



ACADEMIC SENATE
Draft Minutes
October 17, 2016
3:00 pm – 5:00 pm

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| Call to order | The meeting was called to order by Senate president Michael Wyly at 3:01 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, Rusty Mayes, Cristina Young, Joel Powell, Narisa Woolworth-Orosco, Andrew Wesley</p> <p><u>Guests</u> Celia Esposito-Noy, Superintendent President Dean Kelly Penwell, Amy Obegi, faculty member/Chair, Assessment Committee Melissa Reeve, Faculty member</p> <p><u>Absent</u> Kevin Spoelstra</p> |
| Agenda approval | Senator Duane motioned to approve the agenda; the motion was seconded by Senator Young. The motion was carried unanimously. |
| Approval of Minutes | Senator Whitesell motioned to approve the minutes from the 10/3/2016 meeting; the motion was seconded by Senator Duane. The motion was carried unanimously. |
| Comments from the Public | There were no comments from the public. |
| AS President Update | President Wyly advised that the proposed poll for adjunct parity has been submitted to the office of Research and Planning. There have been some minor changes to wording approved by the Academic Senate; he is hopeful that it will be returned so he can get it out as quickly as possible. |
| <i>6.1 Adjunct Parity</i> | |
| <i>6.2 Curriculum Regionals</i> | President Wyly reminded the Senators that the Curriculum Regionals will be held on October 21, at Skyline College. Solano plans its Curriculum Chair and Curriculum Analyst. President Wyly is working with VP Guleff to assign a team. |
| <i>6.3 Plenary Update</i> | ASCCC Fall 2016 Plenary is November 3-5, 2016. In attendance will be President Wyly, Joel Powell and LaNae Jaimez. On the last day of the event, draft resolutions will be reviewed, debated, and voted on. If the Senators would like to have a position on any of the resolutions discussed, especially new resolutions presented at plenary, please send an email to President Wyly. Regular updates to the proposed resolutions will be provided via email, as possible. |
| <i>6.4 Senate-Sponsored Brown Bag Program</i> | Senator Jaimez announced that the Senate will be sponsoring a new Brown Bag Program. The first session is scheduled for Friday, October 21 from noon to 1:00 pm. |

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| | <p>Professor Corrine Kirkbride will lead a discussion of her immersion sabbatical in South America. The second one will be on November 18, featuring Senator Bolz discussing her sabbatical in the South Pacific. President Wyly thanked Senator Jaimez for her efforts to bring this program to fruition.</p> |
| <i>6.5 Tech Plan</i> | <p>President Wyly advised that he met with the interim CTO, Jim Petromilli regarding the vetting of the tech plan. The committee has been meeting and currently drafting a tech plan for Solano Community College. President Wyly received a draft copy to review for 10+1 compliance. The plan is to vet the draft tech plan through the Senate in the month of November.</p> |
| <i>6.6 Area B Meeting recap</i> | <p>The Area B meeting for the State Academic Senate was held last Friday, October 14. Approximately 34 people were in attendance representing many of the 38 community colleges. There was great discussion and review of hot topics and a first review of resolutions. President Wyly thanked SP Esposito-Noy for her support in providing lunch.</p> |
| <i>6.7 Curriculum Timelines</i> | <p>President Wyly advised that Curriculum Chair, Curtiss Brown is working with VP Guleff to create a timeline of key dates for the Academic Year 2017-2018 catalog. These are hard deadlines to insure that the college is Title IV compliant to demonstrate that Solano Community College courses have Chancellor's approval prior to them being offered and posted in the catalog.</p> <p>Senator Pearson expressed concern that key positions, including AO and DE Coordinator, are not in place; therefore, the Curriculum process could be impacted. President Wyly advised that there are substitutes that are able to sign off; he will forward that list while the positions are being filled.</p> |
| <i>6.8 Hiring Process</i> | <p>President Wyly advised that VP Guleff drafted a form in collaboration with himself, SP Esposito-Noy, and Peter Cammish to collect data relative to FTF to argue for new positions in preparation for the determination of hiring priorities.</p> |
| <i>6.9 By-Laws</i> | <p>President Wyly advised that in November, the Senate will be reviewing its constitution and by-laws that incorporate approved changes that occurred during Senate meetings over the last six months. He is working with Senator Jaimez to draft a single document highlighting all changes for Senate purview. They hope to have it ready for ratification by all faculty in Spring 2017.</p> |
| Superintendent Report | <p>SP Esposito-Noy provided hiring updates on the Deans of Enrollment Services and Academic Support. Committees have been formed and will be reviewing applications. There are eight additional classified positions that need to be filled. The Dean positions will go to the Board by January for approval and the analytical positions will go to the Board for review February/March.</p> <p>She also advised that the VP of Academic Affairs and Dean of Math & Science positions have been filled as interim; they are reviewing the job descriptions to insure that they are current for posting in November/December (the posting will run for 40 days). In January, she hopes to pull together selection committees and begin the interview process for both positions.</p> <p>SP Esposito-Noy discussed the importance of a scheduling timeline. She is working with VP Guleff to develop the timeline. VP Guleff has put together a schedule of</p> |

when things are due (and why they have a hard stop date). She also advised that they are interested in finding a way to build faculty loads. Her expectation is that when faculty is hired, their load is built immediately.

Adjunct and overload pay will start being paid out on the tenth of the month. When the class schedule goes live November 1st; no class goes on schedule without a name attached to it and a location (as well as dates and times). Her hopes are that when the schedule is rolled out there is only 10% that may need to be fixed. She advised that there are 14 regular faculty members whose pay is impacted because they did not meet a load of 1.0 before being scheduled for overload. SP Esposito-Noy also feels that the college should not be running reports for loads for the current semester (midway through the semester) then making adjustments. Ideally, we would run the report starting 11/1 for the spring 2017 schedule, catch the errors prior to the semester start so that we are not reissuing payroll letters due to errors. She also advised that she understands that the current system is not fully integrated between the disciplines, and many faculty members provide cross discipline instruction. The system that we put in place will not have us doing this again.

SP Esposito-Noy acknowledged Senators Mayes and Spoelstra for their efforts with the Nut Tree Air Fair, and Senator Macalino for her efforts with the CNA graduation.

VP of Academic Affairs Report

VP Guleff and VP Brown were not able to attend the meeting; no reports were provided.

Action Items

9.1 Professional Development Funding Request Rubric

Senator Jaimez provided a copy of the proposed rubric to be used to request funding for Professional Development. Senator Cittadino motioned to approve the rubric; Senator Wesley seconded. A vote was taken and it was passed unanimously.

9.2 ASCCC Fall 2016 Plenary Resolutions

President Wyly shared the resolutions for input and action as appropriate for the Fall 2016 Plenary to be held in Costa Mesa November 3-5, 2016. He advised that he also forwarded them to the chairs of sub-committees.

Senator Cittadino wanted to discuss resolution 2.02 (*Evaluation of the Accrediting Commission for Community and Junior Colleges*); he stated that this resolution has to do with San Francisco and the accrediting body and the change the state was going to make. President Wyly advised that there are two task forces at the state level involving multiple participatory bodies.

The Senate voiced no concerns nor key positions against any of the remaining resolutions.

Discussion Items

10.1 AB288/Dual Enrollment Pilot

Associate Dean Kelly Penwell provided an update on the AB288/Dual Enrollment Pilot. She is working with Mark Frasier to pilot a biotech class in Vacaville under AB288. Dean Penwell has circulated a flyer posted at high schools looking for additional adjunct hires to accommodate instructional need; the process was reviewed by Mary Jones in HR. The flyer explains how to determine their eligibility based on minimum qualifications and how to apply for a position at Solano Community College. She wants to get ahead of recruiting for those that are going out to the high school. Paul Hidy had an opportunity with Benicia High School that fell through as Solano was authorized for one pilot. The high schools are planning a year

ahead. Dean Penwell is working with Lynn Vaughn from Mare Island Technology Academy to develop opportunities.

President Wyly reminded Senators that prior to moving forward with any AB288 program, it must have an MOU drafted, reviewed, and approved by both boards (Board of Trustees for Solano Community College and the Board of Trustees from the respective school district that we partner with).

Three potential foci of the current pilot as already approved by the senate in consultation with the Faculty Association and Academic Affairs:

1. Look at the Bio-tech program through the lens of AB288
2. Get Focused, Stay Focused
3. Offering a course outside high school hours

10.2 Hiring Priorities and Calendar for Senate

President Wyly provided information about hiring priorities, process overview, updates, and the calendar for the Senate. This includes a special meeting of Academic Senate and Academic Deans to be held on November 28, 2016, 3-5 PM in the Board Room. He hopes that this will be a regular annual meeting each November going forward.

VPs Guleff and Jones will consult with deans to ensure that they work on behalf of their faculty members. They will develop a process after the joint meeting to allow Solano to prioritize positions. President Wyly's hope is that it will be reviewed by the Senate President in cooperation of VP of Academic Affairs as an advisory document.

10.3 Outcome Assessment Planning

President Wyly advised that he is working with Senator Jaimez and Professor Amy Obegi on outcome assessment planning, which includes unassessed courses, curriculum, and course deletions. They are looking at connections between assessment and curriculum; in the past, these conversations have not been centralized.

Professor Obegi gave background on the purpose and ways to connect assessment to curriculum.

1. Coordinators to meet with discipline faculty to get a status quo of unassessed courses
2. Connect curriculum to assessment
3. Start having conversations about how to create quality SLO's

President Wyly hopes to have the office of Academic Affairs produce an annual list of courses that were inactive and determine if they need to be brought back.

10.4 Input Solicitation

President Wyly led a discussion on the possible change of Solano Community College, which is timely due to the offering of the Baccalaureate program. At College Governance, they were asked to change the name to Solano College. The name change would not be an immediate change; and the college will still be the Solano Community College District; we are currently a one college district but that could change in the future (i.e., with the growth of the Vacaville campus).

Senator Wesley asked if this is another rebranding campaign. President Wyly responded that it is not, but that S-P Esposito-Noy has been asked by the members of College Governance Council to look at the results of the rebranding study commissioned prior to her arrival to the College.

Senator Cobene reminded that we lost a lot of money in a field study. President Wyly advised that the money spent would be changes to signage, logo, letterhead and stationery; just a change moving forward.

Senator Pearson suggested that if we do decide on a change, that it should be done while the college still has bond money. When the college embarks on changes, there is a trickle down issue, particularly costs. As an example, she cited the change in uniforms for athletics. It needs to be thoughtfully planned and funded.

Senator Mayes suggested that we use the money on important issues, not a simple change in name.

Senator Bolz supports the change because the name is more fluid and more inclusive (though more generic) for students identifying with this institution as their college.

Senator Powell asked if the consultancy group polled our students about the name change. It might have some collateral benefit to our constituent as we are fighting against a perception in the local community.

Senator Whitesell asked what problem changing the name will resolve; feeling that there would be a negative reaction in the community. Senator Pearson advised that for those getting a four-year degree, it ensures that potential employers do not assume that the degree is an AA. Senator ____ would rather that the costs go to professional development.

Senator Mayes thought that the change could bring more perceived stability, unlike some of the for profit colleges like Heald and ITT which are currently under scrutiny.

College Governance meets on October 26. President Wyly will prepare notes and asked that Senators provide feedback so that he can include it in his summary for College Governance.

10.5 Hiring Process Update

Senator Pearson discussed changes to the draft of the hiring process manual for Senate review, with documents provided by SP Esposito-Noy and VP Jones as addendums.

Senator Pearson and President Wyly met with VP Jones to review the document, adding green highlighting for items that HR will re-work.

Senator Pearson advised that there are some issues they need to take into consideration such as how to pay – using categorical funding verses general funds; and whether counselors be included in a unified process. Senator Cittadino reminded the Senate that counselors have traditionally been hired via a contract.

President Wyly also advised that the hiring process needs to take into account the 50% Law.

Senator Young commented that the efficiency of the HR department has had a negative impact on her department. President Wyly advised that HR has hired one person and is in the process of hiring another generalist and that VP Jones is working with the Deans to keep adjunct pools as healthy as possible.

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| | Senator Pearson suggested that the Senators read through the document and make any notes that need to be addressed and forward to her so that they can develop a comprehensive document for Senate review and adoption. |
| <i>10.6 Peer Review Process</i> | Due to time constraints, Senator Jaimez moved to defer the discussion the Peer Review Process; it was seconded by Senator Woolworth Orosco. The motion passed. |
| <i>10.7 SARs/Early Alert Effectiveness</i> | Senators Williams and Cittadino were scheduled to discuss the existing process for intervention and support to increase student effectiveness. Due to time constraints, it was deferred to the next meeting. |
| Reports | Professor Joshua Scott was scheduled to provide an update on activities completed by the Basic Skills Committee, but was not available. |
| <i>11.1 Subcommittees</i> | |
| <i>11.1.1 Basic Skills</i> | |
| <i>11.1.2 Distance Ed</i> | Due to time constraints, the Distance Ed report was deferred to the next Senate meeting. |
| <i>11.2 Other Committees</i> | |
| <i>11.2.1 Accreditation Self-Study</i> | Professor Melissa Reeve provided an update on the Accreditation Self-Study. She advised that VP of Academic Affairs Guleff has developed documents to assist in the planning phase and timeline; she has a goal of submitting data to canvas by the first week of December. The Senate deadline for review is May 2017. |
| Announcements | The next Academic Senate Meeting is scheduled for November 7, 2016. |
| Adjourn | Senator Cittadino moved to adjourn the meeting at 5:18 pm, which was seconded by Senator Young. |

AY 2016-2017 Meeting Schedule:

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

- 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