



ADOPTED MINUTES

Joint Meeting with Academic Senate and Educational Administrators

August 14, 2007
Board Room - 626

Facilitators: Gail Kropp, Academic Senate President
Kathy J. Rosengren, Interim Vice President, Academic Affairs

Note Taker: Judy Spencer, Executive Assistant, Academic Affairs

Present: Sal Alcalá, Philip Andreini, Robin Arie-Donch, Emily Blair; Fran Brown, Joseph Conrad, Susanna Crawford, Erin Farmer; Jay Field, Gerry Fisher, Catherine Fites, Ferdinand Florence; Ruth Fuller, Robert Johnson, Pedro Hiort-Lorenzen, Jeffrey Lamb; Lou McDermott, Karen Mitchell, Bob Myers, Scott Parrish; David Redfield, Jacqueline Rock, Leslie Rota, Rob Simas; John Urrutia, Erin Vines, and Lisa Waits

Guest: Joshua Stein, Basic Skills Coordinator

- Introduction of All Members (Interim Vice President Rosengren and A/S President Kropp)

Those present introduced themselves and the area they represent.

- Educational Administrators' Report

Interim Vice President Rosengren explained to those present the reasons why we are behind in our strategic planning for 2008/09. The solution (as discussed with the Division Deans and Executive Council) to our being in "limbo" for the coming year was as follows: develop three-year plans with an eye to priorities to be brought forward at a later date, move forward the unfunded priorities from 2007/08 (below the gray line) for possible implementation in 2008/09 and begin the process for proposing new strategies at the appropriate time in spring 2008.

- Strategic Goals and Objectives
 - Transition to New Planning Cycle

Rob Simas, Director of Research and Planning, distributed to the Academic Senate and Deans the most up-to-date SCC Strategic Goals, Objectives, Measure, & Targets (AY 2006-07 through AY 2008-09) which was discussed and amended by the educational administrators at their strategic planning meeting held July 16, 2007. It was requested that this information be added to the *Educational Master Plan* book (developed my MIG) which was distributed campus wide last spring. Please call Rob Simas if there are any questions about the content of this information or if there are suggestions for more input into the document.

The timeframe for proposing a new strategy was reviewed. A suggestion was made to change the language on page 20 of the Process for Proposing a New Strategy, August 15th, from completed to something more appropriate since the proposals are still a work in progress.

The Strategic Proposal & Review Committees are called SPaRCs, formerly SAGs and SPECs. Their mission is to assist members of the college community in completing the SCC Strategy Proposal & Evaluation Form that identifies a strategy to achieve an objective within their strategic goal area, and to evaluate and report on the effectiveness of those strategies that were selected to be implemented. Also distributed was a copy of the SCC Strategic Planning Process Flow Chart and the Strategy Development & Evaluation Form. Rob stated that the

College is in an era of accountability of documentation. It was recommended that the form be used for internal processes in individual sectors as well as for campus-wide priorities.

It was noted that the instructional equipment process and faculty hiring are not a part of the strategic planning process as these are operational costs.

Rob Simas provided two samples (**for illustrative purposes only**) of how a division or department might go about filling in the evaluation form, reviewing the information from the perspective of a SPaRC person.

The SPaRCs will be called into session when needed, but not less than once a semester, by the administrator assigned the responsibility of each strategic goal area. Identification of these memberships will take place sometime in the fall 2007 semester. Rob stated that anyone interested in serving on one of the SPaRCs should make contact with him. It was recommended that we **practice** this fall semester by using the appropriate forms for the identified priorities for 07/08 to better understand how the strategies will move through the SPaRCs. A future joint meeting of representation will be scheduled.

- District Priorities List

A copy of the 2007/08 proposed district priorities list for implementation in the year 2008/09 (excerpts from FABPAC – May 2, 2007 report) was distributed to all the Senators and Deans for their review. The proposal is that priorities beginning at #6 - #15 (below the gray line) should be considered for 2008/09. The work for these priorities began at the division level and went through the all the review and prioritization processes to the Superintendent/President. The Senate was in agreement that this was in the best interest of the College.

- Accreditation Update
 - Progress Report – Due October 15, 2007

IVP Rosengren reported that another progress report is due to the accrediting commission October 15, 2007, addressing recommendations #6, #7 and #8. Kathy will be presenting to the Executive Council a proposed timeline for this report. A first draft presentation is expected to be given to the Executive Council and Academic Senate by September 17, 2007. It must be presented to the Board for information by October 3, 2007, and delivered to WASC no later than October 15.

Interim Superintendent/President Fisher stated what some of the concerns are for the three recommendations. Dr. Christensen will be addressing staffing and organizational stability concerns under recommendation #6; Mazie Brewington, fiscal integrity and stability under recommendation #7; and Gerry is working with the Board to write their own responses to recommendation #8, leadership. Both Kathy Rosengren and Rob Simas will work together to prepare the final report.

IS/P Fisher announced that the Presidential Search Committee will be interviewing candidates for the Superintendent/President position on Friday, August 17, 2007. We will be advertising the positions for Vice President of Academic Affairs and Student Services this fall. If we hire a President, he or she will be in a position to fill the vice president positions. If we do not hire a new President, IS/P Fisher has agreed to stay through June 30, 2007, in his interim capacity, and will move forward filling the vice president positions as soon as possible.

- Enrollment Update

IVP Rosengren reported that as of today enrollments are flat. We have fewer students in terms of head count, but are up in WSCH and FTES, but not enough to make a difference. We hope to have a good late start at the Vallejo Center, offering 20 classes in October.

Kathy extended an invitation on behalf of the President for all to attend the opening of the new Vallejo Center, located at 545 Columbus Parkway, Vallejo, California, Saturday, September 15, 2007, 10:00 a.m. – 1:00 p.m. Kathy stated the Center is a “jewel in our crown” and we are ready to show it off.

Winter and spring intersessions are planned for 2008.

Kathy reported that we are trying to find a better balance between efficiency and growth. Our percent fill went way down last year. It needs to be in the mid-80's and that is the goal for 07/08.

Kathy reported, with the approval of Gail Kropp, Erin Farmer and the Curriculum Office, that we will be postponing upcoming curriculum reviews. We will move forward with reviews from Humanities and Health Occupations this fall, but those divisions scheduled for spring will be postponed to the following fall.

- Academic Senate Report
 - Learning Outcomes Assessment (LOA) Update (SLOs and Assessment)

ASP Kropp explained how we have moved from writing student learning outcomes and are phasing into learning outcomes assessment.

In spring 07 semester the Trainers each piloted an assessment for one SLO for one course and presented the results and process during fall 2007 Flex Cal. During fall 2007 Flex Cal division meetings, Trainers will explain the entire assessment process (and why it is a good choice for us) and conduct rubric-writing workshops within the divisions. The entire campus will pilot the SLO assessment cycle in 2007-08 (course-level) and 2008/09 (Core 4). This two-year period involves finishing all SLOs (with the goal being fewer and simpler) choosing one course-embedded assessment per SLO being assessed, writing a rubric for the course-embedded assessment per SLO being assessed, writing a rubric for the course-embedded assessment being used, and sharing results and corresponding ideas/concerns with the department.

A SLOs Workshop was held last spring in San Francisco with Marcy Alancraig and the Trainers in April. Using the SCC Core Competencies (adopted by the Academic Senate March 12, 2007), the Trainers and Ms. Alancraig developed a timeline for the SLO assessment cycle beginning with two pilot years (Pilot Year A = Fall 2007/Spring 2008; Pilot Year B = Fall 2008/Spring 2009) followed by four years to begin the work at hand in fall 2009/10 and concluding in spring 2013. That timeline and a proposal recommending its adoption was presented by LOA Coordinator Tracy Schneider to the Senate May 14, 2007, and the Senate will vote to adopt the Trainers' proposal at its September meeting.

- Senate Actions and Decisions Spring 2007

ASP Kropp reviewed for the Deans the actions and decisions taken by the Senate in February and March 2007:

- ❖ Adopted course-embedded assessment method.
- ❖ Adopted general education and basic skills assessment methods in which General Education is considered as one complete program and for which core competencies are the assessable SLOs for program and degree.
- ❖ Developed and approved SCC core competencies (1 - Communication, 2 - Critical Thinking and Information Competency, 3 - Global Awareness, 4 - Personal Responsibility and Professional Development).
- ❖ Secured institutional support for SLOs development and assessment (LOA Coordinator, 50% reassigned time through F09; division trainers @ 20% reassigned time, 2007/08 and 2008/09; funding for training coordinator and trainers in rubric writing, attendance at conferences, institutes).

A copy of the SCC Core Competencies that were adopted by the Academic Senate on March 12, 2007, was distributed as information.

- Decisions/Actions Before Senate 2007/08

The problem of where to house SLOs has not been resolved, whether it be the course information sheet, in the division offices, or possibly the Office of Academic Affairs.

Once the Senate has taken official action on the recommended proposal regarding the pilot and five-year program for the assessment of SLOs, the information will be distributed campus wide.

➤ Senate Goals 2007/08

ASP Kropp reported that Senators and guests had participated in a brainstorming session at their morning meeting focused on the following broad Senate Goals for 2007/08:

- ❖ Academic Integrity, phase 2--how we assess and improve the integrity of our courses, programs, what we do.
- ❖ Senate organization, representation, relationship to subcommittees.
- ❖ Basic Skills.
- ❖ Growth/enrollment management—working constructively with Academic Affairs to optimize.
- ❖ Credit/Non-Credit—role of non-credit instruction at SCC.

The goals will be articulated in greater detail at the next Senate meeting on September 17, 2007.

ASP Kropp announced that as part of goal #2, Senators are considering the advisability of holding executive committee meetings on the off weeks when the Senate officers and committee chairs do not meet.

➤ Fall Flex Cal Learning Outcomes Assessment

Tracy Schneider, LOA Coordinator, was unable to be present for the meeting because of a previous commitment to the Trainers' Meeting. Those present were encouraged to talk to their Trainers who will be presenting during their division meetings an overview of the five-year timeline with explanations of how we are going to accomplish assessments in our divisions and conduct rubric training. ASP Kropp emphasized that learning outcomes assessment are everyone's responsibility; writing learning outcomes assessments is here to stay; it is part of our accreditation mandates and the Trainers need our support.

➤ Basic Skills Plan Update

Instructor Josh Stein began by explaining how basic skills intersects with what the Senate is dealing with now—finding ways to nurture students to transfer and succeed. Josh referred to the *Rules of the Game* – the document in which the administration of the CSU system took aim and fired a shot directly at the California Community Colleges.

The intent of Solano's new Basic Skills program is to improve student retention and success in pre-collegiate English, Math and ESL courses by addressing the following areas: curriculum development, course articulation, research; professional development, instructional equipment and materials; counseling, and tutoring, and other activities directly related to the enhancement of basic skills and immigrant education. There are seven released-time positions identified to continue the work begun in spring of 2007 for the academic year 2007/08. They are as follows:

Joshua Stein – 40% - Basic Skills Coordinator

- Emily Blair – 20% - Basic Skills Tutor Trainer
- Ruth Fuller – 20% - Information Competency Coordinator
- Thomas Grube – 20% - Math Assessment Coordinator
- Christopher McBride – 20% - Peer Mentors Program Developer
- Susan Messina – 20% - Summer Bridge Program Developer
- Diane White – 20% - Supplemental Instructional Developer

Senator Susanna Crawford reported briefly on the statewide Basic Skills initiative. She was appointed by the ASCCC (Academic Senate of the California Community Colleges) to the initiative.

IVP Rosengren encouraged all who can to attend the Basic Skills presentation scheduled at 3:00 – 4:30 p.m., on Thursday, August 16, 2007, in Room 1239.

- Adjournment

Academic Senate President Kropp extended to everyone best wishes for a good start to the new academic year.

There being no further business to come before the Senators and Deans, the meeting was adjourned at 3:05 p.m.