



**ACADEMIC SENATE**  
**Meeting Minutes**  
**August 29, 2016**  
**3:00 pm – 5:00 pm**

<b>Call to order</b>	The meeting was called to order by Senate president Michael Wyly at 3:06 pm.
<b>Roll Call</b>	<p><b><u>Present:</u></b> Michael Wyly, President; LaNae Jaimez, Vice President; Erin Duane, Secretary/Treasurer; Joel Powell; Andrew Wesley; Lue Cobene; Marivic Macalino; Sabine Bolz; Scott Parrish; Narisa Orosco-Woolworth; Terri Pearson-Bloom; Rusty Mayes; Ken Williams</p> <p><b><u>Absent:</u></b> Kevin Spoelstra; Nicolas Cittadino; Janene Whitesell</p> <p><b><u>Guests:</u></b> Superintendent-President Celia Esposito-Noy VP Leslie Minor VP Gregory Brown VP Yulian Ligioso</p>
<b>Agenda approval</b>	Senator Wesley motioned to approve the agenda; seconded by Senator Orosco-Woolworth. A vote was taken and the motion passed.
<b>Approval of Minutes</b>	President Wyly requested a motion to approve minutes for the meetings of 5/20/2016 and 5/9/2016 together. Senator Jaimez motioned first and Senator Pearson-Bloom seconded the motion. A vote was taken and the motion to approve the minutes passed.
<b>Comments from the Public</b>	There were no comments from the public.
<b>AS President Update</b> <i>6.1 Updates on Brown Act and 10+1 Training</i>	President Wyly advised that he will be giving an overview and will create a quick version for subcommittees to take back and present to ensure we are compliant.
<i>6.2 Admin Assistant to the Academic Senate, Update</i>	President Wyly advised that he is working with Human Resources to get position posted ASAP to hire someone as quickly as possible.
<i>6.3 BDP Conference and Substantive Change</i>	President Wyly advised that the Chancellors' office request that SCC have a party attend to present Baccalaureate program. In attendance will be President Wyly, Curriculum Committee Chairman Curtiss Brown, Professor Jim Dekloe and VP Minor.
<i>6.4 Hiring Updates: DE Coordinator and Articulation Officer</i>	President Wyly advised that he will defer this subject to Dr. Esposito-Noy and VP Minor to provide an update.

6.5 Policy & Procedures at SCC

President Wyly advised he is looking forward to working on Policy 4005, hiring procedures for part time and emergency faculty. HR has additional changes they want the senate to consider.

6.5.1: Revisions to District Mission Statement, BP 1003, as presented to CGC on 8/24/16

President Wyly advised that there have been revisions to the district mission statement in the verbiage submitted in the last iteration that the Senate approved. He advised that the SCC Board of Trustees passed a modified version at a recent meeting – it has been brought back to Governance for information.

6.6 Enrollment Update Summary

President Wyly passed out a handout that came from the last College Governance meeting, which provided enrollment updates.

6.7 Peer Review Process, Update

President Wyly is scheduled to meet with contract HR VP Mary Jones to develop a timeline for the peer review process. He anticipates that there will be issues of joint purview with Melissa Reeve.

6.8 Senate President, Appointee to ASCCC Curriculum Committee

President Wyly announced that he has been assigned to the State Curriculum Committee.

**Superintendent Report**  
7.1 College Promise

Dr. Esposito-Noy welcomed the Senate back to the college for the 2016-17 academic year. She encouraged the Senate and Faculty to participate in College Promise effort to look at how or if we want to be involved in what is known as the “Long Beach Promise.” Dr. Esposito-Noy, VP Minor, and VP Brown will be attending a conference and obtain additional details to bring back and share with the college.

Dr. Esposito-Noy advised that she is aware of the room issues – she has discussed the concerns with the VPs and found out that with the new desks, while roomy and modular, have eliminated the seating capacity in some rooms. They are checking into where the college can best utilize the new desks. There was also mention of problems with the desks sliding on slicker surfaces, potentially causing hazards.

Dr. Esposito-Noy advised that they are looking into obtaining scheduling software (S-25) that allows better sense of inventory, course types, and whether or not we need more school control over the inventory of classes. She added that we will need to revisit again, to see if it’s working. She also mentioned that the school has a “Key” problem – instructors have been assigned new classrooms, so more keys need to be produced for faculty.

Senator Jaimez advised that the rooms with carpet solved the problem with sliding desks; they are much more stabilized.

Senator Bolz wanted to know if there are any safety standards regarding classroom set up, and could they be advised of those; describe situations where the students would not sit in specific seats due to the layout.

Dr. Esposito-Noy discussed the Cap load ratio (X amount of square footage can accommodate X amount of students). There are standards in place for the ability of egress and the Fire Marshall being able to get to the door, and

expectations of width between rows (36 inches). She also noted that as students bring more things to class (i.e., rolling backpacks), the amount of space is delimited. The S25 factors this into the equation.

Senator Powell asked if the instructors can be engaged in the scheduling process; VP Minor advised that input from faculty will be taken.

Senator Bolz asked about Life sections to reduce competition among departments. Dr. Minor advised that they are engaging the Deans to work collaboratively to schedule classes to insure that they are not overlapping. SCC needs to be more strategic in scheduling – not all classes can be held at the same time (i.e., Tues/Thurs 10 am-noon classes). Previously we experienced last minute chaos – we cannot start a semester when you have canceled 100 classes. Scheduling requires more coordination – we need to be better at scheduling strategically so we are not canceling classes, and have multiple eyes reviewing the proposed schedule.

Dr. Esposito-Noy advised that in discussion with VP Minor, she learned that no one applied internally for the DE Coordinator position. They discussed why no one has stepped forward; is this something an adjunct can do? It will require a longer conversation. Senator Wesley advised that the adjuncts might not be interested since the time counts against their scheduled hours and in some cases, it may be difficult for some adjuncts to schedule around their other positions at other schools. Dr. Esposito-Noy advised that we are bound to Title V, which requires a max of 67% for adjuncts.

Dr. Esposito-Noy advised that Puente has been restored and \_\_\_\_\_ and Rebecca Lacount have requested and received additional resources.

Dr. Esposito-Noy advised that Dr. Tasha Smith was selected as the new coordinator of Umoja. Solano will not just be replicating how it was done previously; she is excited to be working with Dr. Smith on development of the program and the expansion of services.

Senator Pearson-Bloom asked for an update on EOPS and the request for additional counseling. VP Brown advised that they were using part time counselors and now have one full time counselor. He added that we need to determine who is providing which services – our counselor ratio is low.

## **VP of Academic Affairs Report**

VP Minor provided information and a flyer announcing the Southwest seminar.

VP Minor advised that she recently met with the IEPI peer team (headed by Joe Wise, President of Shasta College). Institutions are allowed to be asked for a maximum grant of \$150,000. The monies have been received; next up is to meet on 9/13 to discuss how to distribute based on the expenditures that were identified.

VP Minor advised that the Baccalaureate Program is still awaiting commission approval; another draft was submitted the week of 8/22/2016, she is hoping for edits so that a formal proposal can be submitted. ACCJC is in talks with the federal government regarding their role in being qualified to approve Baccalaureate programs. The process could take a few months; the Federal

**VP of Student Services  
Report**

Department of Education wants to insure the rigor of approval. Once they have Federal approval, we should be ready and in place by March 2017, allowing the college to get students in the program with their financial aid packages ready for the program's start in Fall 2017.

VP Minor advised that there are additional resources she wanted to share with the Senate including [www.lynda.com](http://www.lynda.com) (online training and tutoring) and the Professional Learning Network (<https://prolearningnetwork.cccco.edu/>).

VP Minor advised that the Articulation Officer position will close this Friday (9/2) and encouraged Senators to cascade details of the position and let their colleagues know so they will have an opportunity for consideration.

VP Minor advised that there is a team in place working to develop the ASTC; number of faculty and students engaged in activities; hoping to develop in Fairfield then cascade to the other centers.

VP Minor advised that interviews for the open Math Coordinator position will be held on Friday, 9/2.

VP Brown advised that the college is moving forward to get our catalogue into Degree Works to make operational to use student education plan – looks like it will be operation post Spring 2017. Degree Works is an online set of academic planning tools that help students and advisors see what courses and requirements students need to graduate.

VP Brown advised that one of the hurdles is that the only SCC catalog currently uploaded in the system is from 2013; we need to have 2014-16 added. VP Brown anticipates that this will have an effect on curriculum. If we discover that courses have been eliminated but are still part of a program, it will need to go back to the Curriculum Committee for review and approval. VP Minor advised that it will allow students to do scenario plans and for faculty to fine-tune scheduling to be more efficient and responsive to student's immediate needs.

VP Brown advised that the college is in discussions for a grant with UC Davis to work on capacity of diverse math and science teachers.

VP Brown noted that Umoja and Puente have experienced a little lag time in getting operational; it will require transition and taking a little time to get back into order.

**Action Items**

No action items were discussed

**Discussion Items**

*10.1 Board Policy (BP) and Administrative Procedures (AP), Updates and Periodic Review*

President Wyly provided electronic files containing numerous board policies and procedures; Laurie Gorman has been tasked with reviewing SCC policies and comparing them to the state CCL, and create templates where no policy was in place. We need to insure that the proper procedural language be used and that the policy and the procedure be separate documents. The Executive Committee will take into consideration. Due to the number of policies to review, President Wyly requested that they be postponed until the next

10.1.1 BP and AP 6020  
Open Enrollment in  
Courses

meeting so that there could be full discussion. Senator Bolz asked that AP-6040 be discussed as she wanted clarification on the policy.

**BP is revised; AP is new.** This item will be deferred to the next Senate meeting on 9/12/2016.

10.1.2 BP 6030, Required  
Instructional and Other  
Materials

**BP is revised; AP is not needed.** This item will be deferred to the next Senate meeting on 9/12/2016.

10.1.3 AP and AP 6040,  
Credit by Exam

**BP is revised; AP is new.** Bolz asked for clarification on this policy. President Wyly advised that to date there is a policy in place, but we have not had a procedure. This is an adaptation that was created by the CCC League. His assumption is that the language comes from the template. If there are specific questions, he can email them to the State Senate for clarification. Senator Bolz advised that she wants to be able to respond to a student when they ask for credit by exam. President Wyly advised that the student should work with department dean to determine eligibility. There are no standard exams per class; it is up to the discipline's faculty to determine what the examination will look like. Ed Code requires some process (may be title 5).

Senator Cobene asked about whether it shows on transcripts as "Credit by Exam." Senator Jaimez recommended that procedural language be developed on how faculty can provide direction to students.

Senator Parrish asked if we know which departments have a higher ratio of students requesting Credit by Exam.

10.1.4 BP 6070, Final  
Examinations

**BP is revised; AP is not needed.** This item will be deferred to the next Senate meeting on 9/12/2016.

10.1.5 AP 6115, Distance  
Education

**BP not required. AP is new, and will point to BP 6100, Program, Curriculum and Course Development.** This item will be deferred to the next Senate meeting on 9/12/2016.

10.1.6 BP 6120,  
Weekend Classes

**BP is revised; AP is not needed.** This item will be deferred to the next Senate meeting on 9/12/2016.

10.1.7 BP 6130,  
Instructional Program  
Advisory Committees

**No changes to BP; AP is not needed.** This item will be deferred to the next Senate meeting on 9/12/2016.

10.1.8 BP 6203,  
Honorary Degrees

**BP is revised; AP is not needed.** This item will be deferred to the next Senate meeting on 9/12/2016.

10.1.9 BP 6210,  
Catalogue Rights

**BP is revised; AP is not needed.** This item will be deferred to the next Senate meeting on 9/12/2016.

10.1.10 BP 6220  
Standards of Scholarship

**BP is new; AP is not needed.** This item will be deferred to the next Senate meeting on 9/12/2016.

10.1.11 BP and AP 6400, Field Trips and Excursions	<b>BP is revised; AP is new.</b> This item will be deferred to the next Senate meeting on 9/12/2016.
10.1.12 BP 6410, Grading and Academic Record Symbols	<b>BP is revised; AP is not needed.</b> This item will be deferred to the next Senate meeting on 9/12/2016.
10.1.13 BP and AP 6411	<b>BP and AP are revised.</b> This item will be deferred to the next Senate meeting on 9/12/2016.
10.1.14 P 6412, Grading Record Retention	<b>No changes to BP; AP is not required.</b> This item will be deferred to the next Senate meeting on 9/12/2016.
10.1.15 BP 6420, College Catalogue	<b>No changes to BP; AP is not required.</b> This item will be deferred to the next Senate meeting on 9/12/2016.
10.1.16 BP 6430 Academic Freedom	<b>BP is revised.</b> Per Academic Affairs, AP is not required as long as the BP complies with Title 5 and accreditation standards. This item will be deferred to the next Senate meeting on 9/12/2016.
10.1.17 BP 6510, Athletics	<b>BP is revised; AP is not required.</b> This item will be deferred to the next Senate meeting on 9/12/2016.
10.1.18 BP 6515 Library and Learning Services	<b>BP is revised; AP is optional.</b> This item will be deferred to the next Senate meeting on 9/12/2016.
10.2 Adjunct Parity, Proposed Poll for Adjunct Faculty	President Wyly advised that he gave a presentation on parity to adjuncts during the fall flex. Foremost is the need to determine how best to aid the Senate in developing goals. President Wyly will have Peter Cammish develop a confidential survey. Senators Wesley and Orosco-Woolworth advised that they will have a list of questions available for Senate review at 9/12 meeting.
10.3 Curriculum Approval Process, Approved Changes in Class Size and Workload Committee	President Wyly advised that the language for Section 19.402 of the CBA was developed in 2012 and reads: <i>Faculty within the discipline shall recommend the class maximum for a new course or changes to the maximum for an existing course to the Curriculum Committee. The Curriculum Committee will then forward its recommendation(s) to the Workload Committee comprised of three (3) Association members appointed by the Association President with approval of the Executive Board and three (3) administrators appointed by the Superintendent-President. A majority vote of the Workload Committee shall be required to approve any change in class size. If there is a tie vote within the Workload Committee, the Executive Vice President of Academic Affairs and the President of the Association will make the final decision.</i>
	Since 2012, Solano has had three courses approved by curriculum with a change in class size but the workload committee has never met (nor are there appointees). President Wyly has suggested getting the committee appointed and start working and if not, we need to come up with a new process since it has been four years and no action has been taken. President Wyly recommends giving authority to CC Chair to select ad-hoc members.

Senator Pearson-Bloom asked if the courses that have already been approved with class size changes by the Curriculum Committee will stand retroactively or if they will need to be reviewed by the Workload Committee. She also inquired as to how will the courses be identified, and what will be the process going forward. Senator Pearson-Bloom recommends that the Curriculum Committee not be frozen from approving reductions in class size.

President Wyly advised that there is no standardized way of measuring; what tools do we use to determine class size, value of courses, student workload, etc.

Senator Pearson-Bloom would like for President Wyly to schedule a sit down to establish a process going forward.

Senator Cobene clarified some of the concerns over class maximums being raised. President Wyly responded that there were concerns over faculty workload and that it would impact a perceived equity of workload through unit count and student count.

*10.4 Flex Cal Plan  
Development (and Faculty  
Development)*

Senator Jaimez advised that the committee will have their first meeting on 9/8 to discuss purpose, focus and revamping. She is not sure how it will look and is very open to others' suggestions. She will bring it back to senate for approval.

Senator Jaimez added that there is funding available using faculty development funds – anyone interested should submit a proposal.

Senator Jaimez advised that there will be a big focus to develop a flex plan with institutional outcomes. She has received a few requests for funding already.

*10.5 Planning for Area B  
Meeting*

President Wyly reminded the Senators that Solano Community College will be hosting the Fall 2016 Area B Meeting scheduled for 10/14/2016. He will send an email out for action in terms of funding requests.

*10.6 ASCCC Events &  
Attendance*

President Wyly provided an update on ASCCC events and solicited volunteers to represent SCC. Will send invites with specific interests in Fall Plenary, Spring Plenary, and the Leadership Institute.

*10.7 SCC Budget Update*

VP Ligioso introduced members of his staff – Adil Ahmed, Interim Accounting Manager and Beverly Soley, Senior Accountant. The budget picture for 2016-2017 compared to what we encountered in years past looks good; we will have a surplus going into the academic year as Solano received in excess of \$4 million in 2015-16.

Solano is currently below FTS base levels. We are probably a 7700 FTS institution but reporting as an 8300 FTS institution. There are close to two dozen institutions taking advantage of the stability mechanism; we need to have a discussion on how to tighten it up. VP Ligioso is hoping we can get back to reporting three terms instead of two. Solano will barely be able to maintain the FTS levels and will not be able to participate in growth because we will not meet the 8300 base. VP Ligioso advised that there is no new revenue and cited increases in STRS/PERS.

In stability, 8300 FTS, we are reporting two semesters instead of three (including Vacaville and Vallejo). A recent audit found that we reported some of the FTS in error; some of this is due to reporting the TBA's and as an institution, we should remove TBA and go to census reporting.

Senator Powell asked how benchmarks are created. Ligioso advised that they are developed each year; he saw significant reduction in some years. The state balanced budget on Prop 30 (Apportionment) which brought additional income and sales tax to balance the budget. As an institution, we get \$7 million per year.

We will optimize categorical funds to help us institution-wide. On the expenditure side, we built in faculty raises and eventually will bring category 1 pay into parity. He also looked at step/column increases; building in estimated vacancy savings (24 on books)

Benefits - Increases – STRS/PERS; not truly funded as an institution to cover these increases. A 2% annual increase in health and welfare benefits thanks to a cost reduction by Kaiser (60% of members use Kaiser). OPEB unfunded liability; contribution is the same as 2015-16; he proposes to keep it at the same level. PEPRA – PERS contributions to classified employees is sun setting in January 2018.

In November, Prop 55 (extension of Prop 30) will be on the ballot – if it does not pass, we will lose the sales tax generated and funded to Solano. Prop 30 expires in January 2018.

VP Ligioso advised that Solano needs to take steps to get ourselves out of stability to develop the reserves. He also suggested that we look at how to address other supplemental benefits.

Expenditures represent an annual increase of about \$1 million per year, with no additional income coming in. Solano needs to take steps to maintain a reasonable reserve level. If we do not maintain our FTS, it has an effect on revenues.

## **Reports**

### *11.1 Sub-Committees*

#### *11.1.4 Assessment*

Professor Amy Obegi advised that first meeting will be on Aug 31; she tried to get school coordinators to participate; Counseling and Health still have open positions; there is a huge list of potential goals, so this will be a big semester for the Assessment Committee. We need to make sure SLOs and PLOs are developed; also have GELO. SLO will be put on CurricUnet. Ms. Obegi met with President Wyly and VP Minor on where they see Assessment going. She asked that whether/when programs make changes to PLO's they should forward to the Assessment Committee for review.

#### *11.1.5 Program Review*

Ms. Obegi advised that the Program Review Committee met on 8/22; they need additional members – particularly from Math and Science, CTE, Library, and Counseling. Without new members, the committee is in danger of not making quorum. Math and general science are on the docket for review. There are a lot of programs that are not completed; they are trying to determine where the hold ups are so that they can get to completion – not just for accreditation. Ms.



	<p>Obegi asked that if the Senators know of a program, please do utmost to get it in for review.</p> <p>Ms. Obegi is currently reviewing the Program Review process to build a refined template and process moving forward. She attended the Division Deans meeting last week; created faculty survey with Inst res and planning; last year as coordinator.</p>
<i>11.1.6 Distance Ed</i>	<p>President Wyly advised without a DE coordinator in place, he chaired the first meeting and assigned a temporary committee chair – Sarah Nordin. Solano is looking at trying to get a DE coordinator in place; okay in the short term.</p>
<i>11.2 Other Committees</i>	<p>There were no additional committee reports</p>
<b>Announcements</b>	<p>The next Academic Senate meeting is scheduled for September 12, 2016.</p>
<b>Adjourn</b>	<p>Senator Williams moved to adjourn and Senator Orosco-Woolworth seconded. The meeting was adjourned at 5:03 pm.</p>

**AY 2016-2017 Meeting Schedule:**

All meetings will be held from 3:00-5:00 pm in the Board Room unless otherwise noted

- September 12, 2016
- September 19, 2016
- October 3, 2016
- October 17, 2016
- November 7, 2016
- November 14, 2016
- December 5, 2016
- December 12, 2016
- January 12, 2017 (optional flex-day), 9 AM – 12 PM and 1:30 PM – 4:30 PM
- January 30, 2017
- February 6, 2017
- February 27, 2017
- March 6, 2017
- March 20, 2017
- April 3, 2017
- April 17, 2017
- May 1, 2017
- May 15, 2017