



## ACADEMIC SENATE

### Unadopted Minutes

August 11, 2014

ASSC 1421

3:00 pm – 5:00 pm

<p><b>1. Call to Order</b></p>	<p>President Michael Wyly called the meeting to order at 9:03 am.</p>
<p><b>2. Roll Call</b></p>	<p>Present: Michael Wyly, Mark Berrett; Sabine Bolz; Curtiss Brown <i>ex-officio</i>; Thomas Bundenthal; Nick Cittadino; Lue Cobene; Catherine Cyr; Joe Conrad; Erin Duane; Lisa Giambastiani; Les Hubbard; LaNae Jaimez; Amy Obegi; Terri Pearson-Bloom; Ken Williams          Connie Adams, Admin Assistant          Guests: Jowel Laguerre, Annette Dambrosio, Yulian Ligioso, Shirley Lewis, Melissa Reeve,          Visitors: Michael Gregg, Nazia Mostafa  <b>Welcome New 2014-2015 Senators:</b> Mark Berrett – School of CTE/Business; Tom Bundenthal – At-Large; Joe Conrad – School of Math/Science. Terri Pearson-Bloom – School of Health Sciences.</p>
<p><b>3. Approval of Agenda</b></p>	<p>President Wyly noted there will be no IVP report and an Equity Report will occur concurrently with discussion Item 9 as it is the same content.  <b>Moved by Senator Cyr and seconded by Senator Cobene to approve the August 11, 2014 agenda as presented. Motion carried unanimously</b></p>
<p><b>4. Approval of Minutes</b></p>	<p><b>Moved by VP Jaimez and seconded by Senator Obegi to approve the May 5, 2014 minutes as presented. Motion carried unanimously</b></p>
<p><b>5. Comments from the Public</b></p>	<p>None</p>
<p><b>6. President's Report</b>  <i>Welcome</i></p>	<p>Good morning. First off, thank you for attending this first meeting of the 2014-2015 AY. As this is my first meeting as AS President, I want to welcome all of you, and to convey that I hope to rely on each of you as I work to develop into the best President I am able. My goal is to serve this Senate, and, by extension, the faculty, students and College we represent. As such, I invite you to speak candidly, and I hope that each of you will reach out as needed as we work together in the best interest of Solano. I am proud to serve on this Senate with each of you.</p> <p>Over the summer, I sent to the Senate periodic updates to keep you all apprised of Senate-related business. This report will recap some of those same items, either to update you on these various items or simply to re-emphasize their importance through repetition. In addition, there are at least a couple new items to which I wish to draw your attention. That said, if an item has already been agendized for discussion or action today, unless background is needed, I would prefer, in the interest of time and a very packed agenda, to defer those topics to their spot on the agenda.</p> <p>I have spent much of this summer working to get up-to-speed on the many issues which fall under our shared purview, including multiple conferences. One was the Solano College Leadership Institute, arranged by Dr. Laguerre: both LaNae and I attended, and I found the three-day conference to be very educational with respect to the idea of leadership as well as many of the issues which face today's community college, from fiscal to legislated change.</p> <p>In addition, I attended the ASCCC Leadership Institute. It was a pleasure to work with State leadership from around the State to discuss many of the current challenges facing the community college and its mission, including those issues which require currently or will require Senate involvement. Many of the topics of this conference are topics of direct relevance to SCC, and are either on this agenda, or are issues which we will need to tackle together very quickly. Some highlights include: AB 86 and Adult</p>

	<p>Education as well as what might be on the horizon for basic skills instruction; issues of curriculum including AA-T development and TMC time-lines and projections; further discussion of the new ACCJC standards as they relate to academic matters; future budgetary challenges to community college system; recent changes to the Brown Act; and challenges to Student Services (3SP/SB1456) as well as Student Equity Plans. Overall, the conference was empowering and informative. One observation is that, while I was the only representative of SCC at this conference, many other schools sent teams of existing and future Senate leaders; as we get closer to the end of this academic year, I suggest we discuss the possibility of sending more than one SCC representative.</p>
<i>ASCCC Curriculum Institute</i>	<p>In July, I attended, along with Lisa Abbot, Leslie Ann Almonte, Robin Arie-Donche, Curtiss Brown, Gene Thomas, and Diane White, the 2014 ASCCC Curriculum Institute. As I hope you are aware, I submitted to all faculty a summary, also vetted by Curtiss and Diane, of the topics covered at the institute, and I hope you have had the time to review this document. If not, I strongly encourage you to do so. (If you cannot locate the email sent July 16<sup>th</sup> and 23<sup>rd</sup>, I am glad to resend it.) Of the many topics covered at the Institute, our agenda today covers the majority. That said, I would like to use this report to emphasize the essential topic of C-ID compliance, a topic Curtiss will be broaching with Curriculum as well.</p>
<i>C-ID descriptors</i>	<p><u>Importantly, all courses with C-ID descriptors must be approved by the Chancellor's Office no later than June 30, 2015.</u> Any identified course not approved after that date will be pulled from the College by the Chancellor's Office; further, any Associate Degree for Transfer (ADT) program which requires that course will be de-certified. Clearly, this outcome is not an option for SCC. Yet, we are not caught up when it comes to C-ID compliance. Some of our courses already submitted for C-ID compliance have been rejected or conditionally accepted. And, we have a number of courses which have not yet been submitted. Curriculum Chair Curtiss Brown and the Curriculum Committee, with cooperation from Academic Affairs and the Academic Senate, will therefore be working with faculty to prioritize C-ID approval. This process will include an audit of what courses still need to be approved and an aggressive calendar for course submission to the Curriculum Committee.</p> <p>As we cannot count on an expedited process with the very overwhelmed C-ID reviewers at the State level, we recommend that all courses be submitted for review to Curriculum Committee <u>no later than November 2014</u> to allow time for Curriculum Committee review and the possibility for subsequent revisions. We cannot stress enough how critical this issue of compliance is.</p> <p>Additionally, stand-alone courses must now be reviewed by the Chancellor's Office. Curtiss and IVPAA Diane White will be bringing the Curriculum Committee up-to-date on the new guidelines and how they may affect some course offerings at SCC. In short, stand-alone courses will no longer receive automatic control numbers but will need to be reviewed by the Chancellor's Office.</p> <p>I cannot emphasize this point enough. Please be sure to bring this topic back to your constituents at tomorrow's meetings: make them aware of the need for full compliance as well as the importance of the CC deadlines, whatever they may be.</p>
<i>Proposed English Unit Increases</i>	<p>As a side note, one issue which has already been a topic of discussion in this Senate is the proposed unit increases of English 001 and 004. As a reminder, these unit increases were approved by Curriculum in Spring 2013. Moreover, the Senate passed unanimously a resolution which was presented to the Board urging the Vice President of Academic Affairs to allow the courses to advance. However, since 2013, the Office of Academic Affairs has not moved on these proposals. As a result, neither English 001 or 004 have been submitted to the Chancellor's Office. Clearly, these courses, especially English 001, need to be compliant by the Chancellor's Office deadlines. As AS President and as English faculty, I have shared my thoughts on this subject on multiple occasions with IVP White. Furthermore, I know the English Department has made multiple efforts to reach out per its last meeting with IVP White in January 2014. My hope is that a way can be found forward at this critical juncture, as we are quickly running out of time.</p>
<i>Senate Master List: Committees and Appointments Guidelines</i>	<p>Another item I would like to put forward in this report is also an item I would like to agendize at a subsequent meeting: master list of committees and appointments, Senate appointments and guidelines, Senate expectations of appointees and Chairs, including terms of service. One goal I would like to set for myself is to clean-up shop, so to speak, with respect to Senate appointees on the myriad of committees,</p>

task forces and the like. Currently, there is no master list. Further, there really is not clear expectation as to when one stops serving on a committee. I would like to see more faculty involved in shared governance, and I mean to share this message at tomorrow's flex-cal. But, if we are to encourage diverse involvement, we also need to know who is serving where and for how long. On a related note, how the Senate President makes appointments would I think benefit from some stated guidelines to achieve better transparency where appropriate and legal (e.g. processes/results of hiring committee appointments need to conform to HR policy). These guidelines would go a long way I think toward addressing concerns re: committee appointments without diluting presidential authority; too, it would not complicate the periodic need to expedite appointments. I have numerous suggestions to start this conversation, and I hope to present these suggestions at a later meeting of the Senate.

*Faculty Outreach*

I would also like to emphasize the need for faculty outreach. The Academic Senate relies heavily on voluntary monthly donations from individual faculty. Yet, as colleagues retire, the number of individuals who give \$5/month from their paycheck has dwindled considerably. It is time, I think, to solicit from our colleagues. We will provide forms via email very shortly. But, if you, as Senators, can take this message back to your constituencies, perhaps we can galvanize our faculty to give a wee bit of cash to the cause.

*Accreditation Self-Study AY 15-16*

While I am sure Annette will have more to say here, I want to remind all of you that SCC goes into its accreditation self-study in AY 15-16. I have discussed this reality with Annette in some detail, and we both agree that we need to begin preparing, as a College, as early as the S 15 Flex-Cal, and we will be working with Flex-Cal and the Senate to make this happen.

*Academic Senate: Rights and Responsibilities*

Finally, I also wanted to spend some time reminding Senators of their responsibilities as well as our rights, with emphasis on the 10+1. My hope is to remind each of you of the potent role we play. When I began planning this meeting, I had hoped to spend more time on the 10+1, including the sharing of various scenarios for discussion per an exercise at the Leadership Institute. However, the length of this agenda and the resulting concerns I have about time have trumped this exercise. That said, I did want to emphasize a few key points:

1. Senators are responsible to their constituencies, including reporting out at regular intervals as well as soliciting feedback. Email is clearly one tool. School meetings should be another, and the Academic Senate should be a standing report at all School meetings. Moreover, I would like to encourage the same for the Curriculum reps, either as a separate report or as a second report under the Academic Senate. Finally, I am available to come to School meetings, if there are issues/topics wherein you believe you would benefit from my assistance.

2. As a Senate, we are responsible for the items under the 10+1. Please review the language carefully; understand its significance and importance in the governing of this College.

*10 + 1*

Comments/Questions: Senator Obegi requested working sessions for curriculum issues and President Wyly noted school coordinators could help with that. VP Jaimez suggested Senators receive a list of what needs to be done in each school in order to help. Senator Conrad added some background: SB 1440 originally dictated ADTs and set a deadline for fall 2014. Any program offered which has a transfer model curriculum, has to have an ADT and, if not established, the existing program will be decertified by the Chancellor's Office. Several ADTs were approved before January 2013 when C-ID approval wasn't required and now additional work is required. After January 2013, ADTs could not be submitted without C-ID submission. The new deadline also requires approval. ADTs without C-ID approval will be removed with the consequence of losing the existing program. SCC is not the only school to have this concern.

President Wyly noted that courses to be removed with existing students would be phased out. The message is clear for all CCCs to be proactive and support their curriculum chair and committee. Senators need to emphasize at their school meetings the need to move forward. An important concern is to not bog down the Curriculum Committee by turning in everything toward the end date. Faculty need to get things done by fall to allow time for spring completion. Senator Cittadino pointed out everything has to go through the Articulation Office and he suggested the College should look into having more support for Robin Arie-Donch. President Wyly added succession planning would be good in preparation for the Articulation Officer's retirement. President Wyly encouraged senators to work collectively to engage faculty at large so that everyone is informed and included in conversations moving forward, a key ingredient to involve more diversity on campus.

<p><b>7. Superintendent- President's Report</b></p> <p><i>Hiring Recruitment</i></p> <p><i>Image Campaign</i></p> <p><i>Accreditation</i></p> <p><b>8. Interim VP Report</b></p> <p><b>9. Discussion / Information Items</b></p> <p><b>9.1 Accreditation Mid-term Report Update – Annette Dambrosio</b></p>	<p>S/P Laguerre offered to answer questions Senators may have after his brief report and stated he will share more information tomorrow with the College community. S/P Laguerre reported he had some good meetings over the summer with President Wyly who also gave the Board of Trustees an in-depth Senate presentation.</p> <p>One issue reflected a lot over the summer, including at the Board of Trustees retreat, was the difficulty recruiting in certain areas and the loss of candidates due to a too long process that needs to be better organized. The new AVP of HR will develop a recruitment calendar for the College and candidates to know exactly what is taking place. It will be piloted with the VP of Academic Affairs recruitment. S/P Laguerre will discuss this with President Wyly and is hopeful it will become a regular way of doing more predictable business.</p> <p>S/P Laguerre announced the selection of KPS3 (pending Board approval) to help begin an image campaign to help the community know who we are. The timing is excellent with Accreditation in good shape, the bond passage, and new construction. If we don't take an active role, others will define who we are. The campaign is being supported by the Foundation and not by general funds.</p> <p><i>Accreditation:</i> S/P Laguerre urged Senators to really support the work of accreditation and to encourage colleagues to do so as well.</p> <p><u>Questions/comments:</u> S/P Laguerre responded to Senators' questions: Plans are to have a permanent VP of Academic Affairs and Dean of Counseling hired to begin work on January 1, 2015; a VP of Student Services is needed but is on hold due to current financial restraints; Schools have coordinators but department chairs have to be negotiated and S/P Laguerre would like to see that happen to provide good leadership transition for the College in general but it is not under current negotiation; a permanent Health Sciences dean will be recruited this fall to have in place by spring semester; a search is underway for a permanent HR manager as well as Chief of Staff to replace Judy Spencer who will be retiring in December.</p> <p>No report (see 08.11.14 joint meeting for IVP Report)</p> <p>Accreditation Coordinator, Annette Dambrosio, reported on her work for the Midterm Report over the summer and meetings with President Wyly regarding accreditation. She presented the following points:</p> <ul style="list-style-type: none"> <li>• The Midterm Report has two sections: 1.) Update on our 9 Recommendations 2.) Responses to 42 Planning Agenda items that SCC listed in our 2011 Self Study Report. The complete 2011 Self-Study Report, which includes the 42 planning items, are online at <a href="http://www.solano.edu/accreditation">http://www.solano.edu/accreditation</a></li> <li>• Senate action is needed on some outstanding items, e.g. hiring policy.</li> <li>• The Senate revised Code of Ethics should be brought to Shared Governance for discussion as the Code of Ethics is a document that must be revised by all College constituents.</li> <li>• The continued need to work collaboratively and to meet deadlines.</li> <li>• The need to accurately report on what we do at SCC: e.g. in the case of SLOs, we have had some difficulties with the database.</li> <li>• The need to review the Midterm Report evidence on the Accreditation Shared Drive which has been opened for ALL to view.</li> <li>• Evidence will be accepted until approximately the beginning of September. It is important that all of us focus on planning and evaluation of what we do. The current Standards are being used for the Midterm report. Dambrosio has been piloting a portion of the upcoming Self Study with VP Ligioso and his managers group using the New Standards.</li> <li>• After the Midterm Report is complete, the Accreditation Task Force will regroup and form some sort of Accreditation Steering Committee to guide the Self Study.</li> <li>• Coordinator Dambrosio will begin to discuss New Standards campus-wide in late October or early November.</li> </ul> <p>President Wyly emphasized Item 7 in 10 + 1, the Senate role to ensure faculty input in the accreditation process. All faculty need to be involved and a plan will be brought to the Academic Senate for approval. He asked everyone to carefully read the Midterm draft (emailed Aug. 8) and to submit input.</p>
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**9.2 Budget  
Update – Yulian  
Ligioso**

Coordinator Dambrosio added that the College has been penalized in the past by some discrepancies of who actually worked on Accreditation Reports and a process is needed to have faculty on all committees and to report to their colleagues on a regular basis.

Finance VP Yulian Ligioso gave an update on the \$2.6 million deficit facing the College. Measures will be needed to keep reserves from falling below 5%, which would not be compliant with local Board policy and when reserves are below 5%, the Chancellor's Office requires a documented plan to get back above 5%. When this happened before, a special trustee was hired by recommendation of the Chancellor's Office. Accreditation also looks at reserves and the College had to demonstrate a reserve level of 11% and show how long-term debt was managed. We are contributing into the post-employment benefits fund to uphold the promise to employees for health benefits at retirement. Fortunately, the College liability isn't as great as some others but the cash flow/cash burn rate is at one-half month; that and a low reserve would affect credit rating and the ability to borrow money at favorable rates. The next bond issuance is 3-4 years downstream. As an institution, there is work ahead.

VP Ligioso gave a power point presentation (emailed on Aug. 6) highlighting:

- Sound fiscal management self-assessment gives indications of areas that need work.
- How we got here: the last two years deficit budget projections were presented to the Board of Trustees; there was a shortfall in FTES; took advantage of a stability mechanism; have three years to come back to base; in AY 13-14 thought we could borrow from AY 14-15; however, fill rates are not as positive as previous years; College now approaching fill rate levels that were in place pre-recession and are below last year rates were up around AY 11-12 and 600 over cap, in retrospect should have cleaned house then; fill rates now declining, comparable to AY 08-09; A chancellor in Orange County who spoke at the Leadership Retreat, felt we may have enough student base to serve existing students better which would be less costly than attracting and retaining new students. The projection is based on what was achieved in summer, a loss of 300 FTES, \$1.4 million not recovered. In AY 13-14 revenue shortfall of \$3.2 million which carries over into AY 14-15, when the plan is to again go into stability as its virtually impossible now through next summer to get to 8200-8500 FTES; funding will be held level at the 8200 range.
- Projection shows we're encountering a structural deficit and have to work on eliminating \$2.6 million deficit; there are 8.5 vacancies, 2 faculty, 4.5 classified, Director of Research, and Associate Director of CTE position currently being held.

Comments/Questions: Senator Bolz asked for an overall picture of classified, faculty, and management positions that have been added or changed in the last ten year. VP Ligioso can bring that information back to a future meeting. He reminded Senators we are governed by the faculty obligation number and 50% law. Now for example, due to a big reduction we were rebench, determined by FTES, at height of 155, dropped to 122, currently at 148, exceeding FON. The College has never missed the 50% law, proportions in terms of faculty are correct.

Senator Pearson-Bloom requested enrollment updates be sent to everyone as in the past and it would be good to know where we are from now to the first census. VP Ligioso will check into that. Senator Cittadino queried if this is a State phenomenon or just us. VP Ligioso replied that 16 other districts filed for stability and 13 are in Northern California.

VP Ligioso continued his presentation:

- Sound Fiscal Management: Deficit Spending – four out of five years; still have money as one was prior year adjustment from the State, other was in response to potential big budget deficit, cut significantly as response; helped prop up on one time basis for reserves; Fund Balance – note Prop 30 is only a temporary measure, sales tax and income tax parts will drop off in 2-3 years; Cash Flow – still in midst of settling with the union; Staffing in AY09-10 was 81 % of total, over 85 run into challenge, now over 88% for salaries and benefits, have to look at how to address; Health – recommendation was to contribute excess.
- FTES graph: the top (red) line is artificially being propped up; the bottom (blue) line is where stability kicks in, goes back up when reporting all semesters; looked like we were up 20%, by census time were only up 4%; bottom (blue) line needed to be slightly above top (red) line, slightly over cap of where we want to be.

- Scheduling across the three campuses needs to be reviewed to see how to benefit students and reduce overlap times; consider elements affecting funding and result in costs.
- Funding History: five of six years incurred deficit factors, means not enough money in State to fulfil; may come up with memo to freeze all travel, overtime at certain levels, classified hourly; need to be strategic about offerings, see how to run them more efficiently and effectively; will report back at future date.
- Stability schedule: this year will include fall and spring; this summer and next will be counted with AY 15-16; code doesn't specify when we can go into stability; the District went into stability funding in AY 2011/12 and again plans to do so in AY 2014/15. The Chancellor's Office is recommending it could be a good strategy.

Comments/Questions: Senator Cittadino asked if there could be a cut-off point. VP Ligioso hopes not and noted the funding formula provides a safety net. Senator Pearson-Bloom expressed challenges to bring in courses with a new platform. VP Jaimez stated mandated prerequisites affected enrollment. President Wyly pointed out, given our ADTs, there are some real benefits to allow us to plan what courses need to be offered. One of the questions to ask is how to create more efficient students. We could begin developing plans for creating more efficient students taking full loads to increase fill rates. Senator Cittadino asked why there aren't waiting lists when so many students can't get classes they want that are closed. Significant changes have also been made in admissions and financial aid. President Wyly suggested coming back to these issues when discussing the Student Success Task Force agenda.

Discussion continued regarding filled classes. All students should know how to get into a class if it is shown as full. Most instructors are creating their own wait list. Senator Bolz emphasized the web home page should be used as a marketing tool and was concerned why an image company is hired while that marketing tool goes unused. She noted that students don't look at the home page when nothing ever changes and she spends hours writing students and colleagues since nothing is on the web. President Wyly would be willing to take concerns to the next enrollment management meeting and will email a reminder and put together a list of things for Enrollment Management and Shared Governance to consider. This item will be added to the next Senate agenda as well.

Senator Pearson-Bloom asked Chief SS Officer Lewis to send an email to students not to give up if a class is full because there are ways to get into the class. Professor Reeve suggested taking the message to school meetings tomorrow, reminding colleagues that student numbers decline in the first weeks and to consider accepting students over the fill rates

**9.3 Brown Act Updates, including Senate subcommittees – Michael Wyly**

- President Wyly gave an overview of Brown Act requirements that must be followed by the Board of Trustees and its subcommittees which includes the Academic Senate along with its subcommittees.
- Any committee under the Academic Senate that meets regularly, including the Executive Committee that meets to prepare agendas, will need to create, distribute, and post agendas in a public place, accessible 24 hours a day, and 72 hours in advance of a meeting.
  - A group that meets with a termination date is considered a task force and does not follow the same requirements.
  - Although department meetings do not fall under the Brown Act, minutes should be kept for information and accreditation.
  - Serial meetings (e.g. individual phone or in-person conversations) to arrive at consensus outside of agendized meetings are not allowed.
  - Votes will need to be public and will require roll call voting if consensus is not reached.
  - Agendas should be submitted to Connie Adams, AS Administrative Assistant, to be posted according to law; a common location on campus will be determined, both short-term as well as at the 600 building when again open.
  - Approved Minutes should be sent to Connie Adams for posting to the website.
  - Committees will need to stay vigilante.
  - Discussion of "Expectations of and Processes for Committee Chairs and Members" and guidelines will be on the next agenda.
  - Simply put, more of us need to be educated in these rules and processes.

**9.4 Student Equity Plan/**

President Wyly provided background: In June 2014, he met with Chief Student Services Officer Shirley Lewis and IVP Diane White to discuss strategies to ensure appropriate response to the requirements of

**Template (Update)  
– LaNae Jaimez**

the CCCCCO via our Student Equity Plan as well as its vehicle, the Student Equity Committee. VP Jaimez agreed to meet and discuss our to-date progress over the summer as it compares to State-mandates so as to make, if needed, recommendations for process, committee composition and committee goals to be vetted by the Academic Senate in August. LaNae reported on progress from the July 22 meeting:

- Committee agreed on mission and minor modification in membership.
- Looked at Banner vs Chancellor’s Office data. Can choose which to base recommendations and plans on.
- Looked at student success and score card.
- Committee making recommendations to combine several overlapping committees (Student Success Task Force, Student Equity, ASC, BSI) to consolidate efforts and present the plan to the Academic Senate. BSI Coordinator Reeve suggested the theme to consolidate all might be Completion Agenda. A starting proposal will be brought back to the next Senate meeting.

**9.5 Program  
Discontinuance  
Update and  
Discussion –  
Michael Wyly**

(also on afternoon agenda) President Wyly reported that, due to the State focus on degree completion, including degree-oriented curriculum that occurs in a two-year time frame, there is going to be increasing emphasis on completion State-wide. Additionally, diminishing support from the Chancellor’s Office for stand-alone courses (courses not linked to a specific program) will push colleges to eliminate these courses or attach them to programs. Over the summer, IVP White asked the deans to look at their respective programs using various criteria to identify programs which could, in their opinion, be more efficient. Degree completion was one key criterion. Others included fill and efficiency rates, number of majors, and the like. When notified Program Discontinuance was going to be invoked, President Wyly wanted to ensure Senators have a copy (distributed and emailed). He emphasized the policy as it exists was a hard-won policy created by a committee that hashed out a lot. As such, any change and the invoking of policy, needs to be carefully considered. Senator Berrett pointed out the policy has never been used when programs have been ended and it would be refreshing to see it used. President Wyly continued that the initial plan was for the deans to invoke our Discontinuance Policy which, per the policy, would provoke a self-study of the program(s). In meetings with the IVP, emphasis was placed not on the deletion of programs, but on their “retooling”.

In conversation with IVP White and S/P Laguerre, President Wyly expressed concern regarding the invocation of discontinuance for at least the following reasons: 1. Faculty morale; 2. Faculty workload; 3. Efficiency; 4. Competing Visions, as, come the end of this term, Academic Affairs will be under different leadership; 5. Self-Study, as program-specific narratives will be directly impacted by how administration and faculty are able to dialogue regarding programs which are challenged. In these conversations, President Wyly suggested that, in lieu of formally invoking the process of program discontinuance, administration initiate more informal conversations with faculty associated with identified programs. Senator Obegi suggested Program Review would be a good path. Senator Berrett reiterated the fact the administration is invoking the policy rather than just shutting down programs is a positive step. There are programs in the catalog that aren’t offered and for which counselors don’t know the status. President Wyly agreed there is a need to ensure processes in place are followed but the topic needs more thorough discussion. He emphasized that these are not specifically local goals: they are local initiatives meant to address a State-driven agenda.

Most recently, IVP White and S/P Laguerre conveyed to President Wyly that discussions of program discontinuance are to be delayed until the conversation can be better framed via the need to retool programs with the goal of completion. For one, there is the “COMPLETION AGENDA—Empowering Community Colleges to Build the Nation’s Future Workshop” on August 22. At this workshop, the importance of completion will be emphasized; as such, the context for possible programmatic change will be better established, which seems to be S/P Laguerre’s aim. President Wyly believes IVP White means to suggest to the Senate consideration to rename the Discontinuance Policy to emphasize its role as a catalyst for change to a degree, not simply discontinuance. There will be ongoing pressure to purpose or delete stand-alone courses. President Wyly urged Senators to review the policy before it is brought back to the next meeting.

**9.6 Peer Review  
and Compressed  
Calendar/Block  
Scheduling Update**

President Wyly presented an update:

- Efforts to work in committee this summer, as proposed in 10+1, were not able to advance. However, no peer review language can be advanced without AS input and consultation: this point is protected in Title 5 and the Ed Code.

<p>– Michael Wyly &amp; LaNae Jaimez update: on Peer Review or schedule pattern.</p>	<ul style="list-style-type: none"> <li>○ In a meeting with FA President Jim DeKloe and S/P Laguerre, how we might move forward with Peer Review was discussed. In summary, the role of the Academic Senate is seen in developing the processes for Peer Review. Before we can begin, we agreed that the FA, Administration, and the Senate need to develop a shared understanding of what the GOALS of Peer Review are/will be.</li> <li>○ Process hampered by current negotiations quagmire.</li> <li>○ As we develop a way forward, the Senate will need to work with other groups to develop language and process.</li> <li>○ Peer Review/Compressed Calendar will be carried to next agenda.</li> </ul>
<p>9.7 Corequisite/ Prerequisite Policy Joe Conrad &amp; Curtiss Brown</p>	<p>Senator Conrad presented background. Title 5 gives the option to establish co/prerequisites and the Colleges chose to do so. Title 5 language was changed a couple years ago to allow the establishment of prerequisites based on enhanced content review rather than just by statistical validation that meant having to show students failed (you had to fail students). Someone finally discovered that is probably not the best way to establish prerequisites. Through the effort of ASCCC, regulations were changed to allow content review only with specific requirements including putting in place Board policy, procedures and several other things. The packet of information (3 documents distributed and emailed) is what the Curriculum Committee believes is needed. The Policy doesn't have to be changed but procedures do and the draft submitted will allow using content review only to establish prerequisites for courses outside of a sequence or discipline. Prerequisites for courses in a sequence remain unchanged. When there are Ucs/CSUs that require certain prerequisites the process isn't needed, only when working locally. The document was created mostly taking word for word from Title 5 and the Chancellor's Office booklet for implementing guidelines and then personalized to SCC.</p> <p>A form was created to help faculty propose a new or revalidate an existing co/prerequisite. If more stringent content review is required (see section 2), statistical validation can still be used.</p> <p>Finally, planning is needed to address all other fine print Title 5 requirements in order to implement content review and includes training for the Curriculum Committee and faculty. The three distributed documents are the final product of several months of work completed by CC member Erin Duane and past CC Chair Joe Conrad and approved by the Curriculum Committee. The Academic Senate asked the Curriculum Committee to develop procedures and a plan and now approval is needed from the Academic Senate and Board of Trustees. Senators need to bring the documents and information to their respective constituencies with the understanding that this process will be scheduled for action at the August 25 meeting. Senator Conrad suggested no changes be made to the documents but any concerns can be brought to the August 25 meeting.</p>
<p>9.8 High School Outreach and CAPP, including proposed outreach task force – Michael Wyly</p>	<p>One of S/P Laguerre's priorities is high school outreach and there are many separate unique efforts, including the CAPP Conference, MIT and Winters, Rodriguez HS on the main campus (including HS faculty offices), Vallejo and its academies, additional grant money, and Benicia outreach. There are also other high schools interested in developing working relationships. Mesa Coordinator Jose Ballesteros will be the point person for HS outreach. As an institution, collaborative work is needed to develop more codified and all-purpose plans as well as involvement from multiple faculty across campus. Agreement was reached that a High School Outreach Task Force be developed to create a comprehensive vision and plan to offer high school partners. Appointment of key faculty (English, Math, Counseling) by the Senate and an additional academic dean could join with Mesa Coordinator Ballesteros to work together to develop a plan rather than separate deals being made. SCC should take the lead on how to work with high schools to help accommodate the common core. Senator Giambastiani noted the connection with the image campaign and President Wyly spoke of connection with ADTs that should also be part of the campaign. Discussion will be carried over to the August 25 meeting.</p>
<p>9.9 AB 86 Update and Report Presentation – Melissa Reeve &amp; Michael Wyly</p>	<p>President Wyly noted the need to get to Action Items did not leave time for discussion of Item 9.9 and 9.10, both included in afternoon meeting discussions. Senator Pearson-Bloom suggested it would be beneficial to have Item 9.8, related as well, also included in discussion with Senators and Deans present. The Faculty Association will need to be involved at some point, MOUs are being created randomly, the CAPP term is being misused, and there are high schools wanting a CAPP-like program that don't have a grant. A committee could be formed to put together a central vision in a meaningful way.</p> <p><b>Moved by Senator Pearson-Bloom and seconded by Senator Cittadino to move discussion of Items 9.8, 9.9, and 9.10 to the afternoon joint meeting agenda. Motion carried unanimously.</b></p>

<p><b>9.10 Student Success Taskforce</b></p>	<p>Including updates on Common Assessment &amp; Education Plan – Michael Wyly  <b>Moved to afternoon agenda</b> (see 9.9)</p>
<p><b>9.11 Senate Election: Secretary-Treasurer</b></p>	<p>President Wyly reported the need for a Senator to fill this position vacated by Senator Jaimez, now serving as Vice President.</p>
<p><b>9.12 Senate Election: two (2) Part-time Reps</b></p>	<p>A call for nominations will be sent to all part-time faculty.</p>
<p><b>9.13 Senate Goals for AY 2014-2015</b></p>	<p>President Wyly requested input from Senators regarding what realistic and realizable goals the Senate should adopt for this year. Due to time constraint this item will be carried over to the August 25 agenda when he will share his list of ideas for goals.</p>
<p><b>10. Action Items</b>  <b>10.1 Emergency and Part-time Hiring Policy (revised)</b></p>	<p>President Wyly reported that last year Past-President Susanna Gunther, Senator Jaimez, and IVP White met to put together an improved revision. VP Jaimez added work was initially done in spring 2013 by a committee, followed by the meeting with IVP White to complete an update. Due to questions regarding document notes and a statement that needed to be removed, Senators agreed to defer action to the next meeting. The document will be cleaned up and resent for Senators’ review.  <b>Moved by Senator Pearson-Bloom and seconded by Senator Conrad to table this item. Motion carried unanimously</b></p>
<p><b>10.1 Expand Charges of Flex-Cal Committee to include Faculty Development</b></p>	<p>President Wyly presented background: in the spring semester of the 2013-2014 AY, the SCC Academic Senate reconsidered the role of its standing subcommittee on flex-cal in the following ways: 1. to explore/discuss the clarification with administration what activities should be appropriate and approved for optional flex-cal hours, including the determination of what role(s) its subcommittee should play; 2. in looking at how faculty development funds are awarded to faculty, to determine if the purview of its subcommittee should be expanded to include the vetting of requests for faculty professional development funds. A Senate task force solicited input from faculty regarding the types of activities currently approved for optional Flex-Cal by various academic deans, the results of which were reported to the Senate on April 21, 2014</p>
<p></p>	<p>Although no formal actions on this issue were taken by the Senate by the end of the 2013-2014 AY, both issues were on-going subjects of conversation between the Academic Senate and the Interim Vice-President of Academic Affairs during Summer 2014: 1. the interim VPAA expressed to the AS President that Administration advocated the use of ASCCC recommendations on flex and professional activities to determine the suitability of activities for optional flex-cal; 2. the interim VP AA communicated to the AS President support of shifting faculty development funds to the control of the Flex-Cal Committee should the Senate opt to expand the charges of its subcommittee.</p>
<p></p>	<p><b>Moved by VP Jaimez and seconded by Senator Pearson-Bloom to change the subcommittee to Faculty Development with Flex Cal as a component.</b>  Discussion: Melissa Reeve noted the Flex Cal Committee is currently only faculty but some things are on Flex Cal programs for non-faculty groups and questioned if there are boundaries. President Wyly replied that the Chair works closely with HR to include staff development opportunities on the calendar without Committee oversight for non-faculty items. He noted the current Committee has a small budget, but would be given a second budget specifically for faculty development. Senator Pearson-Bloom suggested the next agenda include how to get funding approval. President Wyly agreed a follow-up motion will be on the next meeting agenda to develop a process, composition, its charges, policy, and whether the Senate or the committee will develop the plan. <b>Motion carried unanimously.</b></p>
<p><b>10.3 Composition of the Program Review Committee</b></p>	<p>PR Coordinator Amy Obegi spoke at the May meeting about changing Committee membership to remove student representative from the intimate conversation, as students will be involved in other ways, including through surveys. VP Jaimez asked why deans are optional. Coordinator Obegi replied that deans are not involved in the review process and they make recommendations later. When possible they attend the first part of the meeting.</p>

<p><b>10.4 Budget for Senate meeting Refreshments</b></p>	<p><b>Moved by Senator Berrett and seconded by Senator Giambastiani to table this item. Motion carried unanimously</b></p>
<p><b>11. Reports</b></p>	<p><b>Moved by Senator Cittadino and seconded by VP Jaimez to approve use of Academic Senate funds for a meeting refreshment budget. Motion carried unanimously.</b></p> <p>11.1 Subcommittees  No Item 11 reports due to time constraint.</p> <p>11.1.1 Basic Skills – Melissa Reeve  11.1.2 Curriculum – Curtiss Brown  11.1.3 Distance Ed – Dale Crandall-Bear  11.1.4 Flex Cal – Chuck Spillner  11.1.5 Program Review – Amy Obegi</p> <p>11.2 Other Committees  11.2.1 Assessment -- Gene Thomas  11.2.2 Equity – Shirley Lewis  11.2.3 10+1 Committee – LaNae Jaimez</p> <p>11.3 Treasurer</p>
<p><b>12. Action Reminders</b></p>	<p>Program Review needs reps from Math/Science and Health Sciences.</p>
<p><b>13. Announcement</b></p>	<p>The next regular Senate meeting will be held on August 25, 3:00 – 5:00 pm in ASSC 1421.</p>
<p><b>14. Adjournment</b></p>	<p><b>Moved by Senator Cittadino and seconded by Senator Williams to adjourn the meeting. Motion carried unanimously.</b> The meeting adjourned at 12:14 PM.</p>

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