



ACADEMIC SENATE

Approved Minutes

January 28, 2019

Honeychurch Boardroom - Building 600

3:00 pm – 5:00 pm

1. Call to order	Academic Senate President Jaimez called the meeting to order at 3:06 pm.
2. Roll Call	<p>Academic Senate Officers: LaNae Jaimez (President), Josh Scott (Vice President), Erin Duane (Secretary/Treasurer-At-Large), and Michael Wyly (Past President/Ex-Officio).</p> <p>Academic Senate: Anthony Ayala, Janene Whitesell, Jose Cortes, Lauren Taylor-Hill, Lavonne Slaton, Rachel Purdie, Randy Robertson, Rebecca LaCount, Rusty Mayes, Scott Parrish, and Terri Pearson-Bloom.</p> <p>Sheila Kaushal (Administrative Assistant)</p> <p>Ex Officio: Amy Obegi (Assessment Chair), Erica Beam (Distance Education Chair), Ferdinanda Florence (Academic Program Review Chair), Jim DeKloe (Curriculum/Tech Review Chair), and Josh Scott (Student Success and Equity Chair).</p> <p>Guests: Celia Esposito-Noy (Superintendent-President), David Williams (Vice President of Academic Affairs), Dean Maire Morinec, and Dean Dwayne Hunt.</p> <p>Absent: Andrew Wesley, Vitalis Enemmuo, and Michelle Smith (Professional Development/Flex Cal Chair).</p>
3. Agenda Approval	Senator Ayala motioned to approve the minutes of January 28, 2019 as presented. It was seconded by Senator Whitesell. The motion passed unanimously.
4. Approval of Minutes	AS Vice President Scott motioned to approve the minutes of January 10, 2019 as presented. It was seconded by Senator Cortes. The motion passed unanimously.
5. Comments from the Public	There were no comments from the public.

6. AS President Update

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| 6.1 Mr. Pizzo Attending Academic Senate Meeting on February 4, 2019 | President Jaimez announced that Mr. Pizzo would be attending the next Senate meeting to provide information about Early College Program. |
| 6.2 Part-Time Faculty Institute Meeting on February 21-23, 2019 at Newport Beach Marriott Hotel | President Jaimez informed Senators of the upcoming Part-Time Faculty Institute meeting in Newport Beach on February 21-23, 2019. |
| 6.3 2019 Spring Plenary Session on April 11-13, 2019 at Westin San Francisco | President Jaimez would be attending the 2019 Spring Plenary on April 11-13, 2019 in San Francisco. She encouraged Senators to attend and to contact the Senate office if interested as soon as possible. |
| 6.4 Leadership Institute Meeting on June 13-15, 2019 at Sheraton Sacramento Hotel | President Jaimez announced that the Leadership Institute meeting would be held in Sacramento this summer. If interested, Senators were requested to contact the Senate office as soon as possible. |
| 6.5 Summary of 2019-20 Government Budget Proposal | VP Rob Diamond would be attending the next Academic Senate meeting to discuss 2019-20 Government Budget Proposal (see attached document). President Jaimez encouraged Senators to review the handouts. |
| 6.6 Strategic Plan Update | During the last meeting, the Strategic Plan task force succeeded in assigning its members to work groups to focus on aligning the SCC strategic plan goals with the Vision for Success objectives. |
| 6.7 Offsite Meeting | Academic Senate Office would organize the next offsite meeting at Maker Space department. Once finalized, more information would be shared with Senators. |
| 6.8 Campus-Wide Service Form Update | Academic Senate Office would be creating a webpage where faculty/staff can communicate their concerns/inquiries, requests for consideration of the Senate, or/and sign-up to be part of Academic Senate subcommittees and/or task forces. Once finalized, this would be presented to Senate for feedback. |
| 6.9 Master Assessment, Curriculum Review and Program Review Schedule Update | President Jaimez announced that she presented the schedule to the SCC Deans during their last meeting (see attached document) and they were supportive of the timeline and process. Deans contributed input and suggestions regarding the process. The suggestions would be reviewed/discussed by the appropriate committees. |

6.10 Other

Curriculum Committee would start a process similar to Program Review and Assessment Committees. Training for faculty in the School scheduled for curriculum review would be available during 2019 March/August Flex. President Jaimez reminded the Senators of the open position - Senator of Math and Science and of the upcoming Senate elections that would transpire in different Schools (see attached document).

**7. Superintendent-
President Report**

S/P Esposito-Noy was not able to attend this meeting.

**8. VP of Academic Affairs
Report**

No report.

**9. Consent Agenda –
Action Item**

9.1 History Hiring
Committee: (a) Dale
Crandall-Bare, (b)
Michelle Arce, (c)
Thomas Bundenthal,
and (d) Lauren Taylor-
Hill

Senator Whitesell motioned to approve hiring committees listed on items 9.1 and 9.2. It was seconded by Secretary/Treasurer Duane. The motion passed unanimously.

9.2 9.2 ASL Hiring
Committee: (a) Rachel
Smith, (b) Jose Cortes,
(c) Heather Watson-
Perez, (d) Hui Hui
“Gwen” Gallagher, (e
)Christine Mani, and (f)
Leslie Minor

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

10.1 Product/Installation
Cost of Board for Diversity
Form Names of Awardees

President Jaimez informed Senators of the cost to install a new Distinguished Faculty board in building 600 (see attached document). She stated that S/P Esposito-Noy agreed to cover part of the cost if necessary. VP Williams informed Senate that his office would also cover the remaining cost since the expenditure was not expected or included in the Senate’s budget. Vice President Scott motioned to approve purchase and installation of the new board for DF awardees. It was seconded by Senator Pearson-Bloom. The motion passed unanimously.

11. Information/Discussion Items

11.1 Proposal for Changes to Program Review Report-Writing Procedures and Committee Goals and Self-Assessment

APR Committee Coordinator Ferdinanda Florence presented, "Program Review Template," to Senators (see attached document). She discussed the following information: (a) revision of time frame on section 1.5, (b) the original template was approved on December 2016 by the Senate, (c) required meeting for faculty with PR Coordinator if they missed the scheduled deadline for program review, (d) new phrases that might require Senate approval, (e) committee's goal to modify their handbook by end of this semester, (f) student survey, and (g) discussed Table 4: Program Goals. President Jaimez stated that the AS next meeting agenda would include action items for (1) requiring faculty to meet with APR Coordinator if PR is not submitted by the deadline and (2) to use the updated template for program review next year. Senate also requested to see the approved student survey.

11.2 Hiring Process Review Task Force

President Jaimez recruited Senate volunteers to review/update SCC's hiring prioritization process. Vice President Scott, Senator Purdie, Secretary/Treasurer Duane, and Past Senate President Wyly would be part of this task force.

11.3 Guided Pathways Plan on Areas of Emphasis

Michael Wyly expressed his appreciation to Senators/faculty who attended Guided Pathways Flex meetings. He presented, "Areas of Emphasis and Worksheet" and discussed the following information: (a) work group's recommendations for Areas of Emphasis, (b) Holland types and exploration of proposed Areas of Emphasis, (c) student experience, and etc. Accounting would be added to the list of awards outlined on Areas of Emphasis document page 2. He would be attending committee and School meetings next month to obtain more input/feedback.

11.4 Hot Topics Question for Faculty Input

One of the reasons why Academic Senate Hot Topic was created was to obtain faculty feedback. The Senate agreed to use the current issue of *Hot Topics* to solicit feedback regarding the Peer Review process and faculty input regarding issues they would like to see Senate address.

12. Reports

12.1 Assessment Committee

Assessment Committee Coordinator Amy Obegi provided the following updates: (a) there are courses that still need SLOs inputted and a reminder that all courses are to be assessed this academic year, (b) faculty are encouraged to contact her if they need assistance with mapping PLOs and inputting/assessing SLOs, (c) training class would be available to faculty during 2019 March Flex Day, (d) scheduled meetings with deans to discuss updates, (e) she would be stepping down as Assessment Coordinator and a new Coordinator would be hired, and (f) discussed CurriCUNet META versus eLumen.

12.2 Distance Education	Distance Education Committee Coordinator Erica Beam announced the following: (a) a successful Flex Cal attendance, (9) Introduction to Online Learning which started on January 28, 2019 and Creating Accessible Course Content class which would start on March 4, 2019, (b) information about the creation of a sandbox on Canvas, and (c) that a DE course was offered without DE committee approval. President Jaimez agreed to look into this issue.
12.3 Professional Development/FlexCal	PD/Flex Cal Coordinator Michelle Smith was not able to attend this meeting and provided a written update of the committee (see attached document): (a) March Professional Development events are being developed, please submit your requests to present, (b) faculty/staff application deadline for Professional Development would be on April 29, 2019, and (c) ballot boxes to obtained feedback regarding, "How To Promote Community Within The College" are around campus. Submit your ideas.
13. Other Committees	
13.1 First Year Experience	FYE Coordinator Melissa Reeve provided an update regarding a 6-week summer and academic year programs that would take place in the near future. She informed the Senators that the committee has been discussing how to design these programs to attract student participation. One of the goals is to focus on low-income students.
14. Upcoming Items and/or Action Reminder	
	14.1 Academic Program Review – Ferdinanda Florence (1st meeting of the month) 14.2 Student Success and Equity – Joshua Scott (1 st meeting of the month) 14.3 Curriculum – Jim DeKloe (1 st meeting of the month) 14.4 Assessment Committee – Amy Obegi (2 nd meeting of the month) 14.5 Distance Education – Erica Beam (2 nd meeting of the month) 14.6 Professional Development/Flex Cal – Michelle Smith (2 nd meeting of the month) 14.7 Guided Pathways Steering Committee – Michael Wyly (1 st meeting of the month) 14.8 First Year Experience – Melissa Reeve (2 nd meeting of the month)
15. Adjournment	AS Vice President Scott motioned to adjourn the meeting. It was seconded by Senator Ayala. The meeting adjourned at 4:59 p.m.

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

February 4, 2019
February 25, 2019
March 4, 2019
March 18, 2019

April 1, 2019
April 22, 2019
May 6, 2019
May 13, 2019

Documents Reviewed:

1. 2019-20 Government Budget Proposal
2. Academic Senate Member List
3. Solano CCD Fairfield DFR Plaque
4. Program Review Questionnaire
5. Areas of Emphasis
6. Areas of Emphasis Worksheet