



ACADEMIC SENATE
Draft Minutes
October 3, 2016
3:00 pm – 5:00 pm

Call to order	The meeting was called to order by Senate president Michael Wyly at 3:12 pm.
Roll Call	<p><u>Present</u> Michael Wyly, President; LaNae Jaimez, Vice President; Erin Duane, Secretary/Treasurer; Janene Whitesell; Terri Pearson; Lue Cobene; Marivic Macalino; Nicolas Cittadino; Sabine Bolz; Scott Parrish; Ken Williams</p> <p><u>Guests</u> Celia Esposito-Noy, Superintendent President Gregory Brown, VP Student Services Virginia Guleff, incoming VP Academic Affairs Curtiss Brown, faculty member/Chair, Curriculum Committee Amy Obegi, faculty member/Chair, Assessment Committee</p> <p><u>Absent</u> Andrew Wesley, Joel Powell, Rusty Mayes, Kevin Spoelstra; Cristina Young; Narisa Woolworth-Orosco</p>
Agenda approval	Senator Duane motioned to approve the agenda; the motion was seconded by Senator Pearson. Motion carried unanimously.
Approval of Minutes	Senator Whitesell motioned to approve the minutes from the 9/19/2016 meeting; the motion was seconded by Senator Pearson. Motion carried unanimously.
Comments from the Public	There were no comments from the public; President Wyly invited new interim VP of Academic Affairs, Virginia Guleff to introduce herself to the Senate, and she noted that she is happy to join the Solano team.
AS President Update <i>6.1 Adjunct Parity</i>	President Wyly advised that the proposed poll for adjunct parity is the process of being handed off to Peter Cammish; it will be distributed to all adjunct faculty.
<i>6.2 Hiring Priorities</i>	President Wyly deferred this topic to co-align with the Superintendent-President's report.

<i>6.3 Curriculum Regionals</i>	President Wyly advised that the Curriculum Regionals will be held on October 21; he is unaware if there is a team in place to send; typically, SCC sends a VPI, Curriculum Chair, articulation officer, and a curriculum analyst. President Wyly to work with VP Guleff to assign a team.
<i>6.4 Plenary Update</i>	ASCCC Fall 2016 Plenary is November 3-5, 2016. In attendance will be President Wyly, Joel Powell and LaNae Jaimez.
<i>6.5 SCC Student Paper</i>	President Wyly has received emails from faculty regarding the lack of a student paper at SCC. Currently, President Wyly has no plans to place this discussion on the senate agenda, unless a senator requests the item. He advised that there is no student paper due to lack of enrollment in the journalism program; faculty in Liberal Arts are in process of using the discontinuance process to review and revise the program to create a more viable program on campus, including the restoration of the student paper.
<i>6.6 Program Discontinuance Update</i>	President Wyly deferred this topic to the VPAA report.
Superintendent Report	<p>SP Esposito-Noy distributed an outline for the new faculty hiring process. Interim VP Guleff is working with the Deans to insure that the proper forms have been distributed to determine faculty needs. One key factor to be considers is where Solano Community College is in accordance to the 50% Law; when last reviewed by VP Yulian Ligioso, we were at 50.3%. In November, SP Esposito-Noy requests the consideration of a special meeting of the Academic Senate and management to determine senate recommendations for hiring ranking. How many positions are funded is at the discretion of the S-P. Job descriptions are reviewed in December and posted in January. SP Esposito-Noy emphasized the need to insure adequate faculty load as a key hiring criterion. Other criteria include FTEF needed as evidence of amount of FTE on the schedule; single-person departments; hard to find adjuncts; safety or legal mandates by state of federal government; new programs that require discipline expertise. President Wyly will review and will meet with SP Esposito-Noy; VP Guleff will solicit input from deans. In response, President Wyly announced a special meeting of the Senate to occur on November 28, 2016. All steps to be outlined in the new hiring manual currently being developed by a senate taskforce.</p> <p>SP Esposito-Noy distributed a Flex schedule for October 11, 2016, which includes activities for classified employees as well as faculty.</p> <p>SP Esposito-Noy announced that they did not have a successful search for the Chief Technology officer, and the college has decided to</p>

**VP of Academic Affairs
Report**

continue to contract with Jim Petromilli 3-4 days a week to work as interim CTO to review and implement the tech plan.

VP Guleff met with accreditation group and talked with Melissa Reeves and Saki Cabrera regarding a manageable schedule. Evidence collection went well; need to focus on writing and break standards into manageable chunks. By mid-January, a draft will go out to all constituents. Starting work on institutional planning and SLO focus.

She advised of a delay in CurricuNET META; there are a couple significant problems – won't let us change from an 18-week semester schedule (would like to be able to schedule between 16-18); course outline is not in line with Title 5; there are some coding issues; these issues are not insurmountable, but they are causing delays. VP Guleff is working with Nancy Howard from GoverNET to inquire how to fast track so we can get the assessment modules in place.

VP Huff advised that she has been in discussions with deans about rooms and room assignments. She noted that there are classes in the schedule without rooms assigned. She will be looking at how she can work with faculty and deans to send out the rooms back to the divisions and have some core rooms assigned to the divisions. She is concerned with the number of classes in the calendar that do not have rooms assigned. She will also be looking at classes without instructors assigned and wants to insure that meeting patterns do not change after the GO LIVE date when students are registering.

President Wyly suggested that she reach out to the Faculty Association for feedback on rooms, as this has been an issue they have taken on in their survey. Senator Pearson asked about Schedule 25 (scheduling software), VP Guleff said that the current plan, as she understands, is that the College planned to use IEPI funds, but this plan is under review. Right now, Rooms are assigned and tracked in an Excel spreadsheet. Senator Pearson added that it would be nice to know what equipment is available in each room and the status of any inoperable equipment. Senator Bolz suggested that someone from Facilities be involved to track the issues in any rooms. President Wyly asked Senators to provide feedback on issues to be addressed by next week so it can be compiled and reviewed with VP Guleff.

Action Items

*9.1 Board Policy (BP) and
Administrative (AP)
Procedures*

These are the last of the board policies that the Senate has been asked to review. SP Esposito-Noy is bringing in someone to review and update all policies for board approval.

9.1.1 BP & AP 6000	Course Repetition; the AP has proposed revisions to A&R. Senator Pearson motioned to approve and seconded by Senator Jaimez. A vote was taken and the motion carried unanimously.
9.1.2 BP & SP 6010	Course Auditing and Auditing fees; Senator Pearson asked what the auditing fee is; President Wyly advised it is \$15 per credit and is non-refundable. Senator Parrish asked how we can increase the rate. Senator Parrish motioned to approve the policy and open for discussion on increasing the auditing fee. Senator Jaimez seconded. Senator Whitesell asked who can audit and under what circumstances. Senator Cittadino wants to take a look at what other schools are doing before adjusting. A vote was taken and passed unanimously. It was later noted by VP Brown that the \$15 is a standard fee per Ed Code.
9.1.3 BP 6060	Fingerprinting pre-requisite; Senator Duane motioned to approve; Senator Pearson seconded. A vote was taken and approved unanimously.
9.2 SLO Quality Assessment Rubric	Professor Amy Obegi provided the Assessment Committees recommended changes to the existing rubric that was approved last year to support faculty. The committee is hoping to develop an assessment handbook. They would like to adjust the rubric to two columns – what is considered quality and what is considered inadequate. Success criteria and learning outcome objectives should be consistent for each faculty member teaching within his/her discipline. Senator Whitesell motioned to approve; Senator Pearson seconded, a vote was taken and it was approved unanimously.
9.3 SLO Assessment Form	Professor Obegi provided an overview of the proposed SLO-Course Assessment form, with recommended changes provided by the Assessment Committee. The form will hopefully be short-lived once we get CurricUNET meta, where assessments can be loaded. Senator Jaimez motioned to approve and Senator Duane seconded; a vote was taken and it was approved unanimously.
9.4 Individual Course Assessment Form	Professor Obegi requested to defer the discussion of the proposed Individual Course Assessment form, with recommended changes provided by the Assessment Committee.
9.5 Institutional Review Board (IRB)	Senator Jaimez presented the final draft of the proposed IRB Policy and Procedure for consideration. The committee made changes including alphabetizing the glossary, and separating the policy and the procedure. The committee will make recommendations to the VP of Academic Affairs for final consideration. Senator Jaimez still needs to work on further developing the consent forms. Senator Cittadino motioned to approve; Senator Pearson seconded; motion carried unanimously.

9.6 Professional Development

Senator Jaimez shared the proposed purpose and goals for the Professional Development Committee for AY 2016-2017. The committee developed roles and responsibilities. The committee also came up with goals for the next semester, as well as a purpose and mission. Senator Pearson motioned to accept the committee's goals; it was seconded by Senator Duane; a vote was taken and approved unanimously. Changes will require change to by-laws and constitution and must be approved by a 2/3 vote. Senator Cittadino wanted to add a friendly amendment to add "wellness" to the professional development mission. After discussion, a vote was taken and approved without the wellness change. A vote was taken and the motion carried with one abstention by Ken Williams, who cited that he was not present for the entire presentation.

Discussion Items

10.1 Outcome of Assessment Planning

President Wyly, Senator Jaimez, and Professor Obegi provided the outcomes of assessment planning including unassessed courses and curriculum and course deletions. President Wyly advised that it connects to program discontinuance. VP Guleff requests to work with the senate to develop a designation for courses removed from the catalogue in lieu of deletion, perhaps deactivation. VP Gulaff also requests to work with the senate to develop a process whereby a list of inactive courses and programs are reviewed by Curriculum and Academic Affairs periodically for potential reactivation. The catalog should reflect what we are accurately offering in a 2-year basis.

10.2 Input Solicitation

President Wyly planned to lead a discussion on the possible change of Solano Community College, which is timely due to the Baccalaureate program. Due to lack of time, this issue will be deferred to the next meeting.

10.3 Hiring Process Manual

Senators Whitesell and Pearson provided a second draft of the proposed faculty Hiring Process Manual for review and input, which included proposed changes from the last AS meeting. Due to lack of time, discussion for this issue will be deferred to the next meeting.

10.4 Peer Review Process

Due to lack of time, discussion for this issue will be deferred to the next meeting.

10.5 Area B Meeting

President Wyly reminded the Senate that Solano will be hosting the 10/14/2016 Area B meeting; he will send out a follow-up email with additional details.

10.6 Syllabus Template

Senators Whitesell and Bolz have been named to the taskforce to create a syllabus template for use by SCC instructors. Due to lack of time, this issue will be deferred to the next meeting.

10.7 SSSP Report

VP Gregory Brown provided an update on the SSSP Report. At the state level, incorporate into a comprehensive plan for next year. For AY 2016-2017, we have been extended to utilize resources until December 2017. For AY 2017-2018, will have until September to utilize resources.

Much of the funds have been used to fund student education plans; 35% of what we receive should be devoted to student education plans. Resources have been limited due to instituting DegreeWorks software and its relationship with Banner. We have not been able to use it effectively because all of the catalogs have not been integrated into the system (currently only 2013 is loaded).

VP Brown also advised that there is a Student Education Plan built into the Banner product, but Solano has no practice using it. Due to personnel changes and a lack of current personnel, Student Services will be contracting with Sig to input the catalogs for 2014 through 2016 into the system. There may be an impact on Curriculum that will need to be addressed. He anticipates that the updates will be made through Summer 2017 due to the amount of work needed.

In response, Student Services is looking into hiring additional personnel in Admissions and Records ensure that Solano does not repeat the issue. They will be hiring new analysts and train them in the process as they go through it; this will allow them to better data mine.

They will need to work on their follow-up procedures and interventions for students who may not be as successful (for instance due to probations); it will require continued expenditures.

President Wyly commented that he felt one of breakdowns of the system is the lack of a faculty-friendly early warning system. He has used the process but does not think that it is widely known or used by other faculty members. VP Brown advised of some programs that have shown success such as "Hobson Starfish" which is a user-friendly program.

VP Brown will review the plan in light of the transformation grant, equity, and BSI as we go into the integration process.

Senator Pearson asked if we have moved to a new format for drop-in counseling or appointments. Senator Cittadino advised that most are drop-in with the exception of Star and tag appointments; they are hoping to move to an appointment format eventually, but are not there yet.

Senator Cittadino advised that their team has a committee looking at students on DQ and probation (the Star Group) in an effort to develop

case management. He cited a report predicated on a case management model; each counselor has received a list of students – Senator Cittadino’s list includes 1,000, which is not feasible. As a result, they have had to mine the list for those that need immediate attention such as those on probation or possible dismissal. They are looking into spreadsheet software that will enable them to include these contacts with students into Banner. He reminded Senators that 35% of funding is through the Ed plan (initial contact 15% and then additional 5-10% per contact). Because these instances have to be counted manually, they have not counted them. Right now it is a logistic nightmare, but the College is working on a process that can update Banner. He added that they need to look at what case management means and look more closely at how they track and record.

VP Brown advised that the BSI committee has expanded with great representation campus-wide; hope to create a sub-committee to help build communication in the academic environment. President Wyly reminded VP Brown that faculty appointments would be at the discretion of the Academic Senate, including the formation of a subcommittee.

Senator Pearson voiced the frustration with not having clarification of the counseling process to advise students (i.e., in the past, counseling was appointment only).

President Wyly advised that the Senate would forward additional questions or comments, and suggested that the Senate may again invite VP Brown to return for additional discussion.

Reports

11.1 Subcommittees

11.1.1 Basic Skills

Professor Joshua Scott was not available to provide an update on activities completed by the Basic Skills Committee; his report was deferred to the next meeting.

11.1.2 Curriculum

Professor Curtiss Brown provided an update of the Curriculum Committee’s activities. He reported that 21 new courses were submitted and approved as UC transferrable; 72 were reviewed and approved; 3 courses are transferrable, and 3 course require additional review. A little over 100 courses went through UCTCA.

11.1.3 Faculty Development/Flex Cal

Senator Jaimez was going to provide provided an update on Faculty Development and Flex Cal activities. Due to lack of time, discussion for this issue will be deferred to the next meeting.

11.1.4 Program Review

Professor Amy Obegi was scheduled to provide an update of the Program Review Committees activities. Due to lack of time, discussion for this issue will be deferred to the next meeting.

<p>11.2 Other Committees 11.2.1 Accreditation Self-Study</p>	<p>This update will occur at the next meeting.</p>
<p>Upcoming Items / Action Reminders</p>	<p>At the 10/17/2016 AS meeting, President Wyly and Faculty Association President Erin Farmer will discuss the state of classrooms, classroom assignments, classroom access (including keys, desks, and equipment), and will present the results of the FA faculty survey</p>
<p>12.1 Teaching and Learning Conditions</p>	
<p>12.2 AB288</p>	<p>At the October 17, 2016 meeting, Dean Kelly Penwell will present and update on AB288.</p>
<p>12.3 Accreditation Self-Study</p>	<p>Professor Melissa Reeve will present updates regarding the accreditation self-study at AS meetings on 10/17; 11/14, and 12/12.</p>
<p>Announcements</p>	<p>The next Academic Senate Meeting is scheduled for October 17, 2016.</p>
<p>Adjourn</p>	<p>Senator Cittadino moved to adjourn the meeting at 5:18 pm, which was seconded by Senator Parrish.</p>

AY 2016-2017 Meeting Schedule:

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

- 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