



## ACADEMIC SENATE

### Approved Minutes

January 12, 2017

Board Room

9:00 am – 12:00 pm

<p><b>1. Call to order</b></p>	<p>The meeting was called to order by Senate President Michael Wyly at 9:46 am.</p>
<p><b>2. Roll Call</b></p>	<p><b><u>Present</u></b>  Michael Wyly (President), LaNae Jaimez (Vice President), Erin Duane, Nick Cittadino, Terri Pearson-Bloom, Janene Whitesell, Ken Williams, Joel Powell, Rusty Mayes, and Cristina Young.</p> <p><b><u>Guest</u></b>  Celia Esposito-Noy (Superintendent-President), David Williams, Melissa Reeve, and Ferdinanda Florence.</p> <p><b><u>Absent</u></b>  Andrew Wesley, Lue Cobene, Marivic Macalino, Narissa Orosco-Woolworth, Sabine Bolz, and Scott Parrish.</p>
<p><b>3. Agenda approval</b></p>	<p>President Wyly pointed out the addition A Consent Placeholder on the agenda. Senator Duane motioned to approve the agenda; the motion was seconded by Senator Williams. The agenda was approved unanimously.</p>
<p><b>4. Approval of Minutes</b></p>	<p>President Wyly clarified that only two meeting minutes (November 7, 2016 and December 5, 2016) were included for approval. Senator Whitesell motioned to approved the minutes; the motion was seconded by Senator Pearson-Bloom. The motion was carried unanimously.</p>
<p><b>5. Comments from the Public</b></p>	<p>There were no comments from the public.</p>
<p><b>6. AS President Update</b>  6.1 <i>Transition Planning In Academic Affairs for Spring 2017 Handbook Update</i></p>	<p><b>Academic Senate President Report</b> (10 minutes)  President Wyly introduced David Williams as the new Academic Affairs Consultant. President Wyly and David Williams had discussed progress made on updating Curriculum Handbook including approved procedural changes such as our Baccalaureate program. Notable gaps on best practices were recognized as well. Senator Duane will integrate these changes in the existing Curriculum Handbook. President Wyly addressed the need of new Chair for Curriculum Committee as the current chair’s term ends in Spring ’17. President Wyly updated the</p>

Senate on the progress at t the new curriculum process including local certification for Solano College in March 2017.

Ferdinanda Florence is our new Academic Program Review Coordinator She'll be working with our former coordinator Amy Obegi. A good progress has been made in hiring a Distance Education Coordinator. At this time, Sarah Nordin is our interim coordinator.

*6.2 Peer Review Self-Assessment Survey Update*

President Wyly thanked Senator Pearson Bloom and Senator Whitesell for their work on the Hiring Manual. The goal is to ensure that we have the procedural language continuity purposes. The Assessment Committee is in charge of putting together the Assessment Handbook. A newsletter is published by this committee every month and information outlined will be captured in the handbook.

President Wyly delivered an update regarding Resolution 12 12 16. The item has been presented to the Board of Trustee during their last meeting in December 2016.

**Follow Up**

- a. President Wyly will work to provide an updated draft of the Curriculum Handbook to the Senate as soon as possible.

**7. Superintendent Report**

**Celia Esposito-Noy (10minutes)**

Superintendent- President Celia Esposito provided staffing updates: Virginia Guleff has moved to teach at Butte College and David Williams is the Academic Affairs Consultant for at least 3 months. David Williams is working with Sandy Howard on CurruNET. David estimates that Curriculum META will go live by the end January 2017. The College will hire for at least eight faculty positions. Hiring processes will start soon. Shannon Beckham is our new Dean of Enrollment Service, and Dwayne Hunt is our new Dean of Academic Support.

Our FON number is higher than expected. However, our FTES is high despite a consistent headcount. We've increased our marketing activities such as Facebook ads, billboards on I-80 and advertisements in Spanish. Also, six generalists were hired, funded by categorical funds.

**8. VP of Academic Affairs Report**

**David Williams (Academic Affairs Consultant) (10 minutes)**

President Wyly stated that David Williams will be available during the afternoon meeting to give an update.

**9. Consent Agenda –  
Action Item**

*9.1 Approval of  
Recommended Changes To  
BP 6000 Series*

President Wyly explained that changes outlined on BP 6000 Series will not be discussed. A discussion can be started once it's moved from Consent Agenda to Discussion Item.

**There are no changes on the following BP 600 Series:** 6000, 6010, 6020, 6023, 6025, 6030, 6040, 6050, 6060, 6070, 6100, 6105, 6110, 6120, 6130, 6200, 6205, 6210, 6220, 6410, 6441, 6412, 6420, 6430, 6500, 6510 and 6515.

**Follow Up Item**

- a. **BP 6021:** President Wyly will submit recommendation to amendment or request clarification procedural language.
- b. **BP 6412:** President Wyly will acquire clarification if the faculty is mandated to keep student records for 4 years.

President Wyly motioned to approve items on consent; seconded by Senator Duane. The motion was carried unanimously.

**10. Action Items, Including  
Items Removed From  
Consent**

No Action Items listed for this meeting.

**11. Information/Discussion  
Items**

*11.1 Review and  
Update of Academic  
Priorities For AY 2016-  
17*

President Wyly reminded the Senators that the handout, *AY 2016-17 Senate Priorities* (please see attached document), are the same priorities approved by the group at the beginning of the academic year. After discussing the list, the top seven priorities are outlined below:

- 1. **Planning for CID and ADT Compliance** – A calendar had been completed. There were three ADT subjects (Biology and Chemistry are over 60-unit cap but TV and Film are behind 60-unit cap) that did not make the deadline.
- 2. **Development/Implementation of IPP. Add S17 Reference for IPP and Assessment Outcomes** – The desired outcome for 2016 was to create a clear map of how assessment connect to planning. In 2017, the goal is to connect resource allocation to assessment.
- 3. **High School Outreach, Dual Enrollment and Evaluation of Pilot** - Priorities 8 and 9 are combined to support SCC goals regarding dual enrollment and their utility. Pathway and grant opportunity will be a priority.
- 4. **Accreditation and Support Self- Study, Including Standing Reports from Accreditation Committee** – Melissa Reeve will be attending the meeting starting this Spring. The goal is to have bi-monthly report for S17, online posting of documents in Senate office, and adhere to timely submittal of documents including accreditation self-study calendar.

5. **Peer Review Pilot, Assessment, Survey and Hiring Manual** – A survey was developed by President Wyly to identify gaps in Peer Review process. He will share results electronically once available. Also, the goal is to actively access and finalize procedures in Hiring Manual. Current draft is still in development with estimated completion by for Senate review by Jan/Feb 2017.
6. **Support BS Program** – There will be an on-going support for hiring, program development, and required procedures.
7. **Support for Sanctuary Campus** – Passed Resolution 12.12.16 was delivered to Board of Trustee on 12.22.16 and CGC on 12.15.16. It was also delivered to ASSC, ASCC, CCCCCO, and the Lt. Gov.

**Remaining Senate Priorities**

a. Support of revision and development of the Education Master plan in collaboration with the office of the S-P.	h. Support the Assessment committee in the review and development of a course-embedded approach to ILO/GELO assessment, including new version of CurricuNET.
b. To support PD committee in the assessment and improvement of current PD process.	i. Adjunct Parity and Outreach.
c. Work with PD committee and other partners, including administration, to compose, enact, and evaluate a Flexible Calendar Plan for SCC.	j. Support for Program to Serve Our Incarcerated Students.
d. To vet and support the timely submission of Student Equity and SSSP plans.	k. Promotion of Civility in the Workplace.
e. Support for BSI, including multiple measures and placement, as well as support for Math (see also IEPI).	l. IEPE Planning
f. Committee Appointments, Brown Act Updates, and Senate Appointees, to include Self-Assessment/Unit Review of Committee Work.	m. Support for the ASTC: - Hiring procedure for AY - Review of BP/AP - DE Support - Distinguished Faculty Award - Elections - Faculty Ratification of Senate Approved Changes to ByLaws/Constitution.
g. Program Discontinuance Policy and the Completion Agenda.	

**Follow Up Item:**

- a. Priority #1 – Dean Morinec mentioned Computer Science (CTE) exceeded the 60-unit cap and was submitted to the Chancellor’s Office but did not hear any result. President Wyly will inquire about status.

- b. Priority #14 – President Wyly to share survey results to the Senators.
- c. Priority # 22 – This items was requested to be set aside for further discussion and to decide if it needed to be eliminated then assigned to the President.
- d. Priority #23 – Senator Pearson-Bloom requested this item to be set aside for further discussion at the next meeting.

*11.2 Pathway Planning and California Guided Project Including VSUSD Academies – Michael Wyly and Maire Morinec*

Dean Marie Morinec delivered a presentation on the Development of Pathways & the CA Pathways Project Grant. (please see attached document). The program’s goal is to provide a clear map, created by faculty and advisors, to students that will guide/help them in select a career of their choice, move to higher education, or acquire a job that is valuable in the labor market.

President Wyly stated that Pathway Program is an opportunity to identify areas where the same work is duplicated while increasing high school access to Solano College, whether we receive the grant or not.

**Follow Up Item:**

- a. Senator Jaimez shared her concern on whether Pathways will make it difficult for students to switch program. President Wyly recommended to move this discussion next meeting.

*11.2 Adjunct Poll Concerning Feedback To The Academic Senate - Michael Wyly*

President Wyly has not, as of yet, received enough feedback from the poll as it is beginning of term. Results will be shared to the Senators once he receives more feedback.

*11.3 Resolution 12.12.2016*

President Wyly is hopeful to get a better sense of the Board of Trustees commitment to this resolution by January 30<sup>th</sup>. He stated that he received a strong level of commitment from our Superintendent-President Celia Esposito-Noy. President Wyly will start working closely with the Superintendent-President where her purview allows, at the direction of the Board of Trustee.

*11.4 Peer Review Process, Update and Input by Michael Wyly*

President Wyly shared the draft of a letter that will go out to all participants of Peer Review process. He’s asked the Senators to review the letter and provide him feedback in the next few days.

*11.5 Curriculum Handbook Update - Michael Wyly.*

President Wyly asked the permission to re-agendize this item to the next meeting and the Senators concurred unanimously.

<p><i>11.6 Curriculum and Assessment Update Including Effects On 2017-2018 Catalog - Michael Wyly and David Williams</i></p>	<p>President Wyly asked the permission to re-agendize this item to the next meeting and the Senators concurred unanimously.</p>
<p><i>11.7 Election for AY 2017-18 and Updated Constitution and By-Laws</i></p>	<p>President Wyly stated that this item was discussed in item 11.1.</p>
<p><i>11.8 Ratification Process and Deadlines – Michael Wyly</i></p>	<p>President Wyly stated that this item was discussed in item 11.1.</p>
<p><i>11.9 Senate Priorities for Negotiation by the SCC Faculty Association</i></p>	<p>President Wyly referred the Senators to the handout, <i>Sections of the CBA Relevant To The Academic Senate for Senate Discussion</i>. He asked the Senators to share this with their constituents to solicit opinions. This item is to be on the agenda for the next meeting for further discussion and possible action.</p>
<p><b>12. Reports</b></p>	<p>No reports presented at this meeting.</p>
<p><b>13. Other Committees</b></p>	<p>No committee presentations at this meeting.</p>
<p><b>14. Upcoming Items and/or Action Reminder</b></p>	<p>14.1 Task Force Update re: Hiring Process Manual, Draft to be Reviewed, Third Reading for Input/Action – Jan 30<sup>th</sup>.  14.2 SAR/Early Alert Effectiveness VP Brown.  14.3 Budget Update – Yulian Ligioso (January 30<sup>th</sup>).</p>
<p><b>15. Announcements</b></p>	<p>No announcements on this meeting.</p>
<p><b>16. Adjournment</b></p>	<p>Senator Williams moved to adjourn the meeting and Senator Whitesell seconded; the meeting adjourned at 12:29 pm.</p>

ALL MEETINGS WILL BE HELD FROM 3:00-5:00 PM IN THE BOARD ROOM UNLESS OTHERWISE NOTED

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