



ACADEMIC SENATE
Meeting Minutes
September 12, 2016
3:00 pm – 5:00 pm

Call to order	The meeting was called to order by Senate president Michael Wyly at 3:09 pm.
Roll Call	<p><u>Present:</u> Michael Wyly, President; LaNae Jaimez, Vice President; Erin Duane, Secretary/Treasurer; Joel Powell; Andrew Wesley; Lue Cobene; Marivic Macalino; Sabine Bolz; Narisa Orosco-Woolworth; Rusty Mayes; Ken Williams; Nicolas Cittadino</p> <p><u>Absent:</u> Kevin Spoelstra; Terri Pearson-Bloom; Scott Parrish</p> <p><u>Guests:</u> Superintendent-President Celia Esposito-Noy VP Leslie Minor VP Gregory Brown Joshua Scott</p>
Agenda approval	Senator Williams motioned to approve the agenda; the motion was seconded by Senator Orosco-Woolworth. A vote was taken and the motion carried unanimously.
Approval of Minutes <i>8/11/2016 (AM)</i> <i>8/11/2016 (PM)</i> <i>8/29/2016</i>	<p>Senator Orosco-Woolworth asked that in the minutes on 8/29 (under Superintendent-President report), be noted that Dr. Esposito-Noy indicated that for the EOPS program, only one counseling appointments was required verses the three mandated.</p> <p>Senator Whitesell motioned to approve the minutes of 8/11 (AM and PM sessions) and 8/29 with suggested changes. The motion was seconded by Senator Wesley. A unanimous vote was taken, and the motion was carried.</p>
Comments from the Public	There were no comments from the public.
Academic Senate President Update	<p>President Wyly reminded the Senate that all committees need to conform to the Brown Act. Coordinators should discuss with their committees to determine the make-up, quorum, who votes, and whether the committee name is suitable. The Senate will be working with the committees to insure that the Senate By-Laws accurately reflect the committee structure, which will require formal action by the Senate. He advised that any further changes to Senate By-Laws, requires a 2/3 vote by the Senate. Moreover, we have made changes that need to be more accurately captured. The next step is to ratify the Constitution of the Senate with all changes over the last three semesters by all faculty so it can be ratified by faculty as part of the normal election process in the early Spring semester so we only have to do one ballot.</p>

Superintendent Report

President Wyly advised that tomorrow (9/13) is the partnership resource meeting with IEPI; he will be attending the meeting and sharing the discussion points at the 9/19 Senate meeting.

President Wyly met with Senator Powell, Legislative Liaison, to brainstorm ways that Senator Powell can operate as an effective liaison not only to Senate, but to the college as a whole. They also discussed the possibility of outreach to FACCC as another way to become more proactive about forthcoming legislation. Senator Powell will be attending Fall Plenary as a representative.

Dr. Esposito-Noy advised that she will be working with Senator Jaimez to discuss professional development to expand and support the Professional Development committee because so much of what the committee is doing is also around flex. She wants to include a manager or other administrator on the committee who is familiar with sources of funding. She also hopes to look at ways that we might connect to other professional development activities that enhance college-wide goals. She would rather address college-wide goals than assigning a dollar amount across the board. They will draft the guidelines and expand the pot of resources available to faculty and staff for professional development.

Senator Whitesell asked if she should be concerned that she will not be approved for a conference that occurred the first week of school. Dr. Esposito-Noy stated that we need to establish guidelines; if we do not have the capacity to request and process forms and travel prior to an event, we need to acknowledge that and establish a processing timeline. This is a good point for the campus to take into consideration.

Dr. Esposito-Noy also advised that she discussed how to use funding for out of state and out of country conferences with Senator Jaimez and President Wyly. She is always concerned when she reads about the travel expenditures of teachers and administrators of the Fairfield-Suisun Unified School District in the Daily Republic. She does not want to invite that type of public scrutiny; she wants us to focus on being thoughtful and appropriate with the allocation of resources to advance our college goals. When we talk about travel outside the state or country it becomes more challenging to provide a rationale for why we would be doing that with local funds.

Dr. Esposito-Noy would also like to expand our capacity to schedule and offer very robust flex day activities that are of interest and benefit everyone.

VP of Academic Affairs Report

VP Minor advised that tomorrow (9/13) faculty and administrators from around the state will join us to discuss four issues:

- Budgets
- Integrated planning
- Enrollment Management
- Hiring

Dr. Minor advised that Classroom 1101 is out of bounds for teaching through the semester; the class has been moved to the Faculty Lounge in the interim; they are currently reviewing the space for alternate rooms, but none are available at this time. Whiteboards, tables and chairs have been set up so it should be a workable (though

not ideal) solution for now. Senator Bolz asked what the class capacity was; Dr. Mino advised that it is 50.

Dr. Minor also advised that students in need of a counselor can contact Jocelyn Mouton or Trish Meyer to set up an appointment. Insurance claim forms can be received from Counseling, Academic Affairs, or the admin assistant for math. Senator Bolz asked if the forms would only be available if asked for or if they are actively soliciting to all students. Dr. Minor advised that they will be sending them to the 50 students in the class, including the 15 in the room at the time. This will include the forms and a list of counselors available to them. Senator Bolz asked about the status of the staff member who was driving; Dr. Minor advised that she had no update but that his classes are being covered by other instructors at least through this week and potentially the rest of the semester if the need arises.

The Substantive Change proposal to offer the Baccalaureate program in Biomanufacturing is in the mail and due today at ACCJC. There are four potential outcomes:

- Approve or approve with pending information on SLO's and course approval
- Defer (we experienced this last time)
- Deny outright
- Refer entire change to the full committee

The report was sent to the sub-committee of the commission which oversees just substantive change proposals; the committee meeting is on October 27. They have 30 days from the meeting to respond (late November). The Department of Education federal office will be in attendance to review the ACCJC process. We can also expect a site visit from the Department of Education and ACCJC after the substantive change proposal has been reviewed.

Action Items

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

9.1.1 BP and AP 6020 Open Enrollment in Courses

President Wyly provided electronic files containing numerous board policies and procedures for review, discussion, and approval.

President Wyly suggested that 6040 be separated out from bundle so it can be discussed in detail. He requested a motion to approve remaining policies and procedures; Senator Duane requested that 6115 be brought back on next agenda for further review by the Library staff. Senator Wesley motioned to approve 9.1.1 through 9.1.17 (except 9.1.3). Senator Orosco-Woolworth seconded the motion; there was no discussion and a vote was called. There was one abstention; and the motion carried. President Wyly will send to the College Governance Council for review.

BP is revised; AP is new. No additional discussion; approved for College Governance Council review en masse.

9.1.2 BP 6030, Required Instructional and Other Materials

BP is revised; AP is not needed. No additional discussion; approved for College Governance Council review en masse.

9.1.3 BP and AP 6040, Credit by Exam

BP is revised; AP is new. President Wyly identified that the procedure is new. Discipline faculty will have ability to challenge; President Wyly checking on whether the determination is Title 5 compliant. Dean Morinec advised that all nursing courses need to be able to be challenged by faculty per Board of Registered Nurses.

Ken motioned to approve and Senator Wesley seconded to send forward provided it is Title 5 compliant. It can be approved conditionally; it will still have to go to College Governance Council.

Senator Wesley stated that the reasoning behind the Nursing program allowing challenges is to avoid bias. President Wyly advised that course challenges will be through agreed upon department-specific processes and procedures in place. Senator Powell suggested adjusting to a friendly amendment. Senator Wesley wanted clarification on “discipline faculty” – President Wyly advised that it includes full time and adjunct colleagues.

Senator Williams motioned to approve as amended; Senator Orosco-Woolworth seconded. A vote was taken and motion carried unanimously.

9.1.4 BP 6070, Final Examinations

BP is revised; AP is not needed. No additional discussion; approved for College Governance Council review en masse.

9.1.5 AP 6115, Distance Education

BP not required. AP is new, and will point to BP 6100, Program, Curriculum and Course Development. No additional discussion; approved for College Governance Council review en masse.

9.1.6 BP 6120, Weekend Classes

BP is revised; AP is not needed. No additional discussion; approved for College Governance Council review en masse.

9.1.7 BP 6130, Instructional Program Advisory Committees
9.1.8 BP 6203, Honorary Degrees

No changes to BP; AP is not needed. No additional discussion; approved for College Governance Council review en masse.

BP is revised; AP is not needed. No additional discussion; approved for College Governance Council review en masse.

9.1.9 BP 6210, Catalogue Rights

BP is revised; AP is not needed. No additional discussion; approved for College Governance Council review en masse.

9.1.10 BP 6220 Standards of Scholarship

BP is new; AP is not needed. No additional discussion; approved for College Governance Council review en masse.

9.1.11 BP and AP 6400, Field Trips & Excursions

BP is revised; AP is new. No additional discussion; approved for College Governance Council review en masse.

9.1.12 BP 6410, Grading and Academic Record Symbols

BP is revised; AP is not needed. No additional discussion; approved for College Governance Council review en masse.

9.1.13 BP and AP 6411

BP and AP are revised. No additional discussion; approved for College Governance Council review en masse.

9.1.14 P 6412, Grading Record Retention

No changes to BP; AP is not required. No additional discussion; approved for College Governance Council review en masse.

9.1.15 BP 6420, College Catalogue

No changes to BP; AP is not required. No additional discussion; approved for College Governance Council review en masse.

9.1.16 BP 6430 Academic Freedom	BP is revised. Per Academic Affairs, AP is not required as long as the BP complies with Title 5 and accreditation standards. No additional discussion; approved for College Governance Council review en masse.
9.1.17 BP 6510, Athletics	BP is revised; AP is not required. No additional discussion; approved for College Governance Council review en masse.
9.1.18 BP 6515 Library and Learning Services	BP is revised; AP is optional. Senator Duane motioned to defer this item to the next meeting to allow additional time for the library staff to review the process. Seconded by Senator _____. A unanimous vote was taken and the motion carried.
9.2 Adjunct Parity, Proposed Poll for Adjunct Faculty	<p>President Wyly advised that he is working with Senators Wesley and Orosco-Woolworth on the proposed poll for adjunct faculty. As a group, the Senate identified adjunct parity as an action item. Senators Orosco-Woolworth and Wesley provided proposed questions for review.</p> <p>Sen Williams asked if question 3 can invite comments such as “why are you” or “why are you not satisfied?” Senator Jaimez advised that the scale should actually be a five-point scale to provide a neutral indicator; possibly add N/A (or I have not inquired).</p> <p>President Wyly felt that questions 1 and 8 seemed to be asking for the same information (parity) twice. He suggested combining the two questions or ask #8 in lieu of #1. Senator Whitesell advised to move 8 under 1 as a sub question (“what can the college do for you” and “what can the Senate do to support you”).</p> <p>Senator Wesley advised that when he talks to his adjunct colleagues, there are two primary concerns – money and a path to making more money; if only question 8 is left, people may only respond with wanting more money; most of his colleagues see parity as money.</p> <p>President Wyly suggested connecting #1 to #8 and advised that in his Brown Act/10+1 presentations to campus committees, not all members were aware of 10+1. He also recommended providing a purview of what the Academic Senate does to provide framing.</p> <p>Senator Jaimez wanted to discuss #4 – how can we invite them to be more involved? Senator Wesley discussed how all faculty members (including adjuncts) get notices to become members of committees, and then when scanning they get to the bottom and it indicates that adjuncts are not eligible. He suggested creating a database of committees that are adjunct-eligible.</p> <p>President Wyly agreed and stated that there are some instances where committee structure and job descriptions place limits and precludes adjunct faculty from participation/involvement. One of the Senate goals might be to persist in working with the Faculty Association to solve the issue. This would be a good goal to be formed from this poll.</p> <p>President Wyly was concerned about questions 6a and 6b which pertain to seniority rights. These are contractual issues and not subject to Senate purview. Senator Wesley advised that originally, only question 6b was there and he added 6a (which asks if they are aware of what seniority rights are). Senator Orosco-Woolworth</p>

advised that some of her colleagues have told her that they do not understand seniority rights and how they are followed, and are questioning if they are followed consistently. President Wyly advised that the Senate cannot act on them due to contract negotiations with the union.

Senator Mayes advised that his colleagues question why the Senate is working with parity when it is a union issue. President Wyly said that he uses parity to indicate non-monetary but suggested that perhaps they change the title to reduce confusion to *equity* instead of *parity*.

President Wyly has a concern with #5 (money); training opportunities and faculty development. He encourages the question to be more about professional development since it is under Senate purview. Adjunct office hours and pay is CBA.

President Wyly advised that the next steps are to incorporate the changes then he will confer with Peter Cammish for development of the survey and make it available to all adjunct colleagues via email.

Senator Bolz asked if we were sure that we would be able to get the survey to all adjuncts since the adjunct pool changes from semester to semester. President Wyly advised that Mr. Cammish is pretty savvy and can limit it to all active adjuncts teaching this semester. In the last election for an adjunct representative, they used a similar data group and got a great response for the election.

Senator Williams asked for clarification on what will be done with respect to question 5. President Wyly advised that he is uncomfortable with questions regarding pay, particularly for things like office hours. This is a negotiated contractual issue. He would like to see something about support for professional development and training. Senator Wesley advised that he changed the question to "How can we help you with professional development."

Senator Mayes asked what we hope to gain from survey; President Wyly advised that it will assist in providing a better understanding and assist in identifying adjunct concerns to establish priorities in achieving adjunct equity. A goal rather than just priority of equity.

Senator Wesley motioned to approve and Senator Orosco-Woolworth seconded. Voted and carried unanimously.

President Wyly shared digital copies of board policies and where appropriate, administrative procedures.

President Wyly will be the point person for this BP and AP; there was no discussion on the topic, but President Wyly advised that he would like counselors to provide input and will bring back for action at the next meeting.

**Information/Discussion
Items**

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

*10.1.1 BP 6025 & AP
Remedial Coursework*

<p>10.1.2 BP 6100 Curriculum & Course Development</p>	<p>Senator Duane is the point person; it is unique in that as a board policy, it needs to point to our existing processes; the curriculum approval process, curriculum handbook and other documents as appropriate. Senator Williams asked if curriculum is under AP or BP; President Wyly advised at Solano it is BP but at other colleges it is AP; he would like to see it as AP at Solano for several reasons including making accreditation easier.</p>
<p>10.1.3 BP6105 Program Discontinuance</p>	<p>President Wyly advised the key points of conversation is “what triggers program discontinuance?”</p>
<p>10.1.4 BP/AP 6200 Graduation Requirements</p>	<p>President Wyly indicated that there are no red flags on the BP/AP; it just needs some clean up. Senator Jaimez is the point person for this policy and procedure.</p>
<p>10.1.5 BP/AP 6201 Multiple Overlapping Enrollments</p>	<p>President Wyly indicated that there are no red flags on the BP/AP; Senator Duane is the point person for this policy and procedure..</p>
<p>10.1.6 BP/AP 3205 Philosophy of GE and Associate Degrees</p>	<p>President Wyly stated that this BP/AP also has no red flags but both may need some clean up; it is time to engage in some self-reflection and make any changes or additions to the language;</p>
<p>10.2 Peer Review Process</p>	<p>President Wyly advised that a letter was drafted by Faculty Association President, Erin Farmer, reviewed by Melissa Reeve, and vetted through HR. The pilot is meant to inform the procedure down the line. His hope is that the process will culminate in a handbook for how Solano College engages in peer review. It is up to the Senate to assess the process and recommended changes. President Wyly asked that all Senators advise their colleagues of the importance that this is a pilot where input is being sought in earnest. Senator Powell asked if there has been a change to the faculty review process for tenured faculty. President Wyly explained that as part of negotiations, tenured faculty will engage in a peer review process per Senate recommendation starting in Fall 2017. The new CBA highlights the peer review process. It is important to note that Ed Code requires mandatory peer review, and Solano is the only college that does not have it.</p>
<p>10.3 Curriculum Approval Process</p>	<p>President Wyly advised that he received an email from the Superintendent-President with the names of three administrators to serve on the Workload Committee; he has also been in discussions with Faculty Association President Erin Farmer, who advised that she would like to provide three faculty members to serve on the committee but is having a difficult time filling existing committees. President Wyly recommended empowering the Curriculum Committee chair to appoint three faculty members on an ad-hoc basis as a sub-set of curriculum.</p>
<p>10.4 Flex Cal Plan Development (and Faculty Development)</p>	<p>Senator Jaimez advised that the Superintendent-President has become involved in flex planning and the committee had their first meeting on 9/8 (with Ingeborg Bourdon, Michelle Smith, and VP Minor, who came in for part of the meeting). They discussed the need for a purpose and mission; the process has not begun; composition of committee; 3 faculty; 1 administrator; 1 CSEA (make-up can change). They meet Thursdays from 2-3 pm. Funding requests will be reviewed by faculty and administrators will help to secure funding. There is no set funding limit. Out of state trips approved by Dr.Esposito-Noy; no out of country training will be funded. The committee recommend that training be relevant to discipline.</p>

10.5 Planning for Area B Meeting

Senator Bolz advised that she would like to see some statistics related to development – i.e., how many proposals are submitted, how many are approved, how are they funded, etc. This will enable the process to be transparent and not show any bias. Senator Jaimez advised that in her discussions with VP Minor, she emphasized it needed to be fair and equitable, and that a policy and procedure needs to be in place.

10.6 ASCCC Events & Attendance 6

President Wyly reminded the Senators that Solano Community College will be hosting the Fall 2016 Area B Meeting scheduled for 10/14/2016 in the Board Room. He encouraged all Senators to attend at least part of the day (invitations will go out to all). The Superintendent-President has offered to pay for lunch for the event if the Senate covers the cost of breakfast. There will be approximately 30 attendees.

10.7 IRB Update

President Wyly provided an update on ASCCC events and solicited volunteers to represent SCC. He will send invitations soliciting volunteers to attend events with specific interests in Fall Plenary, Spring Plenary, and the Leadership Institute.

10.8 Equity Report Update

Senator Jaimez advised that they have been meeting since last spring; they just completed information gathering and need to tidy up before formally reporting out.

VP Brown advised that the Equity Report Plan was evaluated across the state. The recommendations were primarily to insure that we had good data. The plan was accepted; no changes other than to insure that the next plan has more detail (it will be integrated into the next plan). State-wide, we have been granted a year-long break to make a plan. They will continue with the equity plan they already have but will continue to refine and develop as they go through it.

Expenditures:

- UMOJA will continue to be funded based on further development with the new coordinator, Dr. Tasha Smith
- Puente has been reestablished with program coordinators and is funded through 2017; there is an impending visit to a University
- DSP – looking at how they can provide additional support
- Foster Youth – have provided financial assistance with transportation and book loans; they are trying to determine how to better integrate the Foster Youth program from stand alone to comparable program

VP Brown advised that they had the opportunity to request additional resources from equity at state level for prison projects; SCC received an additional \$100K for program mostly for books, additional replication for supplies, and support for maintaining the program (admin support). Some adjustments have been made including providing support for the library for textbooks; working with a transformation grant on securing chrome books. Possibly may use the chrome books for a mobile testing center/training lab.

VP Brown advised that he is working with Dr. Powell on the CCPLS program – what can they do collaboratively to support as the program is expanding.

Academic Success and Tutoring Center – VP Brown advised that they are supporting non-credit (non-FTE generating) activities that are associated the

tutoring center. They are looking for ways to support, but cannot generate FTEs with this money.

VP Brown has been reviewing some of the coordinator positions within the resources, brought them together to align per the state's request to align BSI, transformation, equity, and SSSP. The goal is to try to make those resources work together to change the culture. Positions include:

- Outreach librarian
- Dean for Academic Support Services to act as the primary contact for the integration of those types of activities

Senator Whitesell asked when the Academic Success and Tutoring Center will be up and running. VP Brown advised that they are looking for faculty and administrator resources. In discussions with Superintendent President, VP Brown advised that she advocated delivering services first, then we will worry about generating FTE.

Senator Jaimez asked about the structure of equity committee. VP Brown advised that the BSI committee has expanded and has a whole range of people on it – what can they do with what already exists – is there a way to have an integrative plan. President Wyly reminded him that if the function of the committee changes, it needs to come back to Senate for approval.

President Wyly asked about disenfranchised students – he heard that Sparkpoints will be in 100 building from Christy Speck in the children's center - what is the status? VP Brown advised that it is not yet in effect; he is meeting with SparkPoint to discuss next steps later this week.

President Wyly asked for a status update on the open Dean position. VP Brown advised that the position has closed; he is currently developing a selection committee and has not gotten through process yet.

President Wyly inquired how to embed equity questions campus-wide? Could we use flex cal days to have an "equity institute" and bring resources to campus? VP Brown advised that it has not yet been worked on but if we are going to move and change the institution, those conversations need to take place and we need the appropriate venue and method to move down that pathway.

Senator Cittadino has a concern with the Foster Youth Program. VP Brown advised that the person who was responsible for the program is no longer responsible and is falling on him at this time. He is looking at what can be done at the potential statewide tie to provide better language; sparkpoint program has additional resources that can bring students in programmatically; how might they be tied together another way rather than just siloed in one program.

Senator Cittadino asked if we looking to make programs more generalized? VP Brown advised that his objective is that institutionally, we have programs that are very siloed; things grew and people were not communicating; SCC has been expending resources all over and in some cases, three people are doing the same thing when it could be have been integrated. Solano needs to integrate services and activities into a more comprehensive perspective that can be institutionalized. Many roles are single-person driven when they should be more broadly integrated

to live beyond any one person. Programs can still retain an identity but be a part of a bigger resource pool. Sharing of resources.

Reports

11.1 Sub-Committees

11.1.1 Basic Skills

Professor Joshua Scott advised that the Basic Skills committee has changed the composition of the committee slightly; last year they had a first year experience /career pathways position; one no longer exists so they have eliminated it. The committee meets every other Friday and this year has incorporated thematic meetings so they can concentrate on one issue at each meeting. Next up on 9/23 will be focused on EOPS/CARE, in particular how to make our college more accessible from an enrollment perspective, and to assist those students that are the most financially disadvantaged. Cynthia Simon and George Olgin will be coordinating/facilitating.

The next meeting will be focusing on academic success and the tutoring center; how to integrate services with the English lab and the ASTC. The following meeting on 10/28 will be focused on improving relations with local high schools; focusing on equity, completion, SSSP, BSI, transformation grants, etc. In November, DSP students will be the focus; in December, the focus will be on Pathways.

The committee is currently trying to develop a half-day retreat on 10/11 with English basic skills, Math basic skills, ESL, and Counseling/Assessment in order to facilitate conversations about caring for our students and to work through the changes that come through related to basic skills.

There have been many changes – last fall (2015), 18% of incoming students had access to English 1; in Fall 2016 it is 73%, which is based on the co-requisite along with multiple measures. In Fall 2015, we had a significant disproportionate impact – 22% of white students had access to English 1 verses 11% of African American students. This semester, Peter Cammish developed a report that – through a number of measures – has eliminated the disproportionate impact of Latino and African American students. Students who took the class with the co-requisite had a 65% pass rate in contrast to 66% for students without the co-requisite; in Fall 2014, students enrolled in the ENGL 370 class had a 43% chance of getting into ENGL 1; the same group of people who had access to a co-requisite had a 20% greater chance of getting into ELNG 1 as a result.

On the Math side, the committee is trying to ramp up a new pre-requisite for Statistics (MATH 112). Research is currently being done.

Announcements

President Wyly announced that he, Curtiss Brown, Jim DeKloe and VP Minor will attend a symposium at the Chancellor's office for the Baccalaureate program.

The next Academic Senate meeting is scheduled for September 19, 2016.

Adjourn

Senator Cittadino moved to adjourn and Senator Williams seconded. The meeting was adjourned at 5:03 pm.

AY 2016-2017 Meeting Schedule:

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

- 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