



ACADEMIC SENATE
Meeting Minutes
September 19, 2016
3:00 pm – 5:00 pm

Call to order	The meeting was called to order by Senate president Michael Wyly at 3:03 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; Terri Pearson-Bloom</p> <p><u>Absent:</u> Kevin Spoelstra; Scott Parrish</p> <p><u>Guests:</u> Superintendent-President Celia Esposito-Noy VP Leslie Minor VP Gregory Brown Professor Amy Obegi</p>
Agenda approval	Senator Whitesell motioned to approve the agenda; the motion was seconded by Senator Wesley. A vote was taken and the motion carried.
Approval of Minutes 9/12/2016	Senator Whitesell motioned to approve the minutes of 9/12/2016 with suggested changes. The motion was seconded by Senator Wesley. A unanimous vote was taken, and the motion was carried.
Comments from the Public	There were no comments from the public.
Academic Senate President Update	<p>President Wyly discussed follow up on the adjunct parity (equity) poll, thanking Senator Wesley for providing an amended version of the poll; he is in conversation with Peter Cammish to develop and have the poll ready for sending to adjunct representatives; he is hoping for results of poll by next meeting.</p> <p>President Wyly wanted to call to attention the teaching and learning conditions of classrooms and classroom assignments. This is a poll being put together by the faculty association. The association has asked to be put on the agenda for the October 3rd meeting to share results of the survey.</p> <p>AB288 will be on agenda for October 17th meeting per discussions with Kelly Penwell.</p>
Superintendent Report	Dr. Esposito-Noy advised that Debbie Travis, retired President of Consumnes River College, will be reviewing our Board Policies to ensure they are aligned with Title V and Ed Code compliance and currency. In preparation, Dr. Esposito-Noy has asked that any work the Senators have done on the policies and procedures be forwarded to her by the end of this month. President Wyly stated that he felt that those that

**VP of Academic Affairs
Report**

are prepared with the requested changes need not come back to the Senate for review. Dr. Minor advised that the numbering system for the policies and procedures have been inadvertently swapped, and they will be corrected in this review. Dr. Esposito-Noy advise that we contract with CCLC (Community College League of California) to provide the college with legal updates on policies, and we will be in line with the rest of the state as to the numbering system.

Dr. Esposito-Noy advised that she has received some conference requests for professional development, senate workshops, and other events that take place throughout the academic year. She will confer with Yulian Ligioso to start assigning budget codes and encumbering the money. She is confident that they will be able to find the dollars to support professional development. President Wyly asked about whether it will be on the individual to initially pay out the monies for the conferences and get reimbursed. Dr. Esposito-Noy advised that the preferred method will be to set up budget codes in advance (30+ days) we can eliminate out of pocket expenses. She would like to see the college set up a state travel program (where a vendor sets up travel on the college's behalf) to eliminate the exchange of money, with the exception of meals not included in a conference, which are managed via a per diem. She will send the link for per diem to the Senators. Dr. Minor reminded the Senate that meals included in a conference (typically breakfast and lunch) are not included in per diem. Dr. Esposito-Noy reminded Senators that proof of attendance in the form of the brochure, invitation and name tag should be submitted for auditing purposes to insure there are no questions about non-campus activities.

Dr. Esposito-Noy took the time to thank Dr. Minor for her service as Dean of Academic Affairs, as she will be taking on the role of Interim Dean of Math & Sciences effective 9/22/2016. She also advised that there have been questions about minimum qualifications for Math & Science. As positions are written or revised, Solano will be aligning with Ed Code in requiring that managers have a master's degree in a discipline taught at Solano and one year of experience.

VP Minor advised that Sabbatical Leave Applications are due by October 3, 2016. For information about the benefits, requirements, and responsibilities of sabbatical leave, consult CBA (posted online).

Optional Flex day is scheduled for October 11th; the date has not been widely disseminated. A note went to the webmaster for posting to advise faculty and students that no classes will be held on this date; Dr. Minor asked that Senators remind their constituents so that they can announce it in classes. There are numerous activities planned including an accreditation workshop, and other areas of interest to the College; look for upcoming announcements.

Instructional equipment requests that come from the state deferred maintenance equipment funding are in process and are currently being vetted through Fiscal to insure that they meet all requirements. The funding cycle is going forward; total expenditures are expected to reach \$325,000.

Senator Pearson asked if proposals exceeded the budget and whether all items will be budgeted or go through a ranking process; Dr. Minor advised that they did not exceed the budget; everything will be examined and if it meets criteria, it is likely that the majority will be funded. There were a few items that were not eligible such

as supplies, which are consumables; equipment pertains to items that are repairable in excess of \$200.

Senator Bolz asked if maintenance type items such as door stops fall under purview; Dr. Minor advised that this is something that can be purchased using a PO to Office Depot.

Senator Cittadino asked about getting new computer monitors; Dr. Minor recommended he consult with IT regarding surplus and advised that there is a turnover process for computer equipment.

President Wyly took a moment to thank Dr. Minor on behalf of the Senate for the opportunity to work with her.

Action Items

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

President Wyly provided electronic files containing board policies and procedures for review, discussion, and approval. He advised that Debbie Travis is tasked with making updates to the existing policies with the Senate's recommendations to insure that they are aligned with other colleges. President Wyly also stated that he felt that those that are prepared with the requested changes need not come back to the Senate for review if there is nothing substantive added. The Executive Team will review all changes and share only those that need to come back for Senate review.

9.1.1 BP and AP 6025 Remedial Coursework

President Wyly advised that the policy and procedure is embedded in the documents and the language in both is identical. Ed Code and Title 5 drive the policy and trump local policy.

Senator Cittadino asked if financial aid for students is at risk with remedial classes since it is credit-driven; President Wyly advised that it is something that will need to be reviewed further.

Senator Whitesell advised that on occasion, she senses that a student should be on a disability program, but have not been tested. VP Brown advised that while student may benefit from the testing, they cannot compel them to take additional testing. Have not successfully filled a classified position that can deep dive into this.

Senator Mayes asked what the liability of an instructor who has a student struggling and missing basic skills and not able to succeed in program. VP Brown advised that they should advise the students of services which may be available to assist them; you can make suggestions but cannot compel them to seek out the services.

Senator Pearson motioned to approve BP/AP 6025; Senator Cittadino seconded; there was not additional discussion, a vote was taken and it was carried unanimously.

9.1.2 BP 6100, Curriculum & Course Development

Senator Duane advised the that the procedure is also embedded and needs further developing; she did some wordsmithing to clarify. She noticed that there is some language that may not be necessary (or is possibly part of the template). Senator Whitesell did not like that the second bullet might open itself up to red flags from faculty; recommends rewording to make clearer. Senator Duane advised that this came from a template and that it can be removed.

9.1.3 BP 6105 Program
Discontinuance

Senator Pearson motioned to approve as amended; seconded by Senator Whitesell; there was not additional discussion, a vote was taken and it was carried unanimously.

President Wyly advised that he reviewed the Sierra College website and wants to rescind his recommendation that these issues be sent to the Curriculum committee for review. He is recommending additional language be added to the policy and procedure, adding that specifics should be mentioned in the policy since procedures often change. Guidelines inform what the procedure should be doing. In prior conversations it has been recommended that the policy name be changed to "*Program Discontinuance and Improvement*" and the Senate should take this under consideration.

Senator Powell asked if it is necessary to provide a list in the procedure on how the consultation process will be conducted. President Wyly advised that it should be in consultation with the deans outside an academic year with faculty that will be affected.

Senator Mayes discussed the problems with programs no longer taught because the instructor left the college and there is no one to fill the void. There was also discussion regarding the pilot that former Senator Mark Berrett was developing, which is currently not active. President Wyly advised that Academic Deans have been tasked to come up with one program for review, currently only Megatronics and Interior Design are being looked at. Once program discontinuance is used, it is supposed to trigger an assessment review (none have been triggered yet).

There was spirited discussion on who would be responsible for developing changes to programs – administration, faculty or a combination of both. President Wyly summarized - If there are no faculty available to initiate the process, the dean can move forward with the process, which is evaluated by the Curriculum Committee.

Senator Whitesell motioned to approve as written; seconded by Senator Pearson; Senator Jaimez requested a friendly amendment to change the title to "*Program Improvement/Discontinuance*"; there was no additional discussion, a vote was taken and it was carried unanimously.

9.1.4 BP and AP 6200,
Graduation
Requirements

Senator Jaimez advised that she made minor edits to the policy – added the Associate Degree for Transfer; it was added because she felt it was a change in what we do. Senator Pearson motioned to approve as amended; seconded by Senator Wesley; there was not additional discussion, a vote was taken and it was carried unanimously.

9.1.5 BP and AP 6021,
Overlapping Enrollments

Senator Duane advised that this is a new policy to the College. She reviewed what other colleges were doing and found that it was pretty boilerplate. Senator Whitesell motioned to approve; seconded by Senator Orosco-Woolworth; there was not additional discussion, a vote was taken and it was carried unanimously.

9.1.6 BP 6205,
Philosophy of GE and
Associates Degree

Senator Jaimez reviewed Solano's ILO's and GELO's to bring the policy in line with what our general educational learning outcomes are. Did not work on the procedure as we first need to develop the policy.

President Wyly questioned as to whether this is the place to reference the Baccalaureate Degree and upper division GE. Senator Jaimez stated that the philosophy for lower and upper division GE should be the same. President Wyly recommends embedding the language for upper division GE handed down by the State Senate into the Solano policy.

Senator Bolz suggested that rather than having the first sentence of the policy indicate what it is not, that it be change to state what it is, which will make it a better introduction into the policy.

Senator Whitesell motioned to approve; seconded by Senator Wesley; there was not additional discussion, a vote was taken and it was carried unanimously.

9.1.7 BP 6515, Library & Learning Services

Senator Duane advised that she slightly changed the one paragraph policy to more accurately reflect what they do: The College shall support library services and collections in order to foster academic success and promote information competency skills. The library shall comply with the requirements of the Reader Privacy Act. The Superintendent-President shall establish an administrative procedure for library services (there is currently no procedure at Solano).

Senator Wesley motioned to approve; seconded by Senator Narisco-Woolworth; there was not additional discussion, a vote was taken and it was carried unanimously.

9.2 Professional Development Committee Composition

Senator Jaimez advised that the committee has met a couple of times but is still not complete; is looking for Senate approval of the composition – with the recommendation of faculty and administrator co-chairs, with an additional committee make up of 3 faculty members (1 adjunct), 1 HR representative, and 1 member of CSEA. This allows faculty to oversee approval of requests; administration will oversee location of funds to execute requests. A funding request rubric is being developed.

Senator Wesley motioned to approve; seconded by Senator Williams; there was not additional discussion, a vote was taken and it was carried unanimously.

9.3 Senate Sponsored Brown Bags

Senator Jaimez advised that there will be a Brown Bag session sponsored by the Senate on a Friday in October and November to have faculty members present. She has reached out to faculty members who completed a Sabbatical in the last four years to invite an exchange of ideas and establish camaraderie. The entire campus will be invited to attend. For the fall semester, they will be held on October 21 and November 18, from noon-1 pm, in the Board Room.

Senator Wesley motioned to approve; seconded by Senator Duane; there was not additional discussion, a vote was taken and it was carried unanimously.

Information/Discussion Items

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

President Wyly advised that the three policies need further attention from the Senate. He asked that all Senators read through them and be prepared to take action on them at the next Senate meeting.

10.1.1 BP & AP 6000, Course Repetition	Deferred to next Senate meeting.
10.1.2 BP 6010, Course Auditing & Auditing Fee	Deferred to next Senate meeting.
10.1.3 BP 6060, Fingerprinting Prerequisite	Deferred to next Senate meeting.
10.2 Hiring Process Manual	<p>Senators Pearson-Bloom and Whitesell are spearheading a task force to review a faculty hiring process manual. The document was drafted using the Hiring Process Manual from Los Rios College District. The document was color coded to identify the following:</p> <ul style="list-style-type: none"> - Strikethrough – language we want to remove - Red wording – language HR (Tracy) placed into the manual or identified for correction from Los Rios - Highlights - sections that need review - Orange words – task force wording recommendations - Blue words – task force questions or concerns that need consideration by the senate - Green words – Current SCC board policy wording <p>Need to make further modifications to the document to capture Solano language and policies. Senator Whitesell advised that they did not have the opportunity to review the adjunct hiring section; President Wylly advised that the faculty hiring process will inform the adjunct hiring process. He further advised that a proposal for adjunct and emergency hires is currently under review by HR.</p> <p>President Wylly thanked Senators Whitesell and Pearson for spearheading the review and to Tracy Vest for preparing the initial document for changes.</p>
10.3 Peer Review Process	This discussion was moved to the next meeting.
10.4 Planning for Area B Meeting	President Wylly reminded Senators that Solano will be hosting the meeting (10/14/2016) and he is actively soliciting volunteers to help with the planning. Invitations will be sent out shortly. The Senate will be responsible for breakfast and the Superintendent-President’s office will provide lunch.
10.5 Syllabus Update	President Wylly advised that he has received feedback from faculty members on the need for a syllabus template to include suggested and required items. Due to time constraints, he wants to revisit this topic at the next Senate meeting. Senator Jaimez advised that using a template with specified language will go a long way with insuring accreditation.
10.6 ASCCC Events & Attendance 6	President Wylly 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.
10.7 SSSP Report/Update	VP Brown asked that the report on activities be deferred until Dean Jocelyn Mouton can be available to co-present.

Reports

11.1 Sub-Committees

11.1.1 Assessment

Professor Amy Obegi had to leave the meeting early and was not able to provide an update; it will be added to the next agenda.

11.1.2 Program Review

Professor Amy Obegi had to leave the meeting early and was not able to provide an update; it will be added to the next agenda.

11.1.3 Distance Ed

President Wyly advised that he needs some direction on the Distance Education Coordinator position. We have no coordinator; there was a reduction in release time from 40% to 20%. President Wyly met with the Superintendent President, VP of Academic Affairs, and the Faculty Association President to discuss the position. They recognize that you cannot lower release without changing the position description, so some review will be necessary. The desire of the District is to have less release time due to current over-extensions. President Wyly also mentioned that he has been asked why the position is currently only open to tenured faculty and not adjunct. He brought the issue up with the DE committee and they are adamant that they have a full time faculty member in the position to insure continuity.

Announcements

The next Academic Senate meeting is scheduled for October 3, 2016.

Adjourn

Senator Wesley moved to adjourn and Senator Cittadino seconded. The meeting was adjourned at 5:23 pm.

AY 2016-2017 Meeting Schedule:

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

- 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