



ACADEMIC SENATE
Approved Minutes
November 7, 2016
3:00 pm – 5:00 pm

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; Andrew Wesley; Ken Williams; Lue Cobene; Marivic Macalino; Nicolas Cittadino; Sabine Bolz; Narisa Orosco-Woolworth; Rusty Mayes; Janene Whitesell; Cristina Young</p> <p><u>Guests</u> Virginia Guleff, VP of Academic Affairs</p> <p><u>Absent:</u> Kevin Spoelstra; Scott Parrish; Joel Powell</p>
Agenda approval	Senator Cittadino motioned to approve the agenda; the motion was seconded by Senator Wesley. The agenda was approved unanimously.
Approval of Minutes	Senator Duane motioned to approve the minutes from the 10/17/2016 meeting; the motion was seconded by Narisa Woolworth-Orosco. The motion was carried unanimously.
Comments from the Public	There were no comments from the public.
AS President Update <i>6.1 Report on Fall Plenary</i>	President Wyly shared activities at the Fall 2016 Plenary, as well as an update on the resolutions discussed (no audio on this).
<i>6.1.1 Legislative</i>	<p>Senator Powell was not able to attend the meeting. He submitted a written report that President Wyly advised that he would send to the Senators. President Wyly highlighted three key items:</p> <ol style="list-style-type: none"> 1. <u>Legislative priorities for the next cycle: Funding for Veterans Resource Centers (VRC)</u> – Board of Governors has requested \$25M to enhance academic, transitional, and mental support services for veterans and active military on campus through stable funding. 2. <u>Full-Time Faculty and Faculty Diversification (Pathways to Community College Teaching)</u> – ASCCC is developing a concept paper designed to create a pipeline for students to become faculty within the California Community College System (through

internships), and could create continuous hiring to meet the 75% full-time faculty goal established by Ed Code.

3. **Warren Bill** – could signal the end to regional accrediting agencies like AACJC and transfer power to the federal government. If the bill passes in its current form, the Community College system could be faced with a federalized accrediting process, which could have far-reaching impacts on federal funding.

Senator Cittadino asked for background on the proposal of the Warren Bill; President Wyly advised that some comes from ACJCC itself due to the failings and the need to separate from ACJCC, establishing two statewide working groups – one looking at short term goals and how to work with an accrediting body that the college is separating from – and the second is where do we go.

6.1.2 Assessment

Senator Jaimez reported on the expansion of “*SLO’s in the Accreditation Standards: Accreditation SLO’s are Everywhere*” – Student Learning Outcomes were introduced in 2002, giving colleges 10 years to meet the proficiency requirements of 100% assessment of courses and faculty.

Colleges are now being held to a higher standard; the current expectation is sustainability:

- **Higher use of data** – integration into institutional funding and budgeting
- **Systemic-based** – informing our ILO’s
- **Comprehensive** – including SLO’s for Student Services; some schools have gone a step further and development outcomes for custodial services

One key item for Senator Jaimez is the disaggregation of the data; very clear that no one has met data that is disaggregated down to the student.

Senator Jaimez added that through Plenary, we have good data from the nine schools that have gone through accreditation with the new standards:

- None have been fully accredited
- Some are getting recommendations (when they had not received them prior); expectations have changed
- The visiting teams are not consistent; the ASCCC is seeking consistency in accreditation

A new batch will be coming through in January 2017; colleges should have a discussion, develop, test, evaluate, modify and repeat the process. Senator Jaimez advised that anyone interested in a PowerPoint presentation of the material can contact her.

6.1.3 Professional Development

Senator Jaimez discussed the Professional Development break out session at Plenary which included @one Professional Learning Network and the ASCCC Professional Development College, with the recommendation that the college get these approved for optional flex activity – lots of activities which they are trying to make more accessible (i.e., webinars). Many items are free of charge, while some may have a nominal charge.

President Wyly suggested that the sub-committee review any activities and bring them back to the Senate for review.

6.2 Curriculum Handbook

President Wyly advised that he has met with VP Guleff and Curriculum Chairman Curtiss Brown; plan to review the Curriculum Handbook from cover to cover and make any modifications, with a goal that a revised version will be submitted to the Senate prior to the end of the Fall 2016 term.

6.3 Hiring Updates

Distance Education – President Wyly met with the Professor Erin Farmer and members of the Faculty Advisory Committee and a new JD will be developed for the position to reflect the change in release time down to 20%, as well as to identify any additional projects. He is hoping to hire someone for the Spring semester.

Articulation Officer – President Wyly advised that the hiring committee has met and is currently reviewing applications. Candidate interviews will be the week of November 14th; he is hopeful that this position will be filled soon.

Administrative Assistant – President Wyly advised that the committee has met and is currently reviewing applications; they are hoping to get someone in place prior to the end of the term.

6.4 IPP Summit

In response to requests by the Assessment and Program Review Committees, President Wyly advised that SP Esposito-Noy will be hosting an Integrated Planning Process (part 2) is scheduled for Friday, November 18, 2016. Key coordinators and sub-committee chairs were invited to attend. The goal is to carefully align academic planning and put together proposals for further vetting by the Academic Senate.

6.5 College Governance

President Wyly advised that he shared the Academic Senate's input with College Governance for the name *Solano College* versus *Solano Community College*. They will also be initiating review of the tech plan.

Superintendent Report

Superintendent-President Esposito-Noy was not available for the meeting.

**VP of Academic Affairs
Report**

VP Guleff advised that they have been looking at CCCCC (California Community College Curriculum Committee), and how they can streamline the curriculum process, as there is often a pile up in the approval queue in the Chancellor's Office. Using benchmark processes of other colleges to make the process turnaround easier. Vice-Chancellor, Cam Walker has put together a group from CCCCC to re-envision the curriculum process.

At the CIO meeting, there was discussion around granting more authority for local certification; at this point the CIO of any college can certify that we have followed Title 5, the Education Code, and the Chancellor's Office Guidelines for Awarding Credit. Now we can local certify new proposals to existing approved credit programs.

VP Guleff advised that she is working closely with GoverNET on the implementation of CurricUNET Meta; with a goal of completion by December. She was able to get them to deploy their basic model for SLO assessments if you have access to "Sandbox". They are hoping to have it ready for the Wednesday Assessment Committee meeting.

Senator Pearson-Bloom asked about the availability of the archiving feature in CurricUNET and whether it would be available in Meta. VP Guleff advised that at other campuses, historical data is available for archived courses; they will be working on the functionality to include historical data for review purposes so that data is not lost.

There was a discussion on how the college S course catalog has been used as the archived tool for curriculum, when it really should be CurricUNET.

Action Items

9.1 Hiring Process Manual

President Wyly advised that he left the Hiring Process Manual on the agenda but does not feel that it is ready for further review. He asked for a motion to bring it back at a later date for additional work.

Senator Williams asked if the manual needed to be approved prior to the next semester; President Wyly advised that the procedure will be included in this document.

Senator Pearson-Bloom advised that they are waiting on HR to provide procedural language (there are several gaps).

Senator Duane motioned to move this agenda item to a later meeting; it was seconded by Senator Whitesell; the motion carried unanimously.

Discussion Items

10.1 Draft Technology Plan

President Wyly advised that there is a tight calendar associated with this plan. Senator Pearson-Bloom advised that at the Fiscal Advisor meeting, this subject came up for discussion. Topics included whether the plan

should include the installation of the program “Turn It In” or some other type of resource. They were advised by IT that the Distance Ed committee did not currently support utilizing the resource. There was also a lot of discussion about instructional labs and the five-year replacement cycle. She is hoping to work in conjunction with IT for assistance in understanding how to use applications, not just in having them loaded onto a computer – as an example, there are some new instructors who are not familiar with how to use MY SOLANO.

Senator Duane advised that at the request of VP Brown, she contacted the consortium that manages library databases. Solano had *Turn It In (TII)* previously and it was not being used. The cost for the program is \$20,000 per year.

President Wyly advised that as a module of Canvas, it might be utilized; Senator Jaimez advised that the OEI does not use it; an RFP was initiated and TII did not submit a proposal. She will research and get the name of an alternate resource recommended by OEI.

President Wyly will send a document with a list of identified tasks for the Senators to review with their constituencies so that a more comprehensive document can be created.

10.2 CSPA Update

Senator Wesley asked that the Senate hold a discussion of CSPA (California State Prison Solano) concerns, including faculty and administrative engagement and planning. President Wyly provided the Senate with reference documentation from last year, including a resolution enacted by the senate at the behest of the Trustees.

Senator Wesley advised that despite efforts, Dean Lewis has not been successful at getting full engagement in working with the prison system; she has courses and teachers interested in teaching, but has not been successful at getting it basic skills up and running. He asked for Senate support to have full time faculty support of the program.

President Wyly advised that the original intention was to offer an AA degree at CSPA, but teaching at offsite locations is voluntary and they have not been successful at getting volunteers to teach at CSPA and that creates a lack of diversity of course offerings.

Senator Wesley felt strongly that if Solano is not interested in continuing to offer the AA degree at CSPA, they should step down and allow another institution to work with CSPA.

Senator ____ advised that if she was not on the Senate, she would not be aware that teaching at CSPA is an option; on her forms, the location is not listed.

	<p>Senator Bolz felt that CSPA is a very important location to support and imperative that we provide instruction to incarcerated students. Senator ___ advised that the counseling staff has gone to CSPA to assist incarcerated students with planning around their transcripts, and they look forward to the face to face interaction with the faculty and staff. If we are in it – we need to be in it fully.</p> <p>VP Guleff advised that she and SP Esposito-Noy plan to visit CSPA in December.</p>
<i>10.3 Syllabus Template Review</i>	Senators Whitesell, Molnar, and ___ created a syllabus template for Senate review. Due to the lack of time to devote to the subject, President Wyly suggested deferring it to a later date.
<i>10.4 SARs/Early Alert Effectiveness</i>	President Wyly advised that this is the second time they will have to reschedule the discussion on SARs and Early Alert Effectiveness.
<i>10.5 Hiring Process</i>	President Wyly advised that as a result of more robust discussions, the process that they are recommending is having administrators act as advocates for their faculty. President Wyly will work in conjunction with VP Guleff to develop the prioritization (what it will look like). They will be discussed at the meeting on November 28, 2016.
<i>10.6 Consent Calendar</i>	There has been a request for the Senate to develop a Consent Calendar as a mechanism for Deans to use to assist in planning.
Reports	
<i>11.1 Basic Skills</i>	Professor Josh Scott was not able to attend the meeting; President Wyly will forward his Basic Skills report to the Senators.
Adjourn	Senator Williams moved to adjourn and Senator Wesley seconded; the meeting adjourned at 5:07 pm.

Upcoming Senate Meeting Schedule:

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

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