data. The biggest challenge is in tracking the required data, not only in the different categories but also by terms. Data also has to be converted from Matriculation to 3SP. 40% of the money is based on headcount, and 60% is related to Student Services. Half of the 60% is targeted to provide one-time service to new students. Additionally, there is college match. The large amount of data has to be broken down into different tasks: data conversion, data clean up, data collection, and special populations. Aside from the data collection and fixing, we have to put in

processes in order to switch from manual process of data collection to electronic collection, to automatic collection. They are on the right track now, and have a few more things to fix, before they resubmit their data. Making good progress. Getting the information into Banner from multiple sources (manual process, SARS, direct entry) in order to report MIS data is a big challenge.

Diane and Yulian Ligiosa certified to the State that we do plan to spend the 3SP money that we were allocated, otherwise it would be returned and we would be re-benched. Additionally if we don't report in those funding areas, we will lose money and re-benched. Moving forward: 3SP Team is gathering and recording data for the June 20 report (correcting the system, determining what forms data is in and how to upload it into Banner or get it manually entered, determining the best transition from manual to automated process). At the same time: we're trying to build the "front-end" process for counselors, setting up contracts with SIG and/or Ellucian for completion of Degreeworks, investigating/interviewing vendors for online orientation products. All activities charged to 3SP must be tracked directly to the delivery of the services. Every activity must have a process owner; IT and R/P are not process owners and will not be able to continue to collect, find, enter, upload, validate and report 3SP data. The 3SP Team has provided information and recommendations to Academic Affairs and the Student Success and Equity Council: all proposals for 3SP activities should be vetted first through deans, then presented to SSEC for review and recommendation to the 3SP Team, which will make final recommendations to the SPC. Initiators will need to identify responsible process owner and determine how they will gather, track and report data.

President Wyly encouraged senators to bring this information back to their constituencies.

11. Reports

No reports

12. Action Reminders

- **Program Review needs a student representative and could use another representative from CTE, Health Sciences, Math/Science, and Counseling**
- **Senate Contribution Forms**
- **Faculty Development Fund Deadlines**

13. Announcements

The last Senate meeting of the academic year will be held on May 11, 3:00 – 5:00 pm in the Board Room.

14. Adjournment

Moved by Senator Williams and seconded by Senator Bolz to adjourn. The meeting adjourned at 5:18 pm.