



## ACADEMIC SENATE

### ADOPTED MINUTES

**FEBRUARY 11, 2008**

**Board Room (626)**

**3:00-5:00 p.m.**

**1. Call to Order:**

President Kropp called the meeting to order at 3:30 p.m. following a celebration welcoming the two new vice presidents, VPAA Robin Steinback and VPSS Lisa Waits.

**2. Roll Call:**

Gail Kropp, President

Jeffrey Lamb, Vice President/President-Elect

Robin Arie-Donch, Emily Blair, Joe Conrad, Erin Farmer, *ex officio*, Ferdinanda Florence, Ruth Fuller, Lou McDermott, Rennee Moore, John Nagle, Carl Ogden, Jackie Rock, Thom Watkins, Paul Stilwell for Career Technical Education

*Absent/Excused:* Ruth Fuller, Lou McDermott, Jackie Rock

Others Present: Senate Administrative Assistant Mary Swayne, Vice President of Academic Affairs Robin Steinback, Vice President of Student Services Lisa Waits, Student Trustee, Lillian Nelson

**3. Approval of Agenda – February 11, 2008**

Motion to Approve – Senator Arie-Donch; M/S/P - Unanimous

**4. Approval of Minutes: December 3, 2007 and January 28, 2008**

Motion to Approve – Senator Arie-Donch. Discussion: December 3, 2007 – Request for clarification of Action/Reminders on page 2, 2<sup>nd</sup> sentence of 1<sup>st</sup> paragraph. Response – these are not Action Items we are taking, but items to be done in the future as a reminder of our tasks, a to-do list for the next senate meeting. Page 5, bullet #5, under Information/Discussion, Item d – Catalog Rights – correct the wording from “Prior to spring 1990” to “Prior to Summer 1990;” vote to approve the minutes of December 3, 2007 with the correction as amended; M/S/P – Unanimous

**5. President’s Report – Gail Kropp**

See attached written report.

Comments/Questions:

- Senator Watkins noted request to offer congratulations to Rennee Moore as the stand-in for Math/Science Senator Susanna Crawford and as the new Distance Education Committee Chairperson and did so.
- Senator Arie-Donch responded to President Kropp’s query regarding the idea of sending flowers to Senator Nordin, noting that it was a wonderful idea, but was concerned about setting a precedent which would be difficult to maintain for all ailing faculty and staff. Discussion ensued; suggestions to consider severity of illness and take each on a case-by-case basis. President Kropp read a telephone message that Ms. Swayne received this morning from Senator Nordin, stating the Senate should not send her flowers and prefers a monetary donation in her name to the Educational Foundation. In the interest of not having to define the rules in general as to when the Senate would or would not make such a gesture, the Senate agreed for

this occasion to make a donation to the Educational Foundation. This will be an Action Item at the next meeting. Vice President Lamb proposed \$50 as the donation amount.

- Question for Senators McDermott and Ogden, as adjunct representatives, regarding their possible role in assisting with survey on the part-time faculty role in governance at SCC. Senator Ogden volunteered to participate in the survey; Vice President Lamb should also be involved as the in-coming Senate President, as this will have future repercussions. Senators were invited to contact Vice President Lamb or President Kropp, if they should want to get involved.
- Request for more information on Item 2, the email from Scott Lay on rally for Higher Education. President Kropp noted that there will be a rally on April 1, 2008 and more information will be forthcoming.
- Query from Ralphine Andrus regarding the date for the Tenure Tea for Faculty. Senators agreed on April 4, 2008 as the date, and Senator Nagle volunteered to work on organizing the event.
- Discussion of Item 4, non-credit program. Vice President Steinback noted that the Superintendent/President asked her to research the role of non-credit at SCC, and she found that it is not currently competing with our credit program. She noted that she would look into the issue further and asked senators to share specific faculty concerns. Vice President Steinback added that she would take her lead from President Kropp and the Senate as to how they would like to look at this as a group. President Kropp agreed that forming a taskforce may be good idea to look at what the role of non-credit instruction should be at SCC. There are both union-based and senate-based issues to consider. The primary Senate role would relate to the development of a curriculum approval process, and how to ensure collaboration between non-credit and credit programs, with transition and transfer issues also considered. Vice President Steinback assured the Senate that she supports the primacy of the SCC credit program; however, the Community Education Community Services program does have an important role in the mission of the College. Related to non-credit program development, the question of non-credit contract courses was voiced, particularly incidents of direct competition with credit courses. Vice President Steinback noted those fall under Contract Education, which is company paid; she noted that there should not be direct competition with credit courses and requested specific information where such competition might be occurring. Further discussion and information on fee-based and non-credit was expressed. President Kropp agreed that this could be an Informational/Discussion item at a March or April 2008 meeting.
- In regard to Point #7, De Anza College's inquiry about SCC's practices dealing with professional relations, President Kropp asked if the Senate considered it valuable to explore the role of a subcommittee on Professional Relations at other colleges, to assess whether or not we would create such a committee for SCC. Following expressions of Senate interest in doing so, Senator Watkins volunteered to look into this.

## **6. Reports**

### **a. Academic Affairs – Robin Steinback**

- No prepared report

### **b. Curriculum Committee – Erin Farmer**

- A lull because of postponed Departmental Reviews
- Flex Cal workshop on proposal review was very successful.
- Changes in Title 5 discussed
- Webpage for Curriculum Committee suggested; CC Chair Farmer will work with webmaster to set up
- Need a newly-revised handbook to outline process
- Discussed with Distance Education Committee the need to revise DE-instruction approval forms, which should be customized for SCC

- c. Distance Ed Committee – Rennee Moore
  - Approved Training Process for online instructors
  - Discussed revised online forms with Curriculum Committee
  - DE being included at Flex Cal workshop required hours for eCollege software updates
  
- d. FABPAC – Jeff Lamb, Thom Watkins
  - 1/23 informational discussion of Governor’s proposed budget
  - Solano college budget calendar (budget basics class)
  - Tim Boehner - apply for support for reading initiative to FABPAC
  - Next meeting February 20th – cancelled
  
- e. Flex Cal Committee – Jeff Lamb
  - New members – Kevin Brewer (Math & Science) and Erin Duane (Library)
  - Marc Lancet currently on sabbatical
  - Flex Cal meets Wednesdays at 5:00 p.m.; scheduling conflict prohibits Senator Lamb from attending meetings, so he is stepping down from this committee. Suggested that Charles Spillner, Flex Cal Chair, report directly to the Senate.

Comments/Questions: Senator Watkins stated that his constituents were suggesting that new faculty be urged to present something during Flex Cal; this would present them to the college, and the SCC faculty could meet them and know who they are. President Kropp asked whether this would be a ‘spotlight’ on new faculty, or whether this would involve a teaching demo or other presentation. Senator Watkins thought that they should do something, such as a presentation, rather than just be introduced on stage. Senator Lamb noted that more and more items are being inserted into Flex Cal, and it is becoming more limited and complicated. Senator Florence observed that the number of Flex Cal days is not fixed; more time could be added, if that is the direction we wanted to go. Senator Blair suggested that SCC do just the opposite and decrease the number of Flex Cal days, as she has observed a move towards doing required, custodial activities such as outcomes assessment, which she favors. Following further discussion of the length, composition, quality, and usefulness of Flex Cal presentations, President Kropp suggested that, given limited time and Senator Blair’s strong feelings about the subject, she should draft a memo to the Flex Cal Chair Charles Spillner; President Kropp added that others with concerns should do the same. Senator Lamb added that Flex Cal benefits from being faculty-driven, which had not been the case in the past.

## 7. Information / Discussion Items

Dr. Waits expressed her thanks for the lovely welcome and added that it is astounding and wonderful everyday at SCC. She expressed being very touched by the Senate welcome celebration for the two new vice presidents and offered thanks for all the effort.

### a. Enrollment Priority – Lisa Waits

- Distributed Policy 5055

Is following-up from last SGC meeting in which the Academic Senate was asked by ASSC to consider putting student government leaders back in priority #2 registration as originally proposed.

Comments/Questions: President Kropp noted that at the December 2007 AS meeting, senators voted on the draft proposal in which ASSC members had Priority #3; when Priorities 1 and 2 were collapsed into one, the ASSC priority was omitted. She added that this involves a small number of students who donate a lot of time and work to SCC and would have a minimal impact on the overall enrollment. Dr. Waits pointed out there was a question about transfer students; her experience with student government leaders is that they are the most sought after transfer students and the most likely to transfer successfully because of their leadership experience. Senator Arie-Donch asked whether the majority of ASSC members have a lot of units and already have high priority status. Ms. Nelson stated that this is not necessarily the case, and the membership of ASSC varies from those with many units to those with few. Senator Ogden expressed support for

this action and inquired as to the procedure for voting on the issue; President Kropp confirmed that as we are discussing the issue today, it would be an action item at our next meeting. President Kropp concluded that the intent of the Academic Senate will be to support adding ASSC to priority #2, and the Academic Senate will formalize it with an action item motion at the next meeting.

**b. Faculty Concerns re Facilities Use Policy 1100**

ASSC member and Student Trustee Lillian Nelson summarized what has transpired so far at SGC and at the Governing Board regarding Policy 1100: policy has been passed by the Governing Board; procedures go before Governing Board as well because of fees. Governing Board representatives (3) and Task Force to meet again to discuss the procedure

- Suggested to SGC that it not be implemented until everyone has been given fair notice
- Superintendent/President Fisher and SGC agreed procedures would come under review every semester

Comments/Questions: President Kropp will ask SGC that the Task Force, if it has been disbanded, be reconvened and actually meet with faculty, local 39, and student representation; then the procedures can be brought to the Academic Senate for review. She cautioned faculty who are planning to host an event on campus to familiarize themselves with these policies and procedures. The insurance procedure was discussed with suggestions on how insurance coverage for clients can be 'user friendly'. The question was raised as to whether there is a substantial difference in policy between hosting an event during the week and hosting an event on the weekend. President Kropp noted that this uncertainty illustrated her point that there are discrepancies in the information going out, and that the Senate with the other groups needs to revisit this and inform the SCC community of what is entailed.

**c. Board Policy Updates, Series 4000, Policy 4775, Policy 4790, Policy 5055**

- Distributed copies of policies
- Policy 4775, Discipline and Dismissal – Academic Employees, required by the Education Code
- Policy 4790, Whistleblower Protection

Comments/Questions: President Kropp informed everyone that the Community College League advises CCC presidents and vice presidents what should be done to revise policies to be in compliance with legal codes. The policies here today are on the recommendation of the CCL. President Kropp stated that she had reviewed the Educational Code sections (87669 & 87732) cited as reference/authority in the new policy and believes the language recommended by the League accords with the provisions of the code. She expressed her inclination to vote to approve Policy 4775 in SGC, barring objections from the senators. Senator Lamb asked who currently makes these decisions and whether this was a new policy. President Kropp stated that the Governing Board ultimately makes the decision. It is a new policy as we eliminated the old policy, which covered both academic and classified employees, replacing it with two separate policies, one for academic employees (BP#4775) and one for classified (BP#4774) employees.

**d. Accreditation Midterm Report**

- President Kropp learned this morning that SCC has been put on warning by ACCJC, requiring the College to submit, in addition to the Midterm Report due October 15, 2008, a Special Report addressing the four recommendations cited as reasons for the warning. The Special Report will be due in fall 2008 as well.
- The reasons cited for placing SCC on warning are: Improving Institutional Planning (Recommendation #2); Staffing and Organizational Stability (Recommendation #6); Fiscal Integrity and Stability (Recommendation #7); Leadership Stability (Recommendation #8)

Comments/Questions: President Kropp conveyed Superintendent-President Fisher's assessment of the situation: we have control over recommendations 2 and 6; this is less true of recommendations 7 and 8. Superintendent/President Fisher noted that recommendation 7 is an

area that is negotiated in contracts and involves the three unions, and it will force us to come to a solution to the healthcare issue. Recommendation 8 is where Superintendent/President Fisher will be very direct with the Governing Board regarding their ownership of the problem. There are serious ramifications for the College if we do not address these issues; however, Superintendent/President Fisher has a positive attitude about how to address the recommendations effectively. Senator Blair asked whether more colleges have been put on warning recently than in the past. Vice President Steinback confirmed that this is a statewide concern, as ACCJC is under pressure from the U.S. Department of Education. It is no longer sufficient to show progress towards solving a problem; we have to solve it within two years. That is a new regulation and SCC was not grandfathered although the most recent Accreditation Team visit was in October 2007 and the new rule took effect in January 2008. Apparently, SCC will continue to be in an accreditation cycle for a little longer.

- The Senate has discussed establishing a new subcommittee on accreditation and SLOs in accordance with the action taken by the ASCCC at Fall 2007 Plenary Session. If the Senate is still in agreement with this approach, a vote to establish this standing committee should occur at the February 25, 2008 meeting.
- Superintendent/President Fisher has requested four faculty chairs for each of the standards so that the process is faculty-driven with administrative resource support.

Comments/Questions: President Kropp noted that a vote to establish a new subcommittee will likely be an action item at the next Senate meeting. In addition to establishing a standing committee on accreditation, the Senate needs to think of whom we would like to recruit to serve as the four (4) faculty chairs, and how we might find and induce people to serve. President Kropp added that one person should be chosen to write the report to ensure a coherent voice. The head writer position should be compensated. Discussion followed regarding standard chair structure, possible reassigned time, job descriptions, identifying specific tasks, and an information gathering process/structure for the report. Senators Conrad and Lamb suggested that it would make sense to have job descriptions for the standard chairs and head writer. Senator Blair stated that she would be willing to do the head writer job since she did it the last time but only under certain conditions and with the understanding that she would not be a standard chair. She added that, based on her experience, writing job descriptions for this particular report would not be a fruitful use of time because it has to be done right away; also descriptions may not cover duties as they arise. Senator Moore noted that trying to write job descriptions now during the reporting process might complicate and slow things down. She added that in her experience in writing job descriptions for different companies, she discovered that it is best when the person doing the work produces a list and/or paragraph of their tasks/duties as they go along. They would also put in chronological order those tasks that require that type of setup for efficiency purposes. Once you have this kind of information, then your writer(s) can produce the final job description.

Senator Lamb wondered whether the four (4) standard chairs for the Midterm Report could continue in this role as we prepare for our next Self Study. President Kropp and Senator Moore noted that chairs might not be willing or able to commit to future accreditation work, given that it is a year and a half process and people may burn out. Senator Blair noted that the other problem is that the standards are not equal; Standard #2 is a huge part of the report and deals directly with teaching and learning. Standards #3 and #4 are smaller, but faculty members have very little control over fiscal integrity and stability or leadership. Things could get messy for a faculty chair of those standards. Vice President Steinback reiterated that the eight (8) recommendations, to which SCC must respond in the Midterm Report fall within the four standards: Senator Blair noted that some SCC personnel, including those already in leadership positions, are a logical fit for chair of standard #4. Likewise, we have an LOA Coordinator with reassigned time who would be a logical person to work on standard 2. However, in writing this you have all these people, creating layers of scattered information, and it is better if you can just go directly to the source and get what you need and move on with the writing. Senator Lamb and Senator Blair discussed the problem of gathering and passing along information to a standard chair; Senator

Blair cautioned that it is like the game of telephone -- getting information "from the horse's mouth" ensures authenticity. Senator Florence wondered whether a system akin to the Review Groups in strategic planning might work; these groups are composed of people with a direct knowledge of the subject at hand. President Kropp responded that all the constituencies including students and administrators, CSEA and Local 39, are involved in information gathering and review and critique of the drafts as well as final approval in SGC and by the constituent groups' leaders' signatures on the document itself, but the S/P's request was specifically for faculty standards chairs. She added her agreement with the suggestion by Senator Blair, in the interest of streamlining and efficiency, to go directly to the people who have the specific experience that matches the area of concern. There were additional comments on the appropriate faculty chairs for the recommendations in the Midterm Report. Senator Blair suggested that the standard chairs be paired with a "shadower," one who works with them in preparation for being a future chair. She added that we might impress upon the faculty the fact that, if we do not receive accreditation, we do not have a college; therefore, people need to come forward to contribute.

**e. Curricular Changes to Title 5, Response from the Divisions**

- Postponed to the meeting of February 25, 2008

**f. Academic Senate Representation, Response from the Divisions**

- Postponed to the meeting of February 25, 2008

**8. Action Reminders**

- Review Title 5 changes with divisions
- Discuss and poll division members re proportional representation in Senate
- Discuss Midterm Report with divisions; notify SCC is on warning
- Facility Use Policy Procedures

President Kropp noted a handout, the staff development funds report, which is the latest allocation estimate that has been sent to Human Resources Director Rich Christensen, with the request that he distribute the conference money to the deans. President Kropp has asked Rich to coordinate with Nora O'Neill and herself for the \$8,555.60 for mini-grants to come into the Academic Senate budget so that the proper object codes are used. Once the money has been transferred, Senator Conrad and possibly Senator Nagle will present to the senators the process for faculty applying for mini-grants. She added that she would like to see that money distributed before the end of this semester.

**9. Announcements**

- None

**10. Adjournment**

- Motion to Adjourn – Senator Arie-Donch; M/S/P - Unanimous
- Meeting Adjourned at 5:15 p.m.

## President's Report for Senate Meeting of February 11, 2008

### 1. News, communications from ASCCC

2/4 Request from Ian Walton, Chair ASCCC Educational Policies Committee, to local senates to complete a survey on the status of part-time faculty participation in the academic and professional life of our colleges. Survey questions relate to issues originally raised in the Spring 2002 paper (available ASCCC.org), *Part-Time Faculty: A Principled Perspective*, and to more recent concerns contained in a variety of external, state-level reports, rejected system budget requests relating to part-time faculty issues, and implementation considerations for the Basic Skills Initiative. Senators McDermott and Ogden: I would particularly like to include your viewpoints in the SCC response. Other senators with perspectives to contribute to the SCC response please contact VP Lamb or me.

1/31 Received email from Statewide Career Pathways Coordinator regarding the Creating School to College Articulation project. Forwarded to appropriate SCC deans and faculty.

Current issue of *Rostrum* has arrived and will be distributed at Monday's meeting.

### 2. News, communications from CCCSO (Chancellor's Office / Systems Office)

2/7 Email from Scott Lay, President, Community College League, announcing April 1 Rally for Higher Education in Sacramento.

2/5 Email from Scott Lay acknowledging likely defeat of Proposition 92, thanking CCCs for their efforts and announcing the League's intention to "convene a Futures Commission to look at strengthening our advocacy efforts as community colleges. This commission, which will consist of locally elected trustees, chief executive officers, faculty, staff and students, will identify steps needed to sustain and build on the successes gained over the last four years. This is not a time for retrenchment, but rather an opportunity to redefine the way community colleges are seen in Sacramento and across our state. Stay tuned for applications to serve on this very important commission."

### 3. SCC news, communications

2/7 Rennee Moore elected chair of DE Committee. She will be finishing out Sarah Nordin's term. As some of you may know, Sarah had surgery in January and will be at home recuperating until March. Senators: please join me in congratulating Rennee on her election and in welcoming her to the Senate this spring. Renee is filling in for Susanna Crawford, who has a scheduling conflict S08 but plans to return F08. Would the Senate like to send Sarah flowers and wishes for a speedy recovery?

2/4 S/P Fisher's *Quarterly Campus Update* distributed via \$-ALL. Of special interest to the Senate are the following points from goals 2, 4, and 5:

Goal 2. Accreditation

**Establish four ongoing accreditation review teams to address the four standards and prepare our mid-term report for the 2008-09 academic year**

**Conduct review of Accreditation Standards I through IV during the Spring 2008 semester.**

Goal 4. Board Policy Review

**Adopt and implement the new Facilities Use Policy and Procedures. Not Complete – Move to 1<sup>st</sup> quarter of 2008.**

Goal 5, EMP

**Hold Division discussions about the data presented in the final EMP document and its impact on courses and programs for the future. These occurred during the recent Flex-Cal activities.**

2/4 Query from Ralphine Andrus, Learning Resources, asking when the Senate plans to hold the annual Tenure Tea. LR would like to reserve the library for us. Senators: who would like to work on this event? Would Friday, April 4<sup>th</sup> be a good date or would you prefer Friday, March 21<sup>st</sup>?

2/3 Email from Scholarship Foundation reminding the campus community that February is annual Employee Payroll Deduction Campaign month and that the 2008 Employee Payroll Deduction Campaign brochures will be in our mailboxes. Senators Nagle and Rock are already contributors!!

2/1 Appointed Ingaborg Bourdin, Adrienne Cary, John Nagle to serve as faculty representatives on hiring committee for the faculty release time position of technology training coordinator. Jay Field is chairing the committee and Robin Steinback is serving on the committee as well.

#### **4. Meeting(s) with VP Academic Affairs**

1/30 Met with VPAA Robin Steinback & CTA President Diane White to discuss ramifications of establishing a non-credit program at SCC. Currently, our non-credit offerings are very minimal, but with the enhanced funding provided for in SB361 the College will in all likelihood seek to develop a more complete non-credit program. On the Senate side, this means we will need to establish a curriculum approval process for non-credit courses. On the union side, we will need to develop and bargain contract language regarding compensation, workload, hiring/selection, minimum qualifications.

#### **5. Meeting(s) with Superintendent-President**

1/30 Discussed the President's *Quarterly Update*, accreditation (the need to establish the Senate subcommittee on SLOs and accreditation and begin work on the midterm report), and hiring (S/P Fisher reiterated his position that in light of California's current budget woes SCC would not hire FT faculty positions beyond those required to meet our FON).

#### **6. SGC (Shared Governance Council), meeting of 1/30**

- Council approved changes to 9 policies as part of the business services policies review, series 3000. All 9 policies were moved from series 3000 (business services) to series 2000 (general institution) and some policies were revised based on recommendations from the Community College League.



- Began review of updated 4000 series (human resources), will vote to approve at next SGC meeting. Policies 4775 (disciplinary action, academic employees) and 4790 (whistleblower protection) will be reviewed in Senate on Monday, 2/11.
- VPSS Lisa Waits presented a new policy for information, policy 5055, enrollment priorities. This is the policy to go with the procedures developed last semester and will be reviewed in Senate on Monday, 2/11.
- S-P reported that due to community and board member concerns the animals on campus policy will be coming back to SGC for revision and review.
- Reviewed draft agenda for 2/6 Board meeting

**7. Other** – received an inquiry from the De Anza College academic senate subcommittee on professional relations regarding our processes for dealing with faculty to faculty conflicts and faculty to classified conflicts. Absent such a process (which is the case at Solano), we are asked to explain 1) how good relations are promoted among faculty and between faculty and others; 2) what the college policy/procedure/protocol is for faculty to faculty conflict resolution; 3) what the college policy/procedure/protocol is for faculty to others conflict resolution; 4) what the college policy/procedure/protocol is for unprofessional or unethical behavior. Senators: I draw this to your attention because it relates to two areas our local senate has chosen to address this year, academic integrity and senate organization. Would it be valuable for us to explore the role of the subcommittee on professional relations at other colleges to assess whether or not we would consider creating such a committee of the Solano AS?