



ACADEMIC SENATE

ADOPTED MINUTES

April 7, 2008
Board Room 626
3:00-5:00 p.m.

1. Call to Order

President Kropp called the meeting to order at 3:05 p.m.

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, John Nagle, Carl Ogden, Thom Watkins, Mike Goodwin (representing CTE)

Absent/Excused: Lou McDermott, Rennee Moore, Jackie Rock

Senate Administrative Assistant Mary Swayne

Vice President of Academic Affairs Robin Steinback

Vice President of Student Services Lisa Waits

3. Approval of Agenda – April 7, 2008

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

4. Approval of Minutes of March 3, 2008 and March 17, 2008

Motion to Approve – Senator Nagle; corrections to March 3rd – Senator Arie-Donch: page **4.7.b.**, 1st paragraph line 5; change ‘Systems Office’ to ‘System Office.’ Line 13, delete the wording after “relates to” and replace with “the requirement that all degrees must have 18 or more units in a focused area of study such as an area of emphasis.” Senator Fuller: correct page **6.7.d.**, line 8, change wording after Library to read “that those who responded favored.” Corrections to March 17th – Senator Conrad: page **3.7.c.**, line 17, change wording after “half-time to” to say “technology issues and half-time to tutoring in the Math Lab, and that the Technology Department attempted to move the position to their department.”

Motion to Approve minutes of March 3 and 17, 2008 as amended; M/S/P - Unanimous

5. President’s Report

See attached written report.

➤ Distributed appendix to report, *ACCJC Annual Report to SLO Coordinators*

Comments/Questions: Senators reviewed the President’s Report, emphasizing subjects such as reviewing ASCCC resolutions, Faculty Standards & Practices - single course equivalencies, and questions surrounding the SCC unions’ call to “work to contract.” Senators discussed at length the application of the “working to contract” policy, adopted by CTA, to Academic Senate work. The CTA President’s message to refrain from attending committee meetings exempted the Academic Senate; however, questions remain regarding whether the “working to contract” policy exemption for the Senate extends to senators’ work on the Accreditation Midterm Report. Does such work fall under the governance duties of the Senate? President Kropp pointed out that the CTA policy message specifically stated that the Academic Senate, Curriculum Committee, and

faculty hiring committee work would continue, and accreditation clearly falls under the Senate 10 plus 1. Moreover, the Senate determined at its March 17 meeting, several weeks prior to the union “work to contract” call, that the Accreditation Midterm Report would be a primary focus of the Senate meetings and Senate work and responsibility for the remainder of the semester. Senator Blair suggested that, nonetheless, it was imperative that the Senate discuss now whether or not the Senate will continue work on the Accreditation Midterm Report during union contract negotiations. Senators expressed concerns pro and con of working on the Midterm Report during the union’s call to work only to contract. President Kropp pointed out that the situation is also complicated by the fact that the Banner conversion is consuming the time of the VPAA, VPSS, and Director of Research and Planning, key management personnel who would normally be heavily involved in coordinating with the Senate and other constituencies in planning the institutional response to the Midterm Report. In all likelihood, the management team will not be able to focus on the Midterm Report until late May at the earliest, but broad-based faculty input has to be completed by then as the majority of faculty members are unavailable over the summer. Senator Blair expressed concern that such open-ended responsibilities for working on accreditation, absent closer coordination with the Office of Academic Affairs, leaves the Senate President, Vice President and the senators unprotected from Union criticism for doing the work that they consider outside our 40-hour week. If we are going to define accreditation work as governance and as a part of our 40-hour week, we need to cover ourselves by specifically stating that. Senator Blair also asked what assurances we had that the Administration is going to do their work on the Midterm Report in a timely and respectable fashion. President Kropp suggested that it was time to move on to the remaining reports and that discussion of the Senate role in the Midterm Report should be continued under Information/Discussion Item 7a.

Before concluding discussion of the President’s Report, Senator Fuller expressed concerns regarding the safety of the staff in Building 100, asking President Kropp to include this issue as an agenda item at a future meeting: safety concerns in Building 100.

6. Reports

a. Curriculum Committee – Erin Farmer

- Administrative Assistants from two divisions reported that faculty members are relying on the Administrative Assistants heavily to do all of their course proposal work and such requests usually occur within two days before the intended deadline. Assistance preparing course proposals is not the job of the Administrative Assistants; senators should remind faculty that Administrative Assistants should not be asked to do this work.
- Orientation was provided during Flex Cal regarding the use of the Course Management System, and this orientation will be provided again.

b. Distance Ed Committee – Rennee Moore

President Kropp reported per an email received from Senator Moore.

- The committee is making modifications to the Distance Education Course Approval Appendix #1 used by Curriculum Committee.
- On April 10, 2008 there will be a training session on the new e-College platform, NEXT. There will be an “all-faculty” email sent out.
- Faculty Training will continue with a Flex Cal workshop on August 15, 2008.
- The committee will take up the issue of online student conduct at the next meeting in May 2008.

Comments/Questions: President Kropp asked whether the modifications to the DE form had been coordinated with the Curriculum Committee. Ms. Farmer responded that this has not been done with the Curriculum Committee. President Kropp noted that this work falls under the jurisdiction

of both committees and directed Ms. Farmer to ask Senator Moore, the chair of the DE Committee, to work with the Curriculum Committee on the modifications.

7. Information / Discussion Items

a. Accreditation Midterm Report

- A draft of the Senate position statement regarding accreditation work was read: “In recognition of and with respect to the CTA’s call to refrain from committee meetings and work beyond the contract hours until further notice, the Academic Senate defines the Accreditation Midterm Report work as within the purview of the governing role of the Academic Senate. The Senate is restricting its efforts to those tasks directly related to the planning of the Midterm Report. “
- Documents related to the Midterm Report sent to Senators via email were: letter to faculty identifying responsible Midterm Report party/parties; Midterm Report – Standard 2 - Responsible Parties Chart, Planning Agendas from 2005 Self Study; and Recommendations from ACCJC Visiting Team October 23, 2005; document distributed at Senate meeting was the email from ASCCC entitled ACCJC Annual Report
- Due date for report responses is May 15, 2008.
- The previous response format established is agreeable for all to use.
- Today, the Senate will work on recommendations and planning agenda items from Standard 4.

Questions/Comments: President Kropp noted that with Vice Presidents Steinback and Waits in attendance at today’s meeting, we can also identify responsible parties from among the administrative ranks to address the Standard 4 recommendations and planning agendas. Vice President Steinback stated that Superintendent/President Fisher would also appoint managers to each of the eight recommendation areas. President Kropp asked Vice President Steinback whether the organizing structure should included four (4) standards chairs, or eight (8) recommendations chairs, corresponding to the eight Midterm Report recommendations. Vice President Steinback concurred with President Kropp that eight (8) standards chairs would be a more logical and efficient structure. An in-depth discussion of recommendation #8 followed. It was pointed out that the first statement in recommendation #8 has nothing to do with the Senate; it is not within the Senate’s purview and the Senate has no control of this, but it was suggested that President Kropp could urge the Governing Board to delegate full responsibility to the Superintendent/President when making the Academic Senate report to the Governing Board. This would be evidence that the Academic Senate takes this recommendation seriously. President Kropp verified the Senate’s suggestion that she make a statement to the Governing Board regarding affirming the recommendation. The second statement in recommendation #8 was discussed, along with the pros and cons of the Senate working on it. Planning agendas were discussed, noting those that have been completed. The Senate continued with designating responsible person(s) for the recommendations or planning agenda items and the task/evidence that is needed for the Accreditation Midterm Report.

Vice President Steinback then stated that it is not the Academic Senate's responsibility to do the whole report. There are other constituencies in the college – the students, the classified staff, and administration – who should be involved; she reported that this morning Superintendent/President Fisher verified in Executive Council that he does intend to make appointments of managers, directors, and administrators to this Accreditation effort. He has made four (4) appointments out of the eight (8) recommendations that we must report on. However, it is valuable for the Senate to identify the faculty that has insight into our progress on this. President Kropp noted that the report will presumably be written over the summer and that she expected that the first airing of the report would occur during August Flex. Vice President Steinback stated that those details have not been

worked out yet, but the report will be posted for the campus community to see and the opportunity to discuss it.

b. SCC Graduation

- The Senate President appoints two (2) marshals and four (4) presenters. Traditionally, the Senate President invites retiring faculty members to be presenters. If they decline, senators volunteer.
- As in-coming Senate President, Vice President Lamb will lead the procession this year.
- Senators Blair and Conrad volunteered to be presenters if needed.
- Senator Florence volunteered to be a marshal if needed.
- The Senate President will send an email to retirees asking if they would like to be presenters.

c. Distinguished Faculty Awards

- Ad Hoc Committee – Senator Watkins, Senator Arie-Donch, Senator Conrad, and Ann Hefner-Gravink
- Senator Watkins will send an ALL-FACULTY email soliciting recommendations.

d. Senate Elections

- Vice President Lamb is in charge and will meet with Senator Nagle to review the election process.
- Elections should take place this month (April) before the last Senate meeting in early May.
- The last Senate meeting should be conducted by the new President, Vice President Lamb.
- Senators whose terms are up should conduct elections in their divisions. Check the senate roster for terms.
- Election of adjunct and at-large seats will be done via ballot if there is more than one person seeking a seat.

e. Faculty Staff Development Funds

- In late fall, IVPAA Rosengren attempted to assist the Senate in ascertaining the definitive amount and location of the faculty staff development funds. Ms. Rosengren met with Fiscal Services Director Liz Skelly, who informed her that the total amount coming to the Senate to divide for conferences and mini-grants was \$42,788, which included \$20,766 from this year's allocation and \$22,012 in carry-over funds from last year. If the Senate divided the funds as usual, there would be \$34,222.40 for conferences and \$8555.60 for mini-grants.
- However, when President Kropp asked HR to distribute the funds, she was told there was only \$20,766 in the budget as there had apparently been a "double entry" by Fiscal Services Director Liz Skelly.
- Senate must determine how to disperse the remaining \$20,766.
- In light of the reduced amount and lateness in the year, senators suggested putting the entire amount into travel and conference and disbursing it to the divisions; there is too little money and too little time to fund mini-grants.
- Disbursal of the funds to the divisions, based on a head count of 173 ft faculty, should be an action item at the next Senate meeting.
- The funds should be an agenda item at division meetings as well.

f. Proportional Representation in the Senate

- Vice President Lamb reported that the ASCCC responded to his question whether "status quo" was an option, confirming that representation is up to local senates; therefore, SCC may select status quo if desired.

Comments/Questions: President Kropp suggested that when we conduct the Senate elections we could have a simple "yes"/"no" question on the ballot: "Do you want to stay with the status quo or would you like to go to a form of proportional representation?" If the answers come back for status quo, the discussion is ended. If the answers come back for some form of proportional representation, then a second ballot could go out in the fall that lists the options with a clear explanation of what they are, and the faculty would vote on it. Senate Conrad read an excerpt from the Constitution that states that for an amendment to the constitution to pass, it would require a simple majority vote at the Senate meeting. Then it would have to pass a vote from all faculty with a two-thirds majority. For this reason, he would favor the type of "straw poll" vote President Kropp is suggesting. Senators agreed this suggestion makes the most sense and asked Vice President Lamb to include this question on the election ballot.

- Vice President Lamb will send an ALL-FACULTY email announcing the election for the adjunct and at-large seats for the 2008-2010 term and soliciting nominations.
 - Included in that email will be information regarding the question on proportional representation that will ultimately appear on the ballot.
 - Senator Blair announced that she is not running for re-election as Humanities senator and will send an email to Humanities faculty soliciting nominations for her seat.
- g. Proposed Revisions to Liberal Arts Degrees
- Discussion was deferred to April 21, 2008 meeting.

8. Action Reminders

- Distinguished Faculty Awards
- Senate Elections

9. Announcements

- Vice President Lamb was contacted by CTA to inquire if the Senate would jointly-sponsor the faculty lunch that occurs during Flex Cal by paying for the desert. He requested that this be an action item at the next meeting.
- It was noted that the Senate has co-sponsored the luncheon in name only in the past. While both the CTA president and the Senate president make presentations at the event, CTA alone has paid for the luncheon.
- Senate will need a Treasurer's Report and an estimate of the cost for desert before approving funds at the next meeting.
- Senator Florence proposed that the Senate adopt a resolution for Kathy Kearns to thank her for supplying Tenure Tea mugs; senators agreed and asked Senator Florence to draft the resolution and bring it to the next meeting.
- President Kropp expressed thanks to Senators Florence, Fuller and Nagle for doing a superb job in organizing the Tenure Tea; all concurred.

10. Adjournment

- Motion to Adjourn - Senator Ogden; M/S/P - Unanimous
- President Kropp adjourned the meeting 5:10 p.m.

President's Report for Senate Meeting of April 7, 2008

1. News, communications from ASCCC

4/3 Email confirmation that CC Chair Erin Farmer, LOAC Tracy Schneider, Senate President Kropp & President-Elect Lamb are registered to attend Spring Plenary Session April 17-29 in San Francisco. Senators: please visit the ASCCC website (www.asccc.org) to review the schedule, topics, resolutions up for debate so that you can direct the SCC team to workshops of interest and to offer guidance regarding our vote on the resolutions.

4/2 Email from Janet Fulks, Chair ASCCC Accreditation and Student Learning Outcomes Committee, reminding local senates and LOA coordinators that The ACCJC Annual Report concerning the number of SLOs and Assessments done on their campus is due April 18. Ms. Fulks included six suggestions for completing the report. Senators: I have attached those suggestions to the end of this report for your information as part of our on-going education in matters related to accreditation and outcomes assessment.

4/2 Received email from CCCSO forwarded to local senates by ASCCC with attached form CCC-520, which was created to convert an existing associate degree without 18 or more semester units in a major field of study to one with 18 or more units either in a major or area of emphasis. Forwarded to Articulation Officer Robin Arie-Donch for use with SCC Liberal Arts degrees currently being brought into Title 5 compliance.

4/1 Received President's April *Update* and forwarded to senators for distribution to constituents

3/20 Received inquiries from AS Presidents' Listserv regarding local senates' Faculty Practices and Standards Committee. The ASCCC has such a committee (cf. <http://www.asccc.org/ExecCom/Committees/StandPractCmte.htm>) and several local senates are considering creating or revising their committees. Pasted below is language from the current Napa Valley College constitution and by-laws describing the committee's purpose, composition, and areas of responsibility. Senators: I bring this to your attention for two reasons. First, in response to the last item in my President's Report of 2/11, the inquiry from De Anza College regarding our processes for dealing with faculty to faculty conflicts and faculty to classified conflicts, you expressed interest in exploring 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. Second, Planning Agenda Item #63 from our 2005 Self Study states: The Academic Senate will develop a statement of faculty academic freedom and responsibilities. PA 63 must be addressed before the end of the semester. Furthermore, academic integrity has been a primary Senate goal for the last two years and while some notable steps have been taken, thanks in particular to the efforts of CC Chair Erin Farmer and the work of LOAC Tracy Schneider and the Trainers, many of the suggestions made by the goals sub-committee on academic integrity (Blair, Farmer, Lamb) have not been addressed.

From the Napa Valley College Senate Constitution and Bylaws:

Purpose: The Faculty Standards & Practices Committee shall be concerned with matters regarding professional qualifications and equivalencies, academic rank, and faculty relations.

Membership: The committee will consist of 4 Academic Senate members, including the First Vice President.

The Faculty Standards & Practices Committee shall:

1. Develop cooperative relations among faculty and between faculty and Administration, Classified, and the Board of Trustees. It shall mediate and take action in cases of alleged unprofessional conduct, consistent with the Academic Senate Faculty Ethics Policy.
2. Recommend, monitor, and review the policies and procedures for hiring faculty, including the composition and procedures of appraisal (paper screening) and interview committees.
3. Recommend, monitor, and review the policies and procedures establishing minimum qualifications and equivalencies for faculty. Make determinations on minimum qualifications and equivalencies, consistent with shared governance mutual agreements and concomitant Board Policies on Minimum Qualifications and on Equivalence to the Minimum Qualifications for Academic Personnel.
4. Recommend criteria for academic rank and emeritus status, and employ such criteria to nominate to the Senate applicants for such status.

3/18 Received email from Mark Wade Lieu regarding the convening of a working group (3 ASCCC officers, Ron Reel Norton, CCA/CTA President, 2 CIOs) to examine practices with respect to equivalencies and minimum qualifications. Local senates are asked to complete a survey describing any challenges our colleges have faced in dealing with this issue. The Senate concern is that some colleges are granting a single course equivalency for an instructor to teach a specific course despite a legal opinion issued by the Chancellor's Office stating that the granting of single course equivalencies is not in compliance with Title 5 regulations. Senators: I draw this to your attention because I dealt with a case of this nature in the fall. With Mary Swayne's research assistance, I was able to show Interim VPAA Rosengren and the dean requesting single course equivalency the ruling from the Chancellor's Office, and the dean withdrew the request immediately; however, faculty should remain vigilant regarding this issue of academic integrity.

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

See items above relayed via ASCCC.

3. SCC news, communications

4/4 Request from ASSC that one faculty member, preferably a Senate officer, be named to the SCC team participating in a series of "Capitol Days" lobbying events (T 4/15, T 5/20, Th 6/17) sponsored by the Community College League. According to Dr. Shirley Lewis, Director of Student Development, on April 15th and on each of the days indicated, there will be a presentation by CCL on current statewide budget information from 10 a.m. - 12 p.m. followed by lunch. From 1:00 p.m. on, appointments will be scheduled with legislators and key budget committee members. So far, the following team members have been identified: Harjot Sandhu, ASSC President, Lillian Nelson, Student Trustee, Phil McCaffrey, President SCC Governing Board. Yet to be named to the team are the administrative, classified, and faculty representatives, one from each constituency.

4/4 Email from Rob Simas, who this week was assigned the task of running the Banner System Test for Student, Financial Aid, and Accounts Receivable, to the Senate President and VP/President Elect, informing us that we have been chosen to participate in the test, which has been scheduled for Wednesday, 4/16, from 10 a.m.-12 p.m. In addition, we have been scheduled for meetings, should they prove necessary, on Tuesday and Thursday, 4/8, 4/10, 4/15, 4/17, from 1:30-3:00 p.m.

4/2 Received inquiry from Jim DeKloe regarding a proposed change to the Disciplines List re minimum qualifications in the bio-tech area. According to Mr. DeKloe, the proposal was to be discussed at the Area B meeting on Friday, 4/4, and, presumably, will also be discussed at Spring Plenary. Senator Moore: please consult the ASCCC website regarding the Disciplines List (the process, cycle, timeline, and proposed changes) and the Plenary schedule to determine whether the proposal to which Mr. DeKloe refers will be discussed at the April 17-19 session. If it will, please discuss with the biologists what position they would like their senate delegates to take regarding the proposed changes. Note that a final vote on any changes to the Disciplines List is nearly two years off.

4/1 Received email from CCA/CTA President Diane White announcing that in response to District intransigence in the bargaining process, the three union presidents and their executive boards request that their representatives to any shared governance committees such as FABPAC and the Shared Governance Council refrain from attending committee meetings until further notice. For this reason, faculty representatives to FABPAC and the SGC are not attending these meetings currently.

4. Meeting(s) with VP Academic Affairs

3/20 Briefed Dr. Steinback on steps taken in Senate 3/17 to begin work on the Midterm Report, providing her with copies of the following materials: the Senate accreditation quiz, *Preparation of the Midterm Report* (document from ACCJC website), the 4 data collection standards prepared by Rob Simas, a list of the 8 recommendations SCC must address in the midterm and special reports, the email sent by the Senate to faculty members identified as having a “serious and compelling role” in the College’s midterm report, and a document listing the recommendations and planning agenda items from Standard II and the responsible parties identified by the Senate. We agreed to meet Monday, 3/31, to discuss organization of and cross-constituency involvement in the preparation of the Midterm Report.

3/31 Midterm Report meeting. VP expressed concern that work on the Midterm Report needed to be opened up to shared governance constituencies, suggesting which administrative personnel should be included in the responsible parties identified for the recommendations and planning agenda items from Standard II. Discussed creating a Wiki for the Midterm Report, which would allow freer gathering and dissemination of information; VP will make arrangements with VP Technology to set up. Additionally, VP would like to schedule 2 campus forums dealing with accreditation issues and the Midterm Report. Discussed revising steering committee structure from 4 standards chairs to 8 recommendations chairs in accordance with parameters of Midterm Report. Began preliminary discussion of timeline for report. Agreed to meet Wednesday, 4/2, to pick dates, times, themes for campus forums, work through Standards I, III, IV to identify responsible parties, and to discuss job description and summer compensation for faculty writer.

4/2 Scheduled 1-hour meeting did not occur due to constraints on VP’s time.

5. Meeting(s) with Superintendent-President

3/12 Discussed BANNER implementation, the state budget, and accreditation, both our local response to the Special Report and the Midterm Report and concerns raised at the Northern California college presidents meeting that accreditation visiting teams’ recommendations are being ignored by ACCJC, which was true in the case of our most recent visit.

6. SGC (Shared Governance Council), meeting of 3/12

- Council approved changes to policy 4000 series (human resources) with the exception of policy 4774, Disciplinary Action – Classified Employees, which has been deferred pending CSEA legal advice and classified unions' request (supported by CTA) that the proposed policy be brought to the bargaining table. Until 4774 is approved, policy 4770 will remain in effect.
- Chief Dawson addressed SGC re Animals on Campus Policy (BP 1080), asserting that the Governing Board does have legal authority to prohibit animals on campus including in cars. Kevin Anderson is chairing the SGC sub-committee charged with crafting compromise language for the policy but noted that animals in vehicles will have to be prohibited.
- S-P delivered VP Brewington's review of how the Facilities Use Policies and Procedures evolved; ASSC, Academic Senate, and Local 39 remain unpersuaded that their constituencies were represented in any phase of the development process.
- Reviewed draft agenda for 3/19 Board meeting

7. Other

3/20 Meeting with LOAC Tracy Schneider to discuss current status of SCC SLOs and assessment in relation to ACCJC Annual Report due April 18 and Midterm Report

3/20 Meeting with PIO Ross Beck, at Mr. Beck's request, so he could brief me on the marketing and public relations work he has done so far for the College, focusing primarily on his extensive redesign of the Schedule of Classes and his proactive approach in handling the recent alleged gun-on-campus incident