



ACADEMIC SENATE

Approved Minutes

March 19, 2018

Vallejo Auto Tech Conference Room

3:00 pm – 5:00 pm

1. Call to order	<p>President Wyly called the meeting to order at 3:15pm. Due to technical difficulties, only part of the meeting was recorded.</p> <p>Paul Hidy provided the senate a tour of the Vallejo Auto Tech facility from 2:30pm through 3:00 pm.</p>
2. Roll Call	<p>Academic Senate: Michael Wyly (President), Erin Duane (Vice President/Secretary/Treasurer), Nick Cittadino, Rusty Mayes, Cristina Young, Andrew Wesley, Janene Whitesell, LaVonne Slaton, Anne Niffenegger, Margherita Molnar, Lauren Taylor-Hill, Derek Lan, and Erica Beam.</p> <p>Guests: Ferdinanda Florence and Amy Obegi.</p> <p>Absent: Celia Esposito-Noy (Superintendent-President), David Williams (Vice President of Academic Affairs), Terri Pearson-Bloom, Lue Cobene, Scott Parrish, Rachel Purdie, and Jim DeKloe.</p>
3. Agenda Approval	<p>President Wyly requested to delete item 10.2 and add 10.3 “Excused Withdrawal,” from the agenda. Vice President Duane motioned to approve the amended agenda of March 19, 2018. It was seconded by Senator Wesley. Two-thirds of the total votes were obtained. The motion passed unanimously.</p>
4. Approval of Minutes	<p>Vice President Duane motioned to approve the minutes of February 26, 2018 and March 5, 2018 as presented. It was seconded by Senator Wesley. The motion passed unanimously.</p>
5. Comments from the Public	<p>There were no comments from the public.</p>
6. AS President Update 6.1 Tenure Tea and Distinguished Faculty: Tenure Faculty List Will Be Presented to the Board on April 2018, Assign Committee, and	<p>President Wyly stated that, historically, the faculty tenure list was made available to senate before the semester ended. This year, the Superintendent President’s office recommended that the board approve the list at the end of the semester. President Wyly will acquire this information from Human Resources in preparation of the May 14, 2018 Academic Senate meeting and Tenure Tea celebration. He stated Kathy Kearn, who had created mugs for this event, had retired. The</p>

Celebration Will Be On May 14, 2018

Senate office will be working with Ferdinanda Florence to select alternative gifts for Tenure and Distinguished Faculty. The Academic Senate office will be working with Academic Affairs office regarding budget for this event. The following senators had volunteered/voted to be part of the Tenure Tea committee: Senator Whitesell, Senator Cittadino, and Vice President Duane.

6.2 Academic Senate Office Hour During Flex Cal

The Academic Senate office received inquiries regarding the upcoming senate elections and senate related questions during Flex Cal.

6.3 Taskforce Update and Appointing Faculty To Committees: (a) Distance Education Taskforce (b) Adjunct Taskforce

President Wyly announced that Distance Education and Adjunct taskforce members had been provided with their lists of charges. These taskforces were advised to provide recommendations during the May 7, 2018 Academic Senate meeting.

DE Taskforce Members: Erica Beam, Isabel Anderson, Dean Sandy Lamba, Rachel Purdie, Laura Maghoney, and Lauren Taylor-Hill

To develop recommendations for baseline criteria of distance education courses at Solano Community College, including instructor-initiated contact and the inclusion/use of publisher materials in lieu of instructor-generated course content.

To distinguish clearly between peer-vetting of course content (e.g. Title 5, course accessibility, and any other legal requirements) and peer mentoring to teach best practice. For this item, we want to be sure that DE approval is not inadvertently encroaching on peer review per the CBA.

To make additional recommendations, as needed, re: the course approval process for Title 5 and ADA compliance.

To make recommendations for the development of a DE Handbook in AY 2018-2019.

Adjunct Taskforce Members: Rachel Purdie, Andrew Wesley, LaVonne Slaton, and Erica Beam

To make recommendations regarding the development of an adjunct handbook at Solano Community College.

To make recommendations re: mentoring program at Solano Community College for both full-time and part-time faculty.

To develop recommendations, including collaboration with the Faculty Association, for the posting of seniority lists.

To recommend a senate-led procedure/process to enhance recognition of faculty in addition to the Distinguished Faculty Award

6.4 Area B Meeting: this Friday in Santa Rosa JC

President Wyly will be attending Area B meeting at Santa Rosa Junior College on March 23, 2018. They will discussed resolutions (see attached document) in preparation for the upcoming 2018 Spring Plenary in San Mateo.

6.5 Revision of Title 5 Regulations: EW (Excused Withdrawal)

This topic was discussed during the Equity and Diversity Committee Planning meeting attended by President Wyly in Fullerton, California. President Wyly believed that this revision will provide a great

	<p>opportunity for SCC’s disenfranchised students. The senators were concerned about the following potential issues: (a) how this information will be disseminated to students, (b) who/how will this be monitored, and (c) will this be awarded to students who received an “Incomplete,” or a letter grad of an “F” on a course.</p>
<p>6.6 Graduation Meeting March 23, 2018</p>	<p>Senator Whitesell will be Academic Senate’s representative on this meeting since President Wyly will not be able to attend.</p>
<p>7. Superintendent- President Report</p>	<p>S/P Esposito-Noy was not able to attend this meeting. President Wyly shared that S/P Esposito-Noy conveyed her gratitude to faculty’s assistance during the March 12, 2018 bomb threat. The administrators had convened with Lieutenant Travis to discuss this incident and addressed opportunities on how SCC could be better prepared and instill a safer environment for its students, staff, and faculty.</p>
<p>8. VP of Academic Affairs Report</p>	<p>VP David Williams was not able to attend this meeting.</p>
<p>9. Consent Agenda – Action Item</p>	<p>President Wyly announced that following results of the 2018-2020 election to be approved by acclamation: LaNae Jaimez (President), Josh Scott (Vice President), and Darla Williams (Senator At-Large). <i>Note: Darla Williams retracted her nomination via email sent to the Academic Senate office on March 20, 2018)</i></p>
<p>9.1 2018 Spring Election For 2018-2020 AY: List of Candidates To Be Approved By Acclamation.</p>	<p>President Wyly announced that following results of the 2018-2020 election to be approved by acclamation: LaNae Jaimez (President), Josh Scott (Vice President), and Darla Williams (Senator At-Large). <i>Note: Darla Williams retracted her nomination via email sent to the Academic Senate office on March 20, 2018)</i></p>
<p>9.2 2018 Spring Election For 2018-2020 AY: List of Candidates For Election:</p>	<p>President Wyly announced that Senator Wesley and Joanne Strickland will be competing for Adjunct At-Large position. This election will also include ratification of the SCC Academic Senate Constitution. A survey will be produced by Dean Cammish and will be forwarded to both full-time and part-time faculty. The result of this election will be communicated to senate in April 2018.</p>
<p>10. Action Items, Including Items Removed From Consent</p>	<p>Senator Wesley motioned to approve items 9.1 and 9.2. It was seconded by Vice President Duane. The motion passed unanimously.</p>
<p>10.1 AP/BP 6030: AB 1985 AP Scores</p>	<p>In absence of VP Williams, President Wyly presented BP/AP 6030 (see attached documents). These policies were jointly drafted by President Wyly and VP Williams. President Wyly discussed each line items that were added with the senators. The following items were addressed: (a) students will earn up to six units and this will be determined/awarded by the appropriate discipline faculty, and (b) students will earn units toward their GE not their major. Senator Wesley motioned to approve</p>

	these documents as presented. It was seconded by Senator Niffenegger. The motion passed unanimously.
10.2 BP 4003 Emeritus Recommendations	This item was removed from the agenda and deferred at the next Academic Senate meeting.
10.3 Excused Withdrawal	President Wyly presented Revision of Title 5 Regulations: EW (Excused Withdrawal). He explained that a senate vote was required in order to include this Title 5 language to SCC board policies and to present this topic at College Governance. VP Duane motioned to approve inclusion of the Title 5 language to SCC board policies. It was seconded by Senator Wesley. The motion passed unanimously.
10.4 DE Committee Request for Guidance Regarding Technology Survey	The senate voted unanimously to add this item during the meeting (see item 11.1 for information). Senator Wesley motioned to approve DE Coordinator's recommendation to utilize Evaluation KIT for the committee's survey needs. It was seconded by Vice President Duane. The motion passed unanimously.
11. Information/Discussion Items	
11.1 DE Committee Request for Guidance Regarding Technology Survey	Distance Education Coordinator Erica Beam requested guidance in selecting a company that the committee will be utilized for survey. The cost will be approximately \$3,500. She recommended using the Evaluation KIT versus the other companies due to the number of years they had been partnered with Canvas/longevity. Erica Beam discussed this topic with Melissa Reeve. The senate was comfortable endorsing Erica Beam's recommendation and requested to take an action on this item. As a result, the senate voted unanimously to add this as item 10.4 under Action Items on today's agenda.
11.2 Resolutions In Support of #NeverAgain Campaign	President Wyly reminded the senators that during the last meeting the senate voiced different/opposing opinions regarding this campaign. He had drafted two resolves (see attached document) which he will combine as one resolution. This item will be included on the next Academic Senate agenda for action.
11.3 Assessment Process: SLO and PLO Workflow in META	Assessment Coordinator Amy Obegi stated that she had a discussion with Curriculum Committee members on how to address departments that missed the opportunity to submit their SLOs on META by the February 2018 deadline. She recommended that, instead of courses being submitted to Curriculum committee for approval as initially planned, two division faculty and Assessment Coordinator will approve these modifications. She also proposed similar approval process for program division outcomes. This item will be included on the next Academic Senate agenda for action.
11.4 Distinguished Faculty Award Update	President Wyly stated that the committee will meet next month and deadline for faculty nominations was scheduled on April 19, 2018.

11.5 Spring Plenary: Review of Resolutions and Appendices

President Wyly presented the resolutions (see attached documents) scheduled for action at the 2018 Spring Plenary next month. He encouraged the senate to review these resolutions in order to direct his votes at the conference.

12. Reports

12.1 Assessment Committee

Assessment Coordinator Amy Obegi presented during item 11.3.

12.2 Academic Program Review

Academic Program Review Coordinator Ferdinanda Florence stated the committee will present a standardized survey to the senate for review in April 2018. Ferdinanda Florence and Amy Obegi had been working on the new module. Once it had been fully reviewed, it will be presented senate for feedback.

12.3 Distance Education

Distance Education Coordinator Erica Beam presented during item 11.1. Also, Erica Beam commented that GELOs and ILOs had been upload on Canvas and the SLOs and PLOs will be completed next. This information was retrieved on META or catalog (if not available on META). During the March Flex Cal, she had low attendance during DE sessions due to two speakers who had the same schedule. She recommended better communication from Professional Development Committee in order to increase attendance on other sessions in the future.

13. Other Committees

13.1 Guided Pathways Updates

President Wyly and VP David Williams had been drafting the Guided Pathway plan for submission on March 30, 2018. Once completed, the plan will be shared to the senate for feedback.

14. Upcoming Items and/or Action Reminder

- 14.1 Curriculum – Jim DeKloe (1st meeting of the month – 5 minutes)
- 14.2 Basic Skills – Joshua Scott (1st meeting of the month – 5 minutes)
- 14.3 Faculty Development/Flex Cal – Michelle Smith (1st meeting of the month- 5 minutes)
- 14.4 Assessment Committee – Amy Obegi (2nd meeting of the month - 5 minutes)
- 14.5 Academic Program Review – Ferdinanda Florence (2nd meeting of the month - 5 minutes)
- 14.6 Distance Education – Erica Beam (2nd meeting of the month - 5 minutes)
- 14.7 AP 6000 Series
- 14.8 Strong Workforce
- 14.9 Curriculum Committee Handbook – Lisa Abbott and Jim DeKloe
- 14.10 2019-20 Academic Calendar – Joe Conrad

15. Adjournment

Senator Wesley motioned to adjourn the meeting. It was seconded by Senator Molnar. The meeting was adjourned at 5:05pm.

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

March 19, 2018 (Location: Vallejo Auto Tech at 2:30p-5:00p)

April 9, 2018

April 23, 2018

May 7, 2018

May 14, 2018

Documents Reviewed at this Meeting

1. 2018 Spring Plenary Resolutions and Appendices
2. AP/BP 6030 AP Scores
3. Revision of Title 5 Regulations: EW (Excused Withdrawal)
4. Resolution Packet S18 Area Meeting